



COMMUNITY KICKSTART APPLICANT GUIDELINES

2025

About Community Kickstart Grant

The ISPT Community Kickstart Grants Program provides financial funding and support to enable community groups to continue their great, important work in our local area.

At the heart of our community, our centre understands the vital role that community groups play in improving the lives of individuals and families. This grant program aims to amplify their efforts by providing financial support to help sustain and expand their projects and services that positively impact and generate outcomes benefiting our local community.

Eligibility Criteria

Who is eligible to apply?

The Community Grant program is open to:

- All registered not-for-profit organisations that provide benefit to the community.
- Local community groups and voluntary organisations. Organisations not based within the local community must be able to demonstrate a benefit to members who live in the local community.
- Only organisations/community groups that hold an Australian Business Number (ABN).
- Organisations/community groups that do not hold an ABN can engage an auspice organisation that meets the definition of a not-for-profit organisation or an incorporated association, or provide a service or activity primarily considered the responsibility of the State or Federal Government whereby the initiative is outside of their core business.

What activities are eligible to apply?

Only community activities that occur within the municipality where the shopping centre you are applying through is located are eligible. Additionally, the activities must be completed before 30 November 2026.

When do applications open and close?

Applications will be taken from 9:00am on Monday 18 August 2025 and must be submitted by 11:59pm AEDT on or before Sunday 21 September 2025, and they cannot be submitted after midnight AEDT on Sunday 21 September 2025.

How are successful grant recipients chosen?

A judging panel will review all applications against the judging criteria and the three highest scoring groups will advance to the community voting. The group which receives the highest number of community votes will be awarded as the 2025 grant recipient.

How to apply

Applicants for the Community Kickstart Grant must register in [Good Grants](#), which requires an email address and password.

A general organisation email and password will enable more than one person to access applications and outcomes. All notification emails and updates regarding the application will be sent to the email address provided in the application.

All applicants must provide the following information when applying for the Community Kickstart Grant:

- Proof of organisation address.
- Financial Records such as an Annual Report that includes financial statements.
- Current Certificate of Public Liability Insurance with \$20 million coverage.

These documents can be uploaded onto the Good Grants platform.

Good Grants will send confirmation of receipt of submitted applications to the email address provided in the application.

Judging criteria

Applications will be assessed on the beliefs outlined by ISPT below. It is essential that all beliefs are covered in the application form. Any supporting materials are welcome and can be uploaded on Good Grants.

Belief	Scoring	Proof Points
Creating Better Futures	Demonstrate commitment to investing in the community to create better futures.	30%
Achieve Together	Demonstrate ways in which the organisation collaborates to get things done and make a lasting, positive difference.	10%
Value Everyone	Demonstrate commitment to playing a part in shaping an environment that's inclusive, caring and respectful of one another.	10%
Embrace Growth	Demonstrate ways the organisation is embracing growth, always learning and thinking of ways to evolve for greater impact.	10%
Respond to one or more of our key Social Impact themes of Wellbeing, Prosperity	Wellbeing: Providing healthy lives and wellbeing for all ages Prosperity: Economic growth and decent work for all	40%

and Enriching Communities	Enriching Communities: Inclusive, safe, resilient, and sustainable futures	
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What the program cannot fund?

Community Kickstart Grant will not fund the following:

- Applications for individual pursuits.
- Operational costs and core business costs of the organisation e.g. rent or accommodation costs, ongoing fees, mobile phones, bills and insurance fees.
- Employment of staff and their salary or wages.
- Capital expenditure (land, buildings, construction works, refurbishment, renovations, playground installation, landscaping, etc.)
- Venue hire, rent, lease or other costs associated with accommodation.
- Activities that take place outside of the centre trade area.
- Funding for competitions, trophies, prizes or awards.
- Reimbursement of personal expenses, including but not limited to, transport, food/beverage, and accommodation.
- Applications for the singular purpose of promoting political, religious, or spiritual activities (this does not include community celebrations of annual calendar religious festivals).
- A program, service, or activity that is primarily considered the responsibility of the State or Federal Government and is part of their core business, such as the main activity of schools, hospitals, or other services.

Acquittal of Grant

All grant recipients must complete an acquittal form on or before 30/11/2026. A form will be issued to the successful grant recipient. Incomplete or non-submitted acquittal forms will result in an organisation being ineligible for future grant applications.

Key Dates

Date	Time (AEDT)	Event
Monday 18 August	9.00am	Grant Applications Open
Sunday 21 September	23.59pm	Grant Applications Close
Monday 22 September	9.00am	Phase 1 Finalist Judging Commences
Sunday 28 September	23.59pm	Phase 1 Finalist Judging Concludes
Monday 20 October	9.00am	Community Voting Commences
Sunday 9 November	23.59pm	Community Voting Concludes
Monday 10 November	9.00am – 5.00pm	Grant Recipients Notified
Monday 30 November 2026	23.59pm	Grant Reporting - Acquittal Form Due

Grant Writing Online Workshop (Free)

Date	Time (AEDT)	Booking Link (booking required)
Monday 25 August	10.00am – 12.00pm	Refer to Centre website
Wednesday 4 September	6.00pm – 8.00pm	Refer to Centre website

The grants team is available to take questions at the end of the workshop.

Application Checklist

To apply, your organisation must be one of the following:	
Not-for-Profit (NFP) or Incorporated Association	Yes/No
Auspiced by a Not-for-Profit	Yes/No
You must include with your application:	
Incorporated Number	Yes/No
GST status	Yes/No
ABN	Yes/No
Current Financial Statement	Yes/No
Current Public Liability Insurance	Yes/No
If you are being auspiced by an NFP, your organisation will need to provide written advice from the organisation that has agreed to manage the grant and/ or the funding.	Yes/No
Be located or delivered projects within the municipality of where the shopping centre you're applying through.	
Before commencing your application:	
Your organisation is not a grant recipient from the previous round	Yes/No
Register and attend a grant writing online workshop (not mandatory)	Yes/No
What you must provide with your application:	
Copy of your organisation's \$20 million Public Liability Insurance	Yes/No
Copy of your organisation's latest financial statement	Yes/No
Include any letters of support (optional)	Yes/No

Further Information

For further information or assistance with the application process, please contact Misti in the Community Kickstart Grant Team via misti.neef@cbre.com

Terms and Conditions

For a full list of Terms and Conditions please see [Community Kickstart Program](#)