



Example of a grant that would receive full funding per the assessment criteria

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Overview

The following section provides an example of an application for a Sustained Impact Grant completed by BrightPath Youth Collective, a local not-for-profit youth organisation. The example is for illustrative purposes only and does not reflect an actual application from an actual organisation.

Note: This example provides an illustrative overview of how to complete the application for a Sustained Impact Grant. Other grant application forms may look different and require more or less information from you.

Project Description

What this section looks like in your application:

PROJECT DESCRIPTION

From this point forward, whether you are applying for funding towards a service, program, project, initiative, activity, event etc. we will refer to your application as your 'Project'.

This section of your application should be completed after you have read the Application Example available on the Community Grants website to ensure you have the best opportunity to receive full funding of your project.

I have read the Application Example available

Yes No

You are strongly encouraged to read the example application to understand how to complete this section and to maximise your chances of obtaining full funding.

Project Title: *

Start Date (when will activities relating to this application commence) *

Start date cannot be prior to 31 October 2025. Please note that Council will not fund projects that have already occurred or commenced.

BRIEF PROJECT DESCRIPTION

Please provide a summary of your project in the field below. (no more than 250 words)

When providing the Project Description below, please address the following three questions:

1. **WHY? Why is your organisation delivering this project?**
2. **WHAT? What activities or actions will take place? What outcomes do you intend to achieve for the community through your project?**
3. **HOW? How will the funding be used to achieve your project outcomes? How will you measure whether these outcomes have been achieved?**

Project Description *

Word count:

Must be no more than 250 words. 250 words is approximately 2 x paragraph. You may use dot points

How many people are expected to benefit from the project? *

Must be a number.

How many of these beneficiaries will be City of Whitehorse community members? *

Must be a number.

What community group/s does your project/ initiative target? *

- | | |
|---|--|
| <input type="checkbox"/> Aboriginal and Torres Strait Island People | <input type="checkbox"/> Newly arrived migrants and/or refugees |
| <input type="checkbox"/> Children | <input type="checkbox"/> People experiencing homelessness or at risk of homelessness |
| <input type="checkbox"/> Culturally and Linguistically Diverse People | <input type="checkbox"/> People experiencing family violence |
| <input type="checkbox"/> Young people | <input type="checkbox"/> People with disabilities |
| <input type="checkbox"/> Financially disadvantaged people | <input type="checkbox"/> Seniors |
| <input type="checkbox"/> International students | <input type="checkbox"/> Women |
| <input type="checkbox"/> LGBTQIA+ people | <input type="checkbox"/> Other: |

[Clear](#)

What is the focus area of your project/ initiative?

- | | |
|--|---|
| <input type="checkbox"/> Health and wellbeing | <input type="checkbox"/> Learning and education |
| <input type="checkbox"/> Diversity and inclusion | <input type="checkbox"/> Emergency relief |
| <input type="checkbox"/> Social isolation | <input type="checkbox"/> Other: |

Project title: Cook & Connect: Building Skills, Confidence and Community

Start date: 15 November 2026

Project description:

[What is the project?] *Cook & Connect* is a 12-month intergenerational cooking program bringing together 10 vulnerable teenagers (aged 13–18) and 5 volunteer older residents (aged 60+) for monthly, in-person cooking classes. The program focuses on preparing affordable, healthy meals while building life skills, confidence, and positive relationships.

[Why is the project needed?] BrightPath Youth Collective works with young people identified as vulnerable due to social isolation, disengagement from education, and limited positive adult role models. Many participants lack basic life skills and access to healthy food knowledge, increasing their risk of poor health and long-term disadvantage. At the same time, older residents report loneliness and a desire to contribute meaningfully to their community.

[How will it work?] Monthly facilitated cooking sessions will pair small groups of teenagers with older volunteers. Sessions will include practical cooking, shared meals, and informal mentoring. Young people will progressively build skills and confidence, while older volunteers contribute knowledge, connection, and lived experience. Skills learned are designed to transfer beyond the program into homes, peer groups, and the wider community.

How many people are expected to benefit from this project?

20

How many from Whitehorse City Council community?

20

Targeted community groups:

- | | |
|---------------------------------------|-------------------------------|
| ✓ Seniors | ✓ Other: Young people |
| ✓ Young people | experiencing hardship at home |
| ✓ Financially disadvantaged
people | and school refusal |

Focus area:

- | | |
|------------------------|--------------------------|
| ✓ Health and wellbeing | ✓ Learning and education |
| ✓ Social isolation | |

Criteria A - Evidence of community need or emerging priority

What this section looks like in your application:

Criteria A - Evidence of community need or emerging priority

In this section, you are required to outline the community need or gap you have identified.

In this section, please describe the **need or issue in the community** that your project is responding to.

Your response should explain:

- **What the need is** – for example, a gap in services, an unmet need, or a challenge faced by a group in the community
- **Who is affected** – such as a specific group of people, a neighbourhood, or the wider community
- **Why this need is important** – including what happens if it is not addressed
- **How you know this need exists** – this could include feedback from the community, your organisation's experience, local data, research, or observations

You do not need to use technical language. Please explain the need clearly and in your own words, focusing on what is happening in the community now and why support is required.

Maximise

Community Need	Why this need is important	Evidence
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right; color: red;">*</p> <p>Word count:</p>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right; color: red;">*</p> <p>Word count:</p>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right; color: red;">*</p> <p>Word count:</p>
Please explain the community need or gap in services you have identified as a gap to address, including who it affects.	Please explain why this community need is important to address, including the impact if it is not prioritised.	Please include information and relevant data to support the evidence of community need for your service or program. This should include statistics, case studies, local knowledge and community verbatim, emerging trends, or other data.

Add More

Must be at least 1 rows

Criteria A - Evidence of community need or emerging priority	Assessment applied			
	Not demonstrated	Minimally demonstrated	Adequately demonstrated	Strongly demonstrated
<p>Requirements per policy:</p> <p>Describe the need or issue your project is responding to</p> <p>Provide evidence that the need exists in the Whitehorse community</p> <p>Explain why the project is important now</p>	<p>No evidence provided.</p> <p>Need described is vague, generic, or unrelated to the proposed project.</p>	<p>Limited or generic evidence</p> <p>Assertions made without data or examples</p>	<p>Clear and relevant evidence provided</p> <p>Meets the criterion as required</p>	<p>Clear and relevant evidence provided with multiple, high-quality evidence sources cited</p>
<p>EXAMPLE:</p>	<p>Many young people don't know how to cook healthy food, and older people sometimes feel lonely.</p>	<p>Young people can struggle with healthy eating and older people may experience isolation. This project will support</p>	<p>BrightPath Youth Collective works with vulnerable teenagers in the local area who lack basic life skills,</p>	<p>Refer below</p>

	This project will help bring people together.	both groups by running cooking classes.	including cooking. Older residents involved in our programs have reported increased loneliness. This project responds to both needs by bringing these groups together.	
Why the response has been assessed this way	Does not identify a specific issue or gap No reference to Whitehorse or the local community No explanation of why the project is needed now	Identifies a general social and cultural need Evidence is assumed rather than demonstrated The “why now” explanation is weak and generic	Clearly describes a community gap Provides some local context and informal evidence Explains why the project is relevant at this point in time	Clearly defines the issue and who it affects Provides strong, place-based evidence linked to Whitehorse Clearly explains why the project is timely and important

What is the community need and who is affected?

Vulnerable teenagers aged 13–18 engaged with BrightPath Youth Collective experience limited access to positive adult role models, low confidence in basic life skills, and poor food literacy. These young people are at increased risk of disengagement from education and poorer long-term health outcomes. At the same time, older residents in Whitehorse report social isolation and a desire for meaningful community contribution.

Why is it important to address this need?

Without early intervention, limited life skills and social connection can contribute to long-term disadvantage for young people, including poor health, reduced independence, and ongoing reliance on support services. For older residents, social isolation is linked to poorer physical and mental health outcomes. Addressing both needs together creates shared value and stronger community connections.

How does the applicant know this need exists?

BrightPath Youth Collective supports over 120 local young people annually, with internal intake data showing 65% report low confidence in preparing meals independently. Youth workers have identified food insecurity and lack of role models as recurring issues in case management.

Local volunteer consultations found that older residents were seeking opportunities to contribute skills and reduce isolation. One young participant noted:

“I usually just eat whatever’s there because I don’t know how to cook. Having someone show me makes it feel possible.” – Young person

Criteria B - Achievement of community outcomes

What this section looks like in your application:

Project Outcomes	Timeframe	Which strategic objectives does your project outcomes align with?	Project indicators (How will you know whether the outcome has been met?)	What specific measure will you use to determine whether your outcome has been achieved?	Collection method
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Objective 1.1 An involved and connected community <input type="checkbox"/> Objective 1.2: A community that fosters social inclusion, cohesion and respect <input type="checkbox"/> Objective 1.3: A healthy and active community <input type="checkbox"/> Objective 1.4: A community where people feel safe <input type="checkbox"/> Objective 3.3: Diverse education, employment and volunteering opportunities <input type="checkbox"/> Objective 4.2: An environmentally sustainable and climate resilient City <input type="checkbox"/> Other: <input type="text"/> Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>

How you will achieve your expected outcomes

Tell us about the activities you will undertake in order to create change. List one per row.

You can stipulate one location for each activity. If you have one activity taking place in multiple places, you can either list each location as a separate activity (e.g. Breakfast Club #1; Breakfast Club #2, with a specific location attached to each), or you can list one activity with a generalised location (e.g. "Melbourne CBD").

Maximise

Activity	Location	Will this activity be delivered online?	Start date	End date	Which outcome(s) will be achieved by this activity?
One per row. Add more rows if you want to list additional activities.	Where will your activity occur? Leave blank if location is unknown or not relevant.	Pick one option.	Must be a date. Leave blank if date is unknown or not relevant.	Must be a date. Leave blank if date is unknown or not relevant.	Add notes if you need to provide more context.
Word count:	Enter a location	▼			Word count:
Word count:	Enter a location	▼			Word count:
Word count:	Enter a location	▼			Word count:

Criteria B - Achievement of community outcomes	Assessment applied			
	Not demonstrated	Minimally demonstrated	Adequately demonstrated	Strongly demonstrated
<p>Describe the outcomes your project will achieve</p> <p>Show how these outcomes align with Council's strategic priorities</p> <p>Explain how your project activities will lead to these outcomes</p>	<p>Outcomes are unclear, vague, or listed as activities only (e.g. "run cooking classes"). No link between activities and change for participants.</p>	<p>Some outcomes described but not measurable or time-bound. Weak connection between activities and outcomes.</p>	<p>Clear outcomes described with basic measures. Logical connection between activities and outcomes is evident.</p>	<p>Outcomes are clearly articulated across a change pathway (awareness → knowledge → skills → behaviour change), with timeframes, indicators, measures and data sources clearly identified.</p>
<p>EXAMPLE:</p>	<p>The project will run monthly cooking classes for young people and older volunteers. Participants will learn how to cook</p>	<p>The project aims to improve young people's understanding of healthy food and build confidence through cooking</p>	<p>The project will improve participants' cooking skills and confidence. Success will be measured through attendance records and</p>	<p>Refer below</p>

	healthy meals together.	classes. Attendance will indicate success.	a short end-of-program survey.	
Why the response has been assessed this way	Does not explain <i>what will change</i> for participants or how success will be measured.	Identifies change but lacks clarity on <i>how much, by when, or how it will be measured.</i>	Shows a reasonable outcomes framework but limited detail or evidence of measurement.	Demonstrates strong outcomes thinking, clear causality, and practical evaluation methods aligned to Council priorities.

Project outcomes, indicators and measures

Outcome	Timeframe	Alignment	Indicators	Measures	Collection method
1. Young participants can identify healthy food groups	Months 1–3	Objective 1.2 Objective 1.3	Increased awareness of what constitutes healthy food	% increase in correct responses obtained from pre/post class surveys	Pre and post-class survey
2. Older participants understand barriers young people face in accessing healthy foods	Months 1–3	Objective 1.1 Objective 1.2	Increased awareness of barriers and reduction in stigma	% increase from post-class discussion documented by the facilitator	Pre and post-class discussion with facilitator

3. Young participants identify low-cost healthy ingredients	Months 3–6	Objective 1.2 Objective 1.3	Improved knowledge of local affordable healthy meals	% increase from post-class survey responses	Post-class survey
4. Older participants feel pride in their civic participation	Months 3–6	Objective 1.1 Objective 1.2	Increase in feeling proud	% increase from post-class survey responses	Post-class survey
5. Young participants can independently cook 5 healthy recipes	Months 6–9	Objective 1.2 Objective 1.3	Improved cooking skills	% increase reported by facilitator observations	Facilitator-documented observation notes
6. Young participants can cook healthy meals independently at home	Months 9–12	Objective 1.2 Objective 1.3	Increased confidence and independence in cooking	% increase in self-reported confidence scores from end-of-program survey	End-of-program survey
7. Older participants feel less lonely	Months 9–12	Objective 1.1 Objective 1.2	Decreased feelings of social isolation	% increase in self-reported loneliness scores from end-of-program survey	Pre and post-program survey

Project plan (linked to outcomes)

Activity	Location	Delivery	Start	End	Linked outcome
Promote cooking classes at school and U3As	Local public schools, U3As	In-person	October 2026	October 2026	N/A
Develop evaluation materials	Organisation office	In-person	October 2026	October 2026	N/A
Conduct cooking classes #1	Local community kitchen	In-person	November 2026	November 2026	1 to 2
Conduct cooking classes #2	Local community kitchen	In-person	March 2027	March 2027	3 to 4
Conduct cooking classes #3	Local community kitchen	In-person	May 2027	May 2027	3 to 4
Conduct cooking classes #4	Local community kitchen	In-person	July 2027	July 2027	3 to 4
Final celebration cook-off & distribution of final evaluation materials	Local community kitchen	In-person	September 2027	September 2027	5 to 7
Analysis of evaluation materials for grant acquittal	Organisation office	In-person	October 2027	October 2027	N/A

Criteria C – Project sustainability

What this section looks like in your application:

Criteria C: Project Sustainability

Will you require further funding from Council in future to continue your program/ initiative? *

Yes No

Describe how your project/ initiative will have sustained impact after it has been implemented *

Criteria C - Project sustainability	Assessment applied			
	Not demonstrated	Minimally demonstrated	Adequately demonstrated	Strongly demonstrated
<p>Outline how your project can continue or have lasting impact beyond the funding period</p> <p>Demonstrate how the project will be maintained, supported or embedded over time</p>	No consideration of what happens after funding ends.	Sustainability mentioned but relies on ongoing Council funding.	Some elements of lasting impact identified, but limited detail.	Clear plan showing lasting impact without further Council funding.
EXAMPLE:	The project will cease after 12 months and won't continue in future if additional funding isn't available. Measures won't be captured	The project may have lasting impact for participants, but we won't be able to measure this unless additional funding is available.	Participants will retain cooking skills after the program, and some volunteers may continue informally.	Refer below

	without additional funding.			
Why the response has been assessed this way	Treats the project as one-off.	Sustainability is aspirational rather than planned.	Identifies ongoing benefits but not embedded.	Shows skills, relationships and behaviours will continue independently.

Requirement of further funding: No

Describe sustainability:

The project will not require further Council funding. Young people will retain practical cooking skills that can be applied at home and shared with peers, increasing independence and food security beyond the program period. Older volunteers report reduced isolation and improved wellbeing, supporting continued informal volunteering. BrightPath Youth Collective will integrate the program model into its ongoing youth engagement work using existing staff and community volunteers.

Criteria D – Experience and capacity to deliver

What this section looks like in your application:

Criteria D: Experience and capacity to deliver

How many years has your organisation provided services related to your application? *

Please outline the experience your organisation has in delivering similar projects *

Word count:

Must be no more than 200 words.

Financial Statement (Bank Statements will not be accepted. We require your most recent financial report or at the very least a profit and loss statement) *

Attach a file: No file chosen

Are you working with any other organisation/s to deliver this project? *

Yes No

List any other organisations involved in the project *

Briefly describe their roles *

Projects face a number of risks. This section asks you to identify potential risks and the steps taken to minimise the risks.

What are the key risks identified as part of this project.	What steps have been taken to reduce these risks?	Level of Risk (chances of it happening)
eg: Not being able to attract enough refugee and migrant women participants to the program.	eg: A thorough targeted advertising strategy has been developed to reach refugee and migrant women in the community. The promotional material will be in a variety of languages.	ie. Low / Medium / High
<input type="text"/> *	<input type="text"/> *	<input type="text"/> *

Criteria D - Experience and capacity to deliver	Assessment applied			
	Not demonstrated	Minimally demonstrated	Adequately demonstrated	Strongly demonstrated
<p>Outline how you will deliver the project as proposed</p> <p>Outline how you will manage the funding responsibly</p> <p>Demonstrate relevant experience, skills or partnerships</p>	No evidence of experience, partnerships, or risk management.	Limited experience or vague delivery approach. Section completed partially.	Relevant experience and basic risk management identified.	Strong track record, partnerships, and proactive risk management.
Why the response has been assessed this way	Does not show capacity to deliver responsibly.	Experience is implied rather than evidenced.	Shows competence but limited detail.	Demonstrates readiness, credibility, and risk awareness.

Years of experience: 8

Outline: BrightPath Youth Collective is a not-for-profit community organisation that has been delivering structured youth wellbeing, mentoring and life-skills programs in the City of Whitehorse for over **eight years**. The organisation works primarily with young people aged **12–18 years**, particularly those who may be experiencing social isolation, disengagement from school, or limited access to positive community networks.

BrightPath specialises in **practical, strengths-based programs** that combine wellbeing support with hands-on learning. Their programs focus on developing social confidence, emotional resilience, teamwork and everyday life skills that help young people transition into further education, training or employment.

The proposed program will run as a youth wellbeing and life-skills program, combining:

- cooking and hospitality skills
- informal mentoring and peer support
- confidence-building activities
- pathways discussions about education and employment.

To strengthen community connection and intergenerational learning, BrightPath will partner with a **local older persons association** in Whitehorse to recruit volunteer mentors. These volunteers will support sessions by assisting with cooking activities, sharing practical life experience, and helping create a welcoming environment for young participants. The partnership is designed to provide **mutual benefit**, reducing social isolation among older residents while offering young people supportive role models and intergenerational connection.

BrightPath Youth Collective has established governance and financial management processes, including **formal accounting systems, program reporting procedures, and experience managing local government grant funding**. Council funding will be managed in line with **acquittal, reporting and compliance requirements**.

Key risks and mitigation:

Risk #1: Teenagers not attending regularly

Youth programs often experience fluctuations in attendance due to competing commitments, transport barriers, or disengagement from structured activities.

Mitigation:

- The program is **co-designed with young people**, ensuring activities reflect their interests.
- Participants help choose the **food and cooking themes** for sessions.
- Sessions incorporate social elements (music, games, group challenges) to maintain engagement.
- Completion of the program provides **recognition certificates linked to potential pathways into hospitality training or TAFE courses**.
- Reminder messages and outreach to families will support consistent attendance.

Likelihood: Medium (approximately 30–40% chance of reduced attendance during the program period)

Risk #2: Difficulty recruiting or retaining volunteers

Volunteer recruitment may be affected by competing commitments or capacity of the older persons association.

Mitigation:

- Partnership with an **established older persons association** with an existing volunteer base.
- Volunteers receive **clear role descriptions and short orientation training**.
- Flexible volunteering arrangements allow volunteers to attend selected sessions rather than every week.
- Volunteers are recognised through appreciation events and acknowledgement in program communications.

Likelihood: Low–Medium (20–30%)

Risk #3 Safeguarding and child safety concerns

Working with young people requires careful adherence to child safety standards.

Mitigation:

- All volunteers and staff must hold **valid Working with Children Checks**.
- BrightPath operates under a **Child Safe Policy aligned with Victorian Child Safe Standards**.
- Staff are trained in youth wellbeing and safeguarding procedures.
- Clear supervision ratios and incident reporting protocols are in place.

Likelihood: Low (10–15%)

Risk #4: Program costs exceeding budget

Unexpected costs such as food price increases or equipment replacement could affect the program budget.

Mitigation:

- BrightPath maintains **structured financial controls and budget tracking**.
- Local businesses may provide **in-kind food donations or discounts**.
- Program menus are flexible and can adapt to seasonal or lower-cost ingredients.
- A small contingency allocation is built into the program budget.

Likelihood: Low (10–20%)

Risk #5: Limited engagement from target youth cohort

The program may initially struggle to attract the intended participants, particularly if young people are not aware of the opportunity.

Mitigation:

- Promotion through **local schools, youth services and neighbourhood houses**.
- Collaboration with Council's youth team and community networks to refer participants.
- Peer-to-peer recruitment encouraged through current participants inviting friends.
- Social media promotion targeting local youth audiences.

Likelihood: Medium (30%)

Risk #6: Intergenerational program dynamics not working as intended

Young participants and older volunteers may have differing communication styles or expectations.

Mitigation:

- Orientation session for volunteers about **working with young people**.
- Activities designed to encourage **collaboration rather than instruction**, such as cooking in teams.
- Staff facilitate conversations and ensure respectful engagement between age groups.
- Feedback is gathered from both groups to improve sessions.

Likelihood: Low–Medium (20%)

Risk #7: Venue or logistical issues affecting program delivery

Issues such as venue availability, kitchen access, or equipment problems could disrupt sessions.

Mitigation:

- Program scheduled in a **pre-booked community facility with kitchen infrastructure.**
- Backup equipment and simple menus that require minimal specialised tools.
- Contingency plan for alternative activities if cooking cannot proceed.

Likelihood: Low (10–15%)