

# 2025 Creative Activity Grant Application Form

## Form Preview

## 2025 Creative Activity Grants

\* indicates a required field

Welcome to Hume City Council's online funding application for the 2025 Creative Activity Grant

**Creative Activity Grant are one year grants with funding available up to \$3,000**

**You can only submit one application for this category.**

**Before completing this application you must read:**

- [Arts Grants Guidelines](#)
- SmartyGrants [Applicant Help Page](#)

Please have **all your supporting documents ready**; such as

- For groups/organisations, you will need to provide evidence of your legal status (ie. certificate of incorporation or business registration).
- For individuals you will need to provide proof of residency in Hume (i.e. utility bill, driver's licence etc).
- ABN details or completed Statement by Supplier form for your group/organisation.
- Quotes to support your budget (i.e. for equipment hire or purchase, venue hire, advertising and promotion, training courses etc.).
- Bank details for your group/organisation (so that you can receive payment).
- Artistic support material: links to website or a link to maximum 3 minutes of video material and a maximum of three A4 pages can be uploaded as a PDF or Word document.

**Please note if you are successful you may need to provide a copy of your Public Liability Insurance certificate** unless you are applying as an individual and you meet the exemption criteria. Refer to Arts Grants Application Guide page 7 for exemption criteria.

**Regularly save your application** by clicking the '**Save Progress**' button which appears at the top of your screen.

**File Upload** allows applicants to upload one or more file attachments in their application. The recommended size of a file is no larger than 5MB.

**INCOMPLETE APPLICATIONS AND/OR APPLICATIONS NOT SUBMITTED BY THE CLOSING DATE WILL NOT BE CONSIDERED.**

## Eligibility Checklist

Applicants must:

- Have a strong commitment to their chosen arts or heritage practice demonstrated through evidence of performance, public presentation or documentation of a body of creative work. This includes literature, music, theatre, musical theatre, opera, dance, circus, heritage, comedy, photography, puppetry, arts festivals, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Individuals must be Hume residents.

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- Organisations/groups must be Hume-based and/or run the proposed activity or project from a location within Hume and show that it will substantially benefit residents of Hume City.
- Have no outstanding debts with Hume City Council.
- Have satisfactorily acquitted any previous funding received by Hume City Council (if applicable).
- Not have received funding in the 2024 Arts Grants round.

**I have read the above eligibility and confirm that I/my organisation meet/s the eligibility requirements. \***

- Yes  
 No

If you answered NO to any of the above you are NOT ELIGIBLE for this grant.

If you would like further information please contact the Arts Team on 0427 123 394 or email [artsandculture@hume.vic.gov.au](mailto:artsandculture@hume.vic.gov.au)

Do you need help or assistance?

If you experience any difficulties with your online application please contact the Arts Team on 0427 123 394 or email [artsandculture@hume.vic.gov.au](mailto:artsandculture@hume.vic.gov.au)

## Applicant Details

\* indicates a required field

### Contact Details

**Applicant \***

Individual       Organisation

Organisation Name

First Name

Last Name

**Contact Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

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### Phone Number \*

Must be an Australian phone number.

### Email \*

Must be an email address.

### Website

Must be a URL.

***Staff and Councillors of Hume City Council are not permitted to apply, either as individuals or as part of a group/organisation. If you are a relative of a staff or Councillor, you may be eligible. Officers will check your relationship for conflict of interest.***

### Are you a relative of a staff member or Councillor at Hume City Council? \*

- Yes  
 No

### Please specify name of Hume City Council staff member or Councillor.

## Business Structure

### Do you or your business operate as a: \*

- Individual - no business registration  
 For Profit business or Sole Trader  
 Not For Profit organisation  
 Art Collective/Group

## Proof of residency

### Please supply proof that you are a Hume resident \*

Attach a file:

## Proof of business structure

### Please provide supporting documentation for this structure i.e. certificate of registration or incorporation \*

Attach a file:

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Taxation details etc

**Do you / your organisation have an ABN? \***

**Council is required to withhold 46.5% of any grant funds issued if you do not provide one of the following:**

- A valid Australian Business Number (ABN) **Or**
- A completed Statement by a Supplier Form.

This form can be obtained from the Australian Taxation Office website:

[Statement by Supplier form](#)

The completed form is to be included in this application.

**Applicant ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

You have answered No to the previous question

If your organisation does not have an ABN you will need to supply a Statement By Supplier. These are available to for download [here](#)

**Please attach a Statement By Supplier \***

Attach a file:

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### Are you registered for GST? \*

- Yes  No

## Public Liability Insurance

Organisations are required to have adequate Public Liability Insurance.

**If your application is successful, we will request a copy of your Public Liability Insurance before payment can be processed.**

Exemptions - Public Liability Insurance is not required from applicants who satisfy ALL of the following criteria:

- \* you are applying as an individual.
- \* you are running the project alone (i.e. not paying anyone to work for you, and there are no other people involved in your project either paid or unpaid).
- \* you are using the grant for the sole purpose of purchasing materials, equipment or training from existing providers.

## Finance

### Bank Account Details \*

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

**You must provide either a deposit slip of the nominated account OR a statement extract that shows your account details - please redact transactions/balances. Otherwise, payment will be made via cheque. \***

Attach a file:

## Artform

\* indicates a required field

What is your artform?

### Identify artform \*

- |   |   |
|---|---|
| <input type="checkbox"/> Aboriginal and Torres Strait Islander arts | <input type="checkbox"/> Music                  |
| <input type="checkbox"/> Arts festivals                             | <input type="checkbox"/> Musical theatre        |
| <input type="checkbox"/> Circus                                     | <input type="checkbox"/> Opera                  |
| <input type="checkbox"/> Comedy                                     | <input type="checkbox"/> Photography            |
| <input type="checkbox"/> Community arts                             | <input type="checkbox"/> Puppetry               |
| <input type="checkbox"/> Dance                                      | <input type="checkbox"/> Theatre                |
| <input type="checkbox"/> Experimental arts                          | <input type="checkbox"/> Visual arts and crafts |

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Heritage

Other:

Who is your project for?

**We encourage initiatives that address a range of social justice barriers and engage members of the community who are more likely to face barriers to participation.**

**Do you identify as, or intend to work with: \***

Aboriginal and Torres Strait Islander peoples

Young people

LGBTIQ+ and gender diverse people

None of the above

People living with disabilities

Other:

People of culturally and linguistically diverse backgrounds

## Criteria

\* indicates a required field

Who are you?

**Tell us about yourself (or your group). What do you do? What is your creative record? \***

Word count:

Must be no more than 250 words.

**Are you applying to: \***

purchase equipment or undertake training or development opportunity

deliver activity or project

## Equipment and Development Opportunities

You are not able to make purchases/book training or development programs until funding is received. If your application is successful, you will be paid after 1 July 2025.

**What will you be using our grant funding for? i.e. what are you buying? \***

**Why is this important to the development of your creative practice? \***

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**How will this impact the future of your creative practice? \***

**Project**

**What is your project? \***

**What are the planned activities? \***

**Where will your activity take place? \***

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> All of the Hume area | <input type="checkbox"/> Gladstone Park    | <input type="checkbox"/> Somerton                    |
| <input type="checkbox"/> Attwood              | <input type="checkbox"/> Greenvale         | <input type="checkbox"/> Sunbury                     |
| <input type="checkbox"/> Bulla                | <input type="checkbox"/> Jacana            | <input type="checkbox"/> Tullamarine                 |
| <input type="checkbox"/> Broadmeadows         | <input type="checkbox"/> Kalkallo          | <input type="checkbox"/> Westmeadows                 |
| <input type="checkbox"/> Campbellfield        | <input type="checkbox"/> Meadow Heights    | <input type="checkbox"/> Yuroke                      |
| <input type="checkbox"/> Clarkefield          | <input type="checkbox"/> Melbourne Airport | <input type="checkbox"/> Fawkner                     |
| <input type="checkbox"/> Coolaroo             | <input type="checkbox"/> Mickleham         | <input type="checkbox"/> Keilor                      |
| <input type="checkbox"/> Craigieburn          | <input type="checkbox"/> Oaklands Junction | <input type="checkbox"/> Wildwood                    |
| <input type="checkbox"/> Dallas               | <input type="checkbox"/> Roxburgh Park     | <input type="checkbox"/> Other: <input type="text"/> |
- Diggers Rest

**Project Start Date \***

Must be a date and between 1/7/2025 and 29/5/2026.

**Project Completion Date \***

Must be a date and between 1/7/2025 and 29/5/2026.

**Personnel**

**Please list key people involved in your project and their role**


**Why is the activity or project important?**

**Why is the activity or project important? (In your answer describe how your activity or project benefits the residents of Hume City, why it's important to your creative practice and its artistic merit) \***

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### Barriers to participation

We want to know how you are encouraging participation by all parts of the community.

By barrier we mean things that stop people joining in. For example, costs, social or cultural safety, physical access, location, lack of public transport, lack of facilities etc.

**Does your project reduce barriers to participation. If yes, how, and for whom? \***

### Outcomes

Please tell us about the outcomes you expect from your activity. Outcomes are the changes you expect to occur for the people who take part in your activity or may indirectly participate.

When writing your Outcomes, think about how will it affect their:

- Skills and/or knowledge
- Confidence, aspiration, motivation
- Actions, behaviours or attitudes
- Social, financial, environmental, physical conditions

**Write at least one outcome you expect from this project, and then align them with the outcomes we (Council) want to know about.**

**Your outcomes**

**Which of our outcomes will your project align to?**

**How does your intended outcome link to our outcomes?**

Please be brief. One per row. Must be no more than 150 words.	Which of our outcomes will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.	Must be no more than 150 words.

### Measurement and Evaluation

This section is about how you will measure your project against the Council outcomes you have chosen above.

You must choose at least one measurement (one for each Outcome you've chosen) but you can choose more if you want.

If you want two measurements under one Outcome, you will need to choose one per line.



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Depending what you choose to measure across the length of your grant, you may need to ask your participants some questions. It is up to you how you collect the information but if your application is successful, we will provide you with survey templates.

You will be asked about these again in your End of Funding report.

Measurement	Target	Notes
Which of our metrics (if any) will you track? You may be required to report on your progress. Add more rows if you want to list additional metrics. No more than 1 choice may be selected.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	Must be no more than 150 words.

## Budget

Please list how you will spend your Hume Arts Grant. Please make sure your total is \$3,000 or less.

Expenditure	\$
Equipment	\$3,000
	\$
	\$
	\$
	\$

## Budget Totals

### Total Expenditure Amount

\$

This number/amount is calculated.

**Please supply quotes to support your budget (ie. for equipment hire or purchase, venue hire, advertising and promotion, flyers, posters etc.). \***

Attach a file:

## Artistic support material

Please provide links to your website or video material (maximum of 3 minutes) or other support material uploaded as a PDF or Word document.

### Website link

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### Please upload files

Attach a file:

### Optional extras

#### If you are working with specific communities, how will you ensure best practice and appropriate cultural protocols?

Word count:

Must be no more than 200 words.

#### How will your project support environmental sustainability?

Word count:

Must be no more than 150 words.

### Feedback

#### How did you hear about the 2025 Arts Grants program? \*

- Hume's Arts and Culture newsletter
- Hume e-News
- Hume social media (i.e. facebook, instagram)
- Other social media
- Postcards
- Advertisements
- Library and customer service signage
- Hume Website
- Word of mouth
- Other:

#### Any feedback for us on the application?

## Privacy Statement and Declaration

\* indicates a required field

### Privacy Statement

Council is collecting this personal information for the purpose of assessing applications for the Creative Activity Grant. The information will be used for administrative purposes and will not be disclosed to any other party except as required by law. If you fail to provide

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this information, Council may not be able to process your application. You may access this information by contacting Council on 9205 2200.

### Declaration

In submitting this funding application I declare that I am aware of the following terms and conditions and certify that:

- 1.I am authorised by the Applicant to act on behalf of the Applicant to submit this application.
- 2.All information given to Council in relation to the grant and application is true and correct, whether that information is given through this application or in any other way.
- 3.The person/s named as the Contact Person in this application has consented to be named as the contact for the Applicant and has the authority to provide any information that may be required by Council in relation to this application.
- 4.If a grant is awarded I will agree to the terms and conditions outlined in Hume City Council's Funding Agreement.
- 5.We/I (The Applicant) understand that if we do not act in accordance with this Agreement we may not be eligible for any further grants from Hume City Council.

**I have read and agree to the above Terms and Conditions \***

Yes

**Authorised Person \***

Name of person authorised to sign the Arts Grant Funding Agreement

### Arts Mailing list

If you would like to be added to the Hume Arts and Culture e-newsletter, please subscribe here [Arts and Culture - Hume City Council](#)

### Submitting your application

To submit your application be sure to click on the '**Submit**' button which appears on the last page of the application.

You will not be able to submit your application unless you have completed all the compulsory questions.

After submitting your application you will receive a confirmation email. If you do not receive a confirmation email please contact the Arts Team on 0427 123 394 or email [artsandculture@hume.vic.gov.au](mailto:artsandculture@hume.vic.gov.au)