

2025 Creative Project Grant Application Form

Form Preview

2025 Creative Project Grants

* indicates a required field

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

Creative Projects Grants are one year grants with funding available up to \$20,000

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 evidence of auspice agreement.
- ABN details or completed Statement by Supplier form for your group/organisation.
- Quotes to support your budget (i.e. artist fees, equipment or venue hire, advertising and promotion 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.
- Public Liability Insurance certificate

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 record of achievement in the arts sector. This includes literature, music, theatre, musical theatre, opera, dance, heritage, circus, comedy, photography, puppetry, arts festivals, visual arts and crafts, Aboriginal and Torres StraitIslander arts, community arts, and experimental arts.

- Individuals must be auspiced by an eligible organisation.
- Organisations/groups must 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.

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- Have satisfactorily acquitted any previous funding received by Hume City Council (if applicable).

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

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

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.

Phone Number *

Must be an Australian phone number.

Email *

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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 structure
☐ For Profit business
☐ Sole Trader
☐ Not For Profit organisation
☐ Art Collective/Group

Auspice Details

Applicants that are not incorporated must be auspiced by an incorporated not-for-profit organisation and provide evidence of this arrangement.

If this application is successful, funds will be paid to the Auspice organisation.

Auspice Agency Name *

Auspice Agency Address *

Address

Auspice Agency Phone Number *

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Must be an Australian phone number.

Auspice Agency Email *

Must be an email address.

Auspice Agency Website

Must be a URL.

Auspice Agency 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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice Contact Person *

First Name

Last Name

Auspice Contact Position *

Auspice Contact Phone Number *

Must be an Australian phone number.

Auspice Contact Email *

Must be an email address.

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Proof of business structure

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

Attach a file:

Taxation details etc

Do you / your organisation have an ABN? *

Yes

No

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

You have answered No to the previous question

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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:

Are you registered for GST? *

Public Liability Insurance

You are required to have adequate Public Liability Insurance. Please provide a copy of your certificate of currency.

Public Liability Insurance *

Attach a file:

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 |

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- ☐ Dance
- ☐ Experimental arts
- ☐ Heritage

- ☐ Theatre
- ☐ Visual arts and crafts
- ☐ 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 including: *

- ☐ Aboriginal and Torres Strait Islander peoples
- ☐ LGBTIQ+ and gender diverse people
- ☐ People living with disabilities
- ☐ People of culturally and linguistically diverse backgrounds
- ☐ Young people
- ☐ None of the above
- ☐ Other:

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 300 words.

Project

What is your project? *

Where in Hume will the primary activity or project 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"/> |
| <input type="checkbox"/> Diggers Rest | | |

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Project Start Date *

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

Project Completion Date *

Must be a date and no later than 29/5/2026.

Personnel

Please list key people involved in your project and their role

Why is the project important?

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

Barriers to participation

We want to know how you are encouraging participation in your project.

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? *

Tell us more

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

Word count:

Must be no more than 300 words.

How will your project support environmental sustainability? *

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Word count:

Must be no more than 300 words.

Outcomes

Please tell us about the outcomes you expect from your project. 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 or knowledge
- Confidence, aspiration, motivation
- Actions, behaviours or attitudes
- Social, financial, environmental, physical conditions

Write at least two outcomes 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 two measurements** (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.

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	Explanatory 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.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	

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No more than 1 choice may be selected.		

Budget

* indicates a required field

Grant Request

Hume Grant Amount Sought *

Must be a whole dollar amount (no cents) and no more than 20000.
What is the total financial support you are requesting in this application?

Expenses - Hume Project Grant Funding

Please list how you will spend your Hume Arts Grant funding only. Please make sure your total is \$20,000 or less.

Example: *Training \$600 Project Cost*

Hall Hire \$700 Operational Cost

Facilitator \$200 Event Cost

This section must total the Hume Grant Amount Sought listed above.

Expenditure	Amount \$
	\$
	\$
	\$
	\$
	\$

Expenses - all other project costs

Please outline other project costs that will be incurred (other than Hume Council grant funding).

Expense description	Amount \$
	Must be a dollar amount.
	\$
	\$
	\$

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Budget Totals

Total Expenditure Amount (Total of Sections 2 & 3)

\$

This number/amount is calculated.

Please supply quotes to support your Expenses - Hume Project Grant Funding budget (ie. artist fees, equipment hire or purchase, venue hire, advertising and promotion etc.). *

Attach a file:

Project Plan

* indicates a required field

Project Plan

In this section please tell us about the **key milestones** you will undertake as part of your project. **When** you aim to complete them and what **outcomes** you hope to achieve by undertaking them. You will need to report against these activities in your End of Funding (Acquittal) report.

Key milestones	Planned date of completion	Planned outcome
One per row. e.g. Planning; recruitment; evaluation. Add more rows if you want to list additional milestones.	Must be a date and between 1/7/2025 and 29/5/2026.	

Risk Analysis

Please provide analysis of your project's key delivery risks and how you will mitigate them.

More information on risks can be found [here](#)

Identify your major project risks	How will you mitigate them?

Support material

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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

Artistic support material - please upload files

Attach a file:

Upload a letter of support/reference. Staff and Councillors of Hume City Council cannot act as referees as this could be an actual or perceived conflict of interest.

*

Attach a file:

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

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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 Arts Team on 0427 123 394 or email artsandculture@hume.vic.gov.au