

2027 Large Project Grant Application

Form Preview

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* indicates a required field

Welcome to Hume City Council's online funding application for the 2027 Large Project Grant

Large Project Grant are grants for up to three years with funding available up to \$15,000 per year.

You can only submit ONE application, please select your category carefully.

Before completing this application you must read:

- [2027 Community Grants Guidelines](#)
- [SmartyGrants help guide for applicants](#)

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

- Bank Statement
- Certificate of Incorporation
- Current Certificate of Public Liability Insurance
- Income and Expenditure Statement
- Quotes for items you intend to purchase

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 must be no bigger than 5mb.

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

Do you need help or assistance?

If you experience any difficulties with your online application please contact us on 9205 2749 or email communitygrants@hume.vic.gov.au

Grant Writing Workshop

Register for a free grant writing workshop. This session will help you to better understand the grant process and write stronger applications. Sessions are being offered between 18 - 28 May 2026. For further information about session dates and times go to [Council's website](#)

Did you attend a Grant Writing Workshop? *

Yes No

Eligibility Checklist

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Applicants must:

- Discuss the proposal with the relevant Council Officer before applying
- Be an incorporated not-for-profit community group or organisation
- Have no outstanding debts with Hume City Council
- Demonstrate an ability to manage large scale projects
- Run the project from a location within Hume and/or show that it will substantially benefit residents of Hume City
- Have satisfactorily acquitted previous funding received by Hume City Council
- Give a detailed Project Plan
- Provide a detailed three-year project budget in the application form
- Demonstrate in kind or cash contribution that equates to half the value of the grant request. For example, if you ask for \$15,000, you must show a contribution of at least \$7,500
- Provide quotes for equipment purchases. We recommend including quotes for other key expenses, such as venue hire or transport etc. to show assessors that costs are realistic, well considered and represent value for money
- Projects that duplicate existing services and programs
- Applicants will also need to provide detailed plans for how the project is to be made fully sustainable after Council stops funding

IF A DISCUSSION WITH THE APPROPRIATE COUNCIL OFFICER DOES NOT TAKE PLACE, THE APPLICATION WILL BE DEEMED INELIGIBLE.

I confirm that the organisation meets the eligibility requirements *

- Yes
- No - Do NOT apply as you will not be considered

Name of Council Officer you discussed your project with *

Please email communitygrants@hume.vic.gov.au with an overview of your project and an appropriate Council officer will be in contact with you

Date discussion took place *

Must be a date and between 18/5/2026 and 26/6/2026.

Stop. You have answered NO to the above you are NOT ELIGIBLE for this grant.

If you would like further information please contact a Council Officer on 03 9205 2749 or email communitygrants@hume.vic.gov.au

Applicant Details

* indicates a required field

Application Contact Details

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Your Name *

| | | |
|----------------------|----------------------|----------------------|
| Title | First Name | Last Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

This is your name

Your Position *

Your Phone Number *

Must be an Australian phone number.

Your Email *

Must be an email address.

Group/Organisation Name *

Organisation Name

Please do not put in individual name it must be Group/Organisation's name

Organisation's Address *

Address

Organisation's Phone Number *

Must be an Australian phone number.

Organisation's Email *

Must be an email address.

Organisation's Website

Must be a URL.

Are you, or a member of your immediate family, a staff member (or Councillor) at Hume City Council? *

- Yes
 No

Please give the name of Hume City Council staff member *

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First time applicant

Is your organisation a first time applicant? *

- Yes
 No

Proof of Incorporation

All applicants must be incorporated associations/ not-for-profit organisations.

Incorporation number *

Please attach your Certificate of Incorporation *

Attach a file:

ABN Details

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.

How does your organisation raise income? *

- Membership fees Hume Grants
 Attendance fees Other Grants

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Sponsorship

Other:

General fundraising

Please tick any support you currently receive from Hume City Council *

Hume Community Annual Grant

Hume Events grants

Council room/facility hire in-kind or at community rate

Other Hume grants program

Other Hume in-kind support

None

Hume Community Year-Round Grant

Other:

Project Information

* indicates a required field

Project Overview

Project/Activity Title *

Word count:

Must be no more than 15 words.

For example "Connecting to Craigieburn, a program for recent arrivals" or "Hume Angels - a hip hop choir for disadvantaged youth"

What is your project? Tell us about your idea, what you will do, and how Hume funding will be spent. *

Word count:

Must be no more than 80 words.

Tell us a little more about your idea. Please include who, what, where and when your project is. This information will be used publically to describe your project, if your application is successful

How many years' funding are you applying for? *

1 year

2 years

3 years

Start Date *

Must be a date and no earlier than 1/1/2027.

Why is the funding needed for more than one year? *

Must be no more than 50 words.

Keep your answer brief, your project plan can provide more detail

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WHO

Briefly describe what your organisation does. Have you run any large-scale or similar projects? *

Word count:

Must be no more than 80 words.

What is your purpose? Do you have lots of members? How long have you been servicing Hume?

What is the mission of your organisation? Why do you do what you do? *

Word count:

Must be no more than 100 words.

What best describes your organisation? *

- Community Group
- Incorporated not for profit / charity
- Service Provider
- Auspiced Group
- Other:

No more than 1 choice may be selected.

Select the most relevant category that best describes your organisation *

- | | | |
|---|---|--|
| <input type="checkbox"/> Anti-racism | <input type="checkbox"/> Gambling harm awareness | <input type="checkbox"/> Refugees and newly arrived migrants |
| <input type="checkbox"/> Climate change / environmental sustainability | <input type="checkbox"/> Healthy ageing and seniors | <input type="checkbox"/> Social cohesion/connection |
| <input type="checkbox"/> Community Arts and culture | <input type="checkbox"/> Learning and skill development | <input type="checkbox"/> Sport and exercise |
| <input type="checkbox"/> Community health and wellbeing and health promotion | <input type="checkbox"/> LGBTQIA+ inclusion | <input type="checkbox"/> Young people (0-24) |
| <input type="checkbox"/> Community safety and addressing anti-social behaviours | <input type="checkbox"/> Multicultural groups | <input type="checkbox"/> Volunteering |
| <input type="checkbox"/> Families and Children | <input type="checkbox"/> People with disabilities | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Family violence awareness / support | | |

How many volunteers do you have? *

Must be a number.

If you don't have any volunteers, please put 0

Where will your project take place? *

- All of the Hume area
- Diggers Rest
- Roxburgh Park

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- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Attwood | <input type="checkbox"/> Gladstone Park | <input type="checkbox"/> Somerton |
| <input type="checkbox"/> Bulla | <input type="checkbox"/> Greenvale | <input type="checkbox"/> Sunbury |
| <input type="checkbox"/> Broadmeadows | <input type="checkbox"/> Jacana | <input type="checkbox"/> Tullamarine |
| <input type="checkbox"/> Campbellfield | <input type="checkbox"/> Kalkallo | <input type="checkbox"/> Westmeadows |
| <input type="checkbox"/> Clarkefield | <input type="checkbox"/> Meadow Heights | <input type="checkbox"/> Yuroke |
| <input type="checkbox"/> Coolaroo | <input type="checkbox"/> Melbourne Airport | <input type="checkbox"/> Fawkner |
| <input type="checkbox"/> Craigieburn | <input type="checkbox"/> Mickleham | <input type="checkbox"/> Keilor |
| <input type="checkbox"/> Dallas | <input type="checkbox"/> Oaklands Junction | <input type="checkbox"/> Wildwood |

At least 1 choice and no more than 2 choices may be selected.

Are you collaborating with other Organisations/Community Groups in Hume on this Project? Briefly explain *

Must be no more than 50 words.

How many estimated Hume City residents will participate? *

Must be a number.

WHY

Why is this project important? What community need or problem does it address? How was this need identified (e.g. community feedback, data, experience)? *

Must be no more than 150 words.

Who are you targeting with this project, and how do you plan to actively engage them in the project? *

Must be no more than 150 words.

For example, tell us who the project is designed for (such as a specific age group, cultural community, or people experiencing a particular barrier), and how you will involve them (such as outreach, partnerships, co design, regular sessions, or tailored communication). Describe what steps you will take to continue the project, or its benefits, beyond the life of this funding.

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

By barrier we mean things that stop people joining in, or create inequalities in how they can join. For example, costs, social or cultural safety, physical access, lack of facilities etc.

Describe what steps you will take to continue this project beyond the life of this funding round *

Must be no more than 150 words.

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What

* indicates a required field

Project implementation overview - what will you do, how will you resource it? *

Must be no more than 150 words.

Do not list activities here, you will do that below. This might include how the project will be managed, who will be involved in delivery, any key partners, and how you will coordinate resources over time. Focus on your overall approach rather than listing individual activities.

What capacity (resourcing) and capability (skills or experience) does your organisation have to deliver this project? *

Activities

Tell us about the activities you will undertake during your project. List one per row.

| Activity | End date | Explanatory notes |
|---|---|--|
| One per row. Add more rows if you want to list additional activities. | Dates can be indicative. Activities may be ongoing or repeated across the year. Must be a date and no earlier than 1/1/2027. | Add notes if you need to provide more context. |
| | | |
| | | |
| | | |

Outcomes of your project

Outcomes are the changes you expect to occur for people who take part in your project (or benefit indirectly).

These might relate to changes in:

- Skills, knowledge, confidence, aspiration, motivation
- Actions, behaviours, change in policy
- Social, financial, environmental, physical conditions

List up to three key outcomes from your project and align each one to the most relevant Council outcome below.

An outcome describes a change (e.g. people feel less isolated), not just an activity (e.g. weekly sessions delivered).

| Your outcome (what will change) | Which Council outcome does this align to? | How does your outcome contribute? |
|--|--|--|
|--|--|--|

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| | | |
|-------------------------------|---|--|
| Please be brief. One per row. | If multiple options apply pick the most relevant. No more than 1 choice may be selected. | |
| | | |
| | | |
| | | |

Measurement and Evaluation

This section explains how you will measure progress against the Council outcomes you selected above.

For each project outcome, choose at least **one measure** to show how progress will be tracked. You can select more than one measure for an outcome if needed.

You may collect information in different ways (for example, attendance records, feedback, or short surveys). If your application is successful, Council will provide survey templates to support your reporting.

You will be asked to report on these measures as part of your **annual reporting**.

| Measurement | Target | Notes |
|--|--|-------|
| Which of our measures will you track? You will be required to report on your progress. No more than 1 choice may be selected. | Identify an estimated total for your project. Must be a number. | |
| | | |
| | | |
| | | |

Risk Analysis

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

You will be required to provide a risk commentary in your yearly reporting.

| Identify your major project risks | How will you mitigate them? |
|--|--|
| | |
| | |
| For example: Risk that bad weather stops our event | Mitigated by having a wet weather plan |

Year One - Council funding request

Hume Grant Request (Year One)

How much are you requesting from Hume City Council in Year One? *

\$

Must be a dollar amount and no more than 15000.

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This is the total amount you are requesting from Council for Year One of the project.

Other Project Income (Year One)

Large Project grants are expected to include more than just Council funding. Please describe where your other sources of funding are coming from.

You must show a contribution of **at least 50% of the requested Hume funding**.

Examples include:

- Fundraising
- Memberships
- Philanthropic or other grants
- Volunteer time (you may value volunteer hours at a reasonable rate - usually \$45p/h)

While we suggest volunteer hours are valued at \$45, you can decide what amount best suits the work your volunteers do.

You MUST contribute cash or in kind that equates to half the value of the grant request. For example, if you ask for \$15,000, you must show a contribution of at least \$7,500

| Income source | Is this funding confirmed? | Income amount | In kind |
|---------------|----------------------------|--------------------------|---------|
| | | Must be a dollar amount. | |
| | | | |
| | | | |
| | | | |

Other Project Income (Year One) Total

This number/amount is calculated.

Expenses - Year One - How Hume funding will be used

How will you spend the Hume Council funding (Year One)? List the main costs that will be paid for using **Hume Council funding only**.

Examples can stay, but shorten them:

- Facilitators / trainers
- Venue or delivery costs
- Coordination or delivery costs
- Materials or equipment linked to activities

| Expense Description | Expense Amount |
|---------------------|--------------------------|
| | Must be a dollar amount. |
| | |
| | |
| | |

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Hume Grant Expense Total

This number/amount is calculated.

Expenses - All Other Project Costs

List any other project costs that will be covered by non-Council income.

If volunteer time is included as in-kind income, include it here as an expense.

| Expense Description | Expense Amount | In kind? |
|---|---|----------|
| Provide clear description of each budget item | Enter the total amount to be expended on this budget item Must be a dollar amount. | |
| | | |
| | | |
| | | |

All Other Project Costs Total

This number/amount is calculated.

Budget Totals

The below totals are calculated from figures you have entered above. The balance calculation is to check that your budget balances e.g:

Income - Expenditure = Balance

The system will check that your Year One budget balances before you can submit your application.

Income

Total Hume Grant

This number/amount is calculated.

Total Other Income

This number/amount is calculated.

Total Project Income

This number/amount is calculated.

Expenditure

Total Hume Grant Expenses

This number/amount is calculated.

Total Other Expenses

This number/amount is calculated.

Total Project Expenses

This number/amount is calculated.

Balance (Must be Zero)

Hume Grant Balance

This number/amount is calculated.

Other Expenses Balance

This number/amount is calculated.

Total Project Balance

This number/amount is calculated.

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Year Two Indicative Budget

Provide an indicative budget for Year Two. This does not need to be as detailed as Year One.

Example: Fundraising \$1500 Memberships \$120 Philanthropic Grant \$2500
 Co-contribution: In-kind Income \$1500

| Income | \$ | Expenditure | \$ |
|--------|----|-------------|----|
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |

Budget Totals (Year Two)

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Year Three Indicative Budget

Please note you will need to submit a detailed year three budget should your project be approved for the final year.

Example: Fundraising \$1500 Memberships \$120 Philanthropic Grant \$2500 Co-contribution: In-kind Income \$1500

| Income | \$ | Expenditure | \$ |
|--------|----|-------------|----|
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |

Budget Totals (Year Three)

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Could the project proceed if less funding is received than requested? *

- Yes
 No
 With Changes

If changes would be required, briefly describe what would change. *

Word count:

Must be no more than 100 words.

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Referees and other documentation

* indicates a required field

Supply the name of at least one Referee Organisation that can provide information about your organisation.

NOTE: Councillors and Council Officers cannot be listed as Referees as this could be perceived as a conflict of interest.

Referee One

Referee 1 *

Individual Organisation

Organisation Name

Title First Name Last Name

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

Referee 1 Position *

Referee 1 Primary Phone Number *

Must be an Australian phone number.

Referee 1 Primary Email *

Must be an email address.

Referee Two (optional)

Individual Organisation

Organisation Name

Title First Name Last Name

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

Referee 2 Position

Referee 2 Primary Phone Number

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Must be an Australian phone number.

Referee 2 Primary Email

Must be an email address.

Other documentation

Bank Account *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Please attach proof of your bank account number, name and BSB *

Attach a file:

Please attach your latest Profit and Loss Report *

Attach a file:

This is NOT a Bank Statement. A profit and loss statement (P&L), or income and expenditure statement, is a financial report that provides a summary of an organisation's revenues, expenses, and profits/losses over a given period of time. The P&L statement shows a company's ability to generate income and manage expenses. You can provide the same document that you submit to Consumer Affairs Victoria, or the ACNC

Please attach Public Liability Insurance (PLI) Certificate of Currency *

Attach a file:

Must be for a minimum of \$20 million. Read more about PLI here <https://www.nfplaw.org.au/insurance>

Letters of support *

Attach a file:

Other documentation - Please supply any other relevant documentation i.e. quotes, project plans etc that may help Assessors

Attach a file:

Privacy Statement and Declaration

* indicates a required field

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Privacy Statement

Council is collecting this personal information for the purpose of assessing applications for the 2027 Large 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.

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/Auspice to act on behalf of the Applicant/Auspice 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/Auspice and has the authority to provide any information that may be required by Council in relation to this application.
- 4.We acknowledge that our organisation's name will be listed publicly.
- 5.If a grant is awarded we (The Applicant/Auspice) will agree to the terms and conditions outlined in Hume City Council's Funding Agreement.
- 6.We (The Applicant/Auspice) 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

Responsible Person 1 *

Name of person authorised to sign the Community Grant Funding Agreement

Responsible Person 1 Position *

Responsible Person 2 *

Responsible Person 2 Position *

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.

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After submitting your application you will receive a confirmation email. If you do not receive a confirmation email please contact us on 9205 2749 or email communitygrants@hume.vic.gov.au.

Mailing List

Would you like to be added to our mailing list to hear more from Council about programs, events and opportunities that relate to community groups? *

- Yes No

Feedback on the process

How easy was it to complete this application form?

- Very Easy Easy Ok Difficult Very Difficult

How did you learn about this grant program? *

- Council website
 Council social media (Facebook, LinkedIn, Instagram, etc.)
 Email from Council staff
 Word of mouth (colleague, friend, community member)
 Local newspaper or media
 Information session / workshop
 Service provider or peak body
 Other:

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider. *

Did you have help completing this form?

- No Yes - a person helped me Yes - I used AI (for example ChatGPT)

Other