

# 2027 Small Project Grant Application

## Form Preview

### 2027 Small Project Grant Application

\* indicates a required field

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

Small Project Grants are guided by the Hume Social Justice Charter and support projects that strengthen fairness, access, participation and human rights across the Hume community.

Grants of up to \$10,000 are available for new, locally led and collaborative projects that deliver meaningful outcomes for Hume residents. Funded projects must have a clear start and finish and be delivered within 6-12 months, between 1 January and 31 December 2027.

This grant stream supports pilot and time-limited initiatives and is **not intended to fund ongoing operational costs**.

You can only submit ONE application in this Main Round 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 (in the group's/organisation's name)
- Certificate of Incorporation
- Current Certificate of Currency - Public Liability Insurance
- Quotes for items you intend to purchase (essential for any equipment purchases)

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.

#### Have you read and understood the Community Grants guidelines? \*

Yes  No

Please read the [Guidelines](#). If you are unsure if you are eligible for funding you should contact a Community Grants Officer on 9205 2749.

#### Do you need help or assistance?

We are committed to ensuring you feel supported throughout your application process. If you have any questions, or have any accessibility requirements, please do not hesitate to reach out to our team. Phone: 9205 2749 or email [communitygrants@hume.vic.gov.au](mailto:communitygrants@hume.vic.gov.au) If you do contact us throughout the application process, please quote the application number below

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### Application Number

This field is read only.

The identification number or code for this submission.

### 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

#### Applicants must:

- Discuss their proposal with a Council Officer prior to submission (email [communitygrants@hume.vic.gov.au](mailto:communitygrants@hume.vic.gov.au) with your project overview)
- Be an incorporated not-for-profit community group or organisation
- Have no outstanding debts with Hume City Council
- Proven ability to manage small to medium scale projects
- Run the activity or 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
- Applicants must explain what will happen at the end of the project, including whether learnings, resources or outcomes may be used beyond the grant period (without ongoing Council funding).
- Your organisation has NOT already received a 2026 annual grant.

**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 - you may not be able to apply. Review the questions and call the grants team for more info

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

If you would like further information please contact us on 03 9205 2749 or email [communitygrants@hume.vic.gov.au](mailto:communitygrants@hume.vic.gov.au)

### Officer Discussion

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## Name of Council Officer you discussed your project with \*

Please email [communitygrants@hume.vic.gov.au](mailto: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 - IF A DISCUSSION WITH THE APPROPRIATE COUNCIL OFFICER DOES NOT TAKE PLACE, THE APPLICATION MAY BE DEEMED INELIGIBLE. \*

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

## Applicant Details

\* indicates a required field

### Your Organisation

#### Name of your group or organisation \*

Organisation Name

Please use your organisation, club or group's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ATO, ACNC, ABN etc.

#### 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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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 you: a) do not have an ABN, and b) are not nominating an auspice then you will need to provide a Statement by Supplier form to council. The form can be downloaded from the Australian Tax Office website. Click [here](#) to download form

**If your organisation does not have an ABN, please attach a completed Statement By Supplier form \***

Attach a file:

Statement By Supplier forms are available on the Australian Taxation Office website. More information about the Statement by Supplier arrangements can be found here <https://www.ato.gov.au/forms-and-instructions/statement-by-supplier-not-quoting-an-abn>.

If your organisation is unincorporated it must have an auspice agency. You will need their financial and taxation details.

If you want to know more about Auspicing please click here <https://www.nfplaw.org.au/auspicing>

**My organisation is Incorporated \***

Yes

No - I am aware we will need to be auspiced

Proof of Incorporation

**Incorporation number \***

**Please attach your Certificate of Incorporation \***

Attach a file:

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### Auspice details

You have answered 'I will be nominating an auspice for this application' to the previous question. Applicants that are not incorporated must be auspiced by an incorporated not-for-profit organisation and provide evidence of this arrangement. PLEASE NOTE: An auspice is a not-for-profit incorporated organisation that is agreeing to manage the legal and financial responsibility of the grant on behalf of the auspiced (applicant) organisation. Their agreement letter (to be attached below) needs to clearly document the auspice's acceptance of the legal and financial responsibility for the activity.

**If the grant application is successful the grant payment will be made to the auspice organisation, not the applicant.**

#### **Auspice Organisation Name \***

Organisation Name

#### **Auspice Organisation 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.

#### **Name of contact at Auspice Organisation \***

#### **Address for Auspice Organisation \***

Address

  

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

#### **Phone Number for Auspice Organisation \***

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Must be an Australian phone number.

## Email contact for Auspice Organisation \*

Must be an email address.

## Website for Auspice Organisation

Must be a URL.

## Bank Account for Auspice Organisation \*

Account Name

BSB Number      Account Number

Must be a valid Australian bank account format.

## Income Sources

### How does your organisation raise income? \*

- Membership fees    Attendance fees    Sponsorship    General fundraising    Hume Grants    Other Grants    Other project expenses

Other

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

- |  |  |
|--|--|
| <input type="checkbox"/> Hume Community Annual Grant                             | <input type="checkbox"/> Hume Events grants          |
| <input type="checkbox"/> Council room/facility hire in-kind or at community rate | <input type="checkbox"/> Other Hume grants program   |
| <input type="checkbox"/> Other Hume in-kind support                              | <input type="checkbox"/> None                        |
| <input type="checkbox"/> Hume Community Year-Round Grant                         | <input type="checkbox"/> Other: <input type="text"/> |

## ASSESSMENT CRITERIA (WHO + WHY)

\* indicates a required field

### Project Overview

This section helps us understand what you are applying for. You will discuss the details in the following sections.

### Project Title \*

Must be no more than 15 words.

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

**Brief Project Description. Tell us about your idea, what you will do, and how Hume funding will be spent. \***

Word count:

Must be between 10 and 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 publicly to describe your project, if your application is successful

**Start Date \***

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

**End Date \***

Must be a date and no later than 31/12/2027.

## WHO

**Briefly describe what your organisation does \***

Word count:

Who are you and who do you support?

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

Word count:

Must be between 20 and 80 words.

**Explain how this project is new, a pilot, expanded, or one-off, and why it is not ongoing operational work. \***

Word count:

Must be between 20 and 100 words.

**How is this project designed, led, or informed by the local Hume community? \***

Word count:

Must be between 20 and 80 words.

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Tell us how local Hume community members have been involved in shaping this project. For example, have you consulted with residents, partnered with local groups, or involved community members in planning or delivery? How does the project reflect local needs or priorities?

### Select the most relevant category that best describes your organisation \*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Anti-racism                    | <input type="checkbox"/> People with disabilities            | <input type="checkbox"/> Young people (0-24)         |
| <input type="checkbox"/> Families and Children          | <input type="checkbox"/> Refugees and newly arrived migrants | <input type="checkbox"/> Volunteering                |
| <input type="checkbox"/> Learning and skill development | <input type="checkbox"/> Sport and exercise                  | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Multicultural groups           |  |  |

### Does this project involve volunteers? \*

- Yes  
 No

Volunteer involvement is optional and will not be assessed more favourably than non-volunteer projects.

### If yes, briefly describe the role of volunteers and any volunteer-related costs (e.g. training, insurance, support).

Word count:

Must be no more than 50 words.

### Where will your project take place? (Choose location where your project will mostly take part) \*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> All of the Hume area | <input type="checkbox"/> Diggers Rest      | <input type="checkbox"/> Roxburgh Park |
| <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      |

No more than 3 choices may be selected.

### How many Hume residents will participate in your project? \*

Must be a number.

### Is this project being delivered in collaboration with other organisations or community groups? \*

- Yes  
 No

### If yes, who are the partners and what role will each play?

Collaborative projects are encouraged but not required. Collaboration should be meaningful and add value to outcomes.

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### **How does your project reflect the principles of the Hume Social Justice Charter? (Select up to two and explain) \***

- Improving access and inclusion
- Promoting equity and fairness
- Supporting engagement and participation
- Advancing rights, dignity and accountability
- Not applicable

No more than 2 choices may be selected.

### **Briefly explain how your project supports the selected principle(s) in practice. \***

#### **Word count:**

Must be between 10 and 50 words.

Choose up to two Charter principles that best match your project and explain how you put them into action. Use clear examples to show the impact your project will have (e.g. improving access, inclusion, or reducing barriers).

## **WHY**

### **Why is this project needed, and what issue will it address? How do you know this need exists? \***

#### **Word count:**

Must be between 20 and 150 words.

Briefly describe the issue or need your project addresses and how you identified it (e.g. community feedback, data, or local experience). Show evidence that this is a real need in Hume and explain what difference your project will make.

### **Who is this project for, and how will you involve them in the project? \***

#### **Word count:**

Must be no more than 150 words.

Identify who will benefit from your project and describe how you will engage or involve them (e.g. participation, co-design, or delivery).

### **How does your project reduce barriers to participation (e.g. cost, language, access, confidence), and who benefits from these supports? \***

#### **Word count:**

Must be no more than 150 words.

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.

### **Supporting documents, for example: data or research supporting the need for your project.**

Attach a file:

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### ASSESSMENT CRITERIA (WHAT)

\* indicates a required field

#### WHAT DO YOU NEED TO DO TO DELIVER THE ACTIVITY? (40%)

**Briefly describe how you will deliver the project overall and how it will be resourced. \***

Word count:

Include who is responsible, any partners involved, key steps or timeline, and the resources required to make the project happen. Detailed activities should be listed in the Activities section below.

**What resources, skills and experience do you have to successfully deliver this project? \***

Word count:

Must be no more than 150 words.

Include experience delivering similar projects or working with this target group\

**Project timeline including key activities and dates (within 6-12 months).**

List the main activities you will undertake to deliver the project. Dates can be approximate if needed.

Activity	End date	Notes
One per row. Add more rows if you want to list additional activities.	Leave blank if date is unknown or not relevant. Must be a date and between 1/1/2027 and 31/12/2027.	

**What outcomes will this project achieve for the Hume community by the end of the project?**

**Outcomes are the changes your project will achieve for participants or the wider Hume community.**

Outcomes should align with the **Hume Social Justice Charter**, demonstrating how the project improves access, fairness, participation, dignity, or reduces disadvantage.

Outcomes may relate to changes in participants':

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- skills, knowledge, confidence or motivation
- actions or behaviours
- social, financial, environmental or physical wellbeing

Please list **at least one clear outcome** and align it with the relevant Council outcome area below.

<b>Your outcomes</b>	<b>Which of our outcomes will your project align to?</b>	<b>How does your intended outcome link to our outcomes?</b>
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 is about how you will measure your project against the Council outcomes you have chosen above.

For each outcome, you must choose at least one way to measure success. You may choose more than one measure if appropriate.

If you select more than one measure for an outcome, please list one measure per line.

You can decide how you collect this information (for example, surveys, attendance records, feedback or observations). If your application is successful, Council will provide survey templates if required.

You will be asked to report on these measures in your **Final Report**.

<b>Measurement</b>	<b>Target</b>	<b>Notes</b>
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 end of fund report.

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

<b>Identify your major project risks</b>	<b>How will you mitigate them?</b>

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### Budget

#### Hume Grant amount sought \*

\$

Must be a dollar amount and no more than 10000.

What is the total financial support you are requesting in this application?

### Other Project Income (Other than Hume Council)

Please list all income or contributions (cash or in-kind) that will support this project other than Hume Council funding. Word

You must provide a contribution (cash and/or in-kind) equal to at least 50% of your Hume grant request. For example, if you request \$10,000, you must show at least \$5,000 in other contributions.

#### Examples:

- - Organisation cash contribution
  - Philanthropic grant
  - Sponsorship
  - Fundraising
  - In-kind volunteer time
  - In-kind venue hire

Source of income or contribution	Is this funding confirmed?	Value of contribution (\$)	In kind?
Where is this support coming from?	(Has this support already been secured?)	Must be a dollar amount.	

#### Total Other Project Income

This number/amount is calculated.

### Expenses - (Hume Grant Funding Only)

**List the expenses that will be paid for with Hume City Council grant funds only. These costs must total the same amount as your Hume Grant Amount Sought.**

#### Examples:

- Training - \$600
- Hall hire - \$1,200
- Facilitator fees - \$2,000

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What will the money be spent on?	Cost (\$)
	Must be a dollar amount.

### Hume Grant Expense Total \*

This number/amount is calculated.

### Other costs not covered by the Hume grant

Use this section to list all other costs needed to deliver your project that will not be paid for using Hume City Council funding.

This includes cash contributions from other sources and any in-kind support (such as volunteer or staff time). Examples of in-kind costs may include:

- Volunteer time
- Staff time
- Donated venue or equipment

What is the cost?	Value (\$)	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.	

### Total Other Project Costs

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**

**IMPORTANT: The balance must equal 0 or you will not be able to submit. If your balances are not Zero please check your figures above.**

Income

Total Hume Grant

\$

Expenditure

Total Hume Grant Expenses

\$

Balance (Must be Zero)

Hume Grant Balance

\$

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This number/amount is calculated.

**Total Other Project Income**

\$

This number/amount is calculated.

**Total Project Income**

\$

This number/amount is calculated.

This number/amount is calculated.

**Total Other Project Costs**

\$

This number/amount is calculated.

**Total Project Expenses**

\$

This number/amount is calculated.

This number/amount is calculated.

**Other Project Cost Balance**

\$

This number/amount is calculated.

**Total Project Balance**

\$

This number/amount is calculated.

**Will the project go ahead if you do not get the full amount requested from Hume?**

\*

Yes

No

**Outline how your project would proceed with reduced funding (and describe long-term impacts) \***

Word count:

Must be no more than 50 words.

## 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 \***

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### Referee 1 Primary Phone Number \*

Must be an Australian phone number.

### Referee 1 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.

### Proof of bank account \*

Attach a file:

Please attach a bank statement or screenshot that clearly shows: the account name (this must match the organisation or Auspice name), and the bank name. You do not need to show transaction history or account balance, these can be hidden.

### 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. Read more here <https://bit.ly/39SeDPg>

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

Attach a file:

Must be for a minimum of \$10 million. Read more about PLI here <https://www.nfplaw.org.au/insurance>

### 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

Privacy Statement

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Council is collecting this personal information for the purpose of assessing applications for the 2026 Small 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](mailto:communitygrants@hume.vic.gov.au).

### Mailing List

**Would you like to be added to Council's mailing list for community groups? \***

- Yes  No

**If yes, what would you like to hear about? (Select all that apply)**

- Grant opportunities and funding updates  
 General Council news relevant to community organisations

### 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