

24-25 Individual Development Grant Application

Form Preview

Important Information

* indicates a required field

2024-25 Individual Development Grant

Welcome to Hume City Council's online funding application for the Individual Development Grants.

Individual Development Grant is open all year until funds are exhausted. Council will accept only ONE application per year regardless of its outcome.

Please note: You must clearly show which community you are a part of or serve and how your learnings will benefit them.

Completing this form

Before completing this application you must read:

- [2025 Annual Community Grants Guidelines](#)
- SmartyGrants [Help Guide for Applicants](#)

Sample answers can be found [here](#)

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

Documentation required:

- Bank Details
- Bank statement excerpt
- Proof of Residency
- Proof of Activity
- Letter of support

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

Eligibility

Applicants must:

- be a Hume resident
- provide evidence of selection from the relevant organisation

24-25 Individual Development Grant Application

Form Preview

- apply **TWO MONTHS** prior to the date of their event
- have no outstanding debts with Hume City Council
- not be applying to reimburse expenses paid before grant is approved

Please note: Applications for sporting events are ineligible but may be eligible for Council's Sports Aid Grants

I confirm that I meet the eligibility requirements *

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

If in doubt re your eligibility, please contact a Community Grants Officer on 03 9205 2749 or email communitygrants@hume.vic.gov.au

Who

* indicates a required field

Applicant *

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

Address *

Address

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

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 the Hume Council staff member *

Must be no more than 30 words.

24-25 Individual Development Grant Application

Form Preview

Are you aged over 18? *

- ☐ Yes
☐ No

Parental/Guardian Details

Parent/Guardian

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

Address

Address

Phone Number

Must be an Australian phone number.

Email

Must be an email address.

You and your opportunity

*** indicates a required field**

You and your opportunity

Tell us about yourself - any relevant past or current achievements and goals *

Word count:

Must be no more than 100 words.

What is the opportunity? *

Must be no more than 50 words.

For example: attending a conference

What are you going to learn from this opportunity? *

Must be no more than 150 words.

24-25 Individual Development Grant Application

Form Preview

For example: increase my expertise, improve leadership skills

What activity level are you applying for? *

- ☐ Regional opportunity - up to \$150
- ☐ National opportunity - up to \$400
- ☐ International opportunity - up to \$750

No more than 1 choice may be selected.

Who is offering the opportunity? *

Must be no more than 100 words.

For example: well known industry leader/mentor

Start Date. (Must be at least two months after application date) *

Must be a date and no earlier than 1/7/2024.

End Date *

Must be a date and no later than 30/6/2025.

Your connection to the community

Hume is made up of many different communities these can be location based, cultural or language based, sporting, arts and many others.

In this section we are looking for your direct connection to a specific community that will benefit from your development opportunity.

Who is your community? What do you do in your community? *

Word count:

Must be between 25 and 200 words.

How will you use what you learn with your community? What is the benefit to them? *

Word count:

Must be between 25 and 200 words.

What need does your activity address?

Budget

Budget

24-25 Individual Development Grant Application

Form Preview

IMPORTANT: When completing your project budget, remember to be realistic in estimating costs.

You must attach quotes/Invoices for your budget expenses. Example: registration for conference, confirmation booking.

None of your budget items can be paid for before your grant is approved, and a Letter of Agreement is signed.

Budget item details	Amount in dollars (\$)
	\$
	\$
	\$
	\$
	\$
e.g. travel, accommodation, registration fees	

Budget Totals

Total Expenditure Amount

\$

This number/amount is calculated.

Documentation Check List

* indicates a required field

Have you attached all supporting documentation?

Proof of Residency *

Attach a file:

e.g. drivers licence, rates notice

Bank details

Bank Account *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Please attach proof of your bank account number *

Attach a file:

Please attach bank deposit slip or bank statement excerpt with no balances or transactions.

Letter of support *

24-25 Individual Development Grant Application

Form Preview

Attach a file:

Proof of activity *

Attach a file:

e.g. official letter form a governing body of confirming your selection, quote for professional development course

Other supporting documents: e.g. photos, evidence of past participation, volunteering

Attach a file:

Privacy Statement and Declaration

* indicates a required field

Privacy Statement

Council is collecting this personal information for the purpose of assessing applications in the Individual Development grant category. Unless permission is given by the applicant, the information will be used for administrative purposes only 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.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.
- 2.I have will provide any information that may be required by Council in relation to this application.
- 3.If a grant is awarded I will agree to the terms and conditions outlined in Hume City Council's Funding Agreement.
- 4.I understand that: If I do not act in accordance with this Agreement I may not be eligible for any further grants from Hume City Council.

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

☐ Yes

Name *

Name of person authorised to sign the Individual Development Grant Funding Agreement

24-25 Individual Development Grant Application

Form Preview

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 us on 9205 2749 or email communitygrants@hume.vic.gov.au.

Feedback on the process

How easy was it to complete this application form?

☐ Very Easy ☐ Easy ☐ Ok ☐ Difficult ☐ Very Difficult

Comments

Did you have help completing this form?

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

Other