

2026/27 Hume City Shopfront Improvement Grant Program

Form Preview

2026/27 HUME CITY SHOPFRONT IMPROVEMENT GRANT

* indicates a required field

Program overview

Are you ready to transform your shopfront?

Hume City Council seeks to support retail and hospitality businesses with a shopfront including those that are in industrial estates, arcades and laneways to help create fresh facades and improve the presentation of their shopfronts to add to the overall streetscape visual appeal and to help drive foot trade.

Recognising the importance of supporting small businesses, Hume City Council is offering \$200,000 to be allocated for a Shopfront Improvement Grant Program. The maximum amount that a business can receive is \$7,500 (plus GST)

Applications can be made by owners of retail and hospitality businesses.

The street-facing shopfront must be in a shopping strip in Hume and not located inside a shopping centre.

Exception:

Businesses located within a shopping centre managed by an Owners Corporation or Body Corporate may be eligible. For example, retail and hospitality businesses located in Gladstone Park Shopping Centre, Craigieburn Plaza, Sunbury Central and Sunbury Target Centre may be eligible to apply.

Businesses located within a shopping centre are encouraged to contact Council prior to applying, to confirm their eligibility.

Before you begin

To give your application every opportunity, please read our [guidelines](#) and this document in full before starting your application.

You will need to provide the following as part of your application:

- a brief summary of your project – this should include 'before' photos of the shopfront
- quotes for the work – preferably by local Hume Contractors
- any relevant permits and/or licenses
- financial reports – last 12 months minimum required

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 will not be considered.

Eligibility checklist

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Eligibility

To be eligible for a Shopfront Improvement Grant the business must:

- be located within Hume City
- hold a current Australian Business Number (ABN)
- be a shopfront in a shopping strip including those that are in an industrial estate, and not located inside a shopping centre (with the exception of Owner Corporation shopping centres)
- hold all appropriate permits and licenses; this will include but is not restricted to building and planning permits, liquor licenses, health, bankruptcy, and any other statutory permits or licenses that are required for the business to be legal
- have fully paid Council rates
- hold current public liability insurance
- not be in breach of any state/territory or local government law or regulation
- have a minimum of 12 months remaining on the lease for the premises

Ineligibility

The Hume City Shopfront Improvement Grant Program will not support applicants that:

- are political organisations or are deemed to have a political purpose
- are government departments of agencies, foundations or grant making bodies
- are charities and have a primary focus of fundraising
- own or operate electronic gaming machines (EGM) or receive funding or in-kind support from EGM venues
- are franchise businesses i.e., large corporations such as supermarkets
- do not meet the requirements or do not provide the relevant documentation
- incur revenue relating to alcohol, tobacco and tobacco-related products i.e., e-cigarettes, shisha, hookahs and pipes
- denigrate, exclude or offend parts of the community

Hume Shopfront Grant Sticker

All successful applicants will receive a sticker to display on their window or front entrance acknowledging the Hume Shopfront Improvement Grant Program.

If successful I agree to display a Shopfront Improvement Grant sticker for a period of 2 years on my windows *

- ☐ Yes
☐ No

What will be funded?

Listed below are a few examples of what may be funded:

- accessibility access – installing automatic doors and installing a wheelchair ramp
- awning and canopies
- planter boxes
- external shopfront lighting

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- new signage or replacing old signage in accordance with relevant regulatory requirements
- painting the facade of the shop
- redecorating exterior shopfront walls
- upgrades to windows and doors
- window decals
- digital display boards for the external walls
- serving windows
- cafe barriers

Please note:

- businesses must obtain approval from the property owner or agent for any works to be conducted
- all works to be undertaken need to comply with the [Local Laws - Hume City Council](#)
- successful applicants may commence spending the grant funds once the signed Letter of Agreement has been returned to Council
- applicants must submit "after" photos as part of the acquittal process

Have you successfully received funding from a Hume Shopfront Improvement Grant or Hume Small Business Grant in 2025/2026? *

- ☐ Yes
☐ No

Stop. You have answered YES to the above you are NOT ELIGIBLE for this grant.

This section is not applicable because of your response to question: "Have you successfully received funding from a Hume Shopfront Improvement Grant or Hume Small Business Grant in 2025/2026?" on page 1

If you would like further information, please contact a Council Officer on 03 9205 2200 or email business@hume.vic.gov.au

Applicant details

* indicates a required field

Contact and business details

Business Name *

Organisation Name

Main contact *

Title First Name Last Name

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Contact position *

i.e. Owner, CEO, CFO etc.

Business address *

Address

Must be a Hume address

Business phone number *

Must be an Australian phone number.

Mobile number *

Must be an Australian phone number.

Contact email *

Must be an email address.

General business email (if applicable) *

Must be an email address.

i.e. enquiries@aaabusiness.com.au

Website

Must be a URL.

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	

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Tax Concessions

Main Business Location

Must be an ABN.

Bank account details * The name must match exactly what is on your Proof of Bank details *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Proof of Bank account details *

Attach a file:

The name must match exactly what is on your Proof of Bank details

i.e deposit slip of the nominated account OR a statement extract that shows your account details - please redact transactions/balances. Internet banking screenshots will not be accepted.

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

☐ Yes

☐ No

If you answered yes above, please provide the name of Hume City Council staff member *

Shopfront

Are you a retail or hospitality business with a physical shopfront? *

☐ Yes

☐ No

Business Information

Date of Establishment / Incorporation *

Must be a date.

The business must be operational for a minimum of 12 months in order to apply.

Are you registered for GST? *

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Do you have a minimum of 12 months of lease remaining on the premises? *

- ☐ Yes
- ☐ No

Project Plan

* indicates a required field

To assist you in preparing a Project Plan, please refer to the template provided below.

Please tick the box below to indicate what this grant will be funding. You can tick more than one box. *

- ☐ Improved accessibility - installing automatic doors and installing a ramp
- ☐ Awning and canopies
- ☐ Planter boxes
- ☐ Lighting
- ☐ New signage or replacing old signage in accordance with relevant regulatory requirements
- ☐ Painting the façade of the shop
- ☐ Redecorating exterior shopfront walls
- ☐ Upgrades to windows and doors
- ☐ Window decals
- ☐ Digital display boards for external walls
- ☐ Serving windows
- ☐ Other:

Please find link to [Project Plan Template](#). Please complete and attach below.

Please attach a copy of your Project Plan template *

Attach a file:

A minimum of 1 file and a maximum of 10 files may be attached.

Attach current quotes for items or services listed in the Project Plan *

Attach a file:

A minimum of 1 file and a maximum of 10 files may be attached.

Please note:

Service quotes must be from Australian based businesses with a valid ABN. Machinery excluded.

Quotes from family members will not be accepted.

Please attach 'before' photos of the shopfront/improvement area *

Attach a file:

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A minimum of 1 file and a maximum of 10 files may be attached.

Total Grant Requested up to \$7,500 *

Must be a number and no more than 7500.

Will you be using Hume based contractors? If so, please specify. *

Supporting documentation required

* indicates a required field

Please attach the following information to your application:

Profit and Loss Report (1 year) *

Attach a file:

A minimum of 1 file and a maximum of 10 files may be attached.

Balance Sheet (1 year) *

Attach a file:

A minimum of 1 file and a maximum of 10 files may be attached.

Please attach balance sheet only. Tax returns are not accepted.

Must be current financial year (2026/2027) Certificate of Currency - Public Liability Insurance *MUST NOT BE EXPIRED *

Attach a file:

Must be current financial year

If applicable, please attach current liquor license permits *MUST NOT BE EXPIRED

Attach a file:

If applicable, please attach relevant and current year food and health permits issued by Hume City Council *MUST NOT BE EXPIRED

Attach a file:

A maximum of 3 files may be attached.

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Please tell us how you heard about the Small Business Grants. *

- ☐ Hume City Council website
- ☐ Hume Economic Development eNewsletter
- ☐ Hume City Council LinkedIn
- ☐ Internet search
- ☐ Social media
- ☐ Word of mouth
- ☐ Other:

No more than 3 choices may be selected.

Privacy Statement and Declaration

* indicates a required field

Privacy Statement

Hume City Council is committed to protecting your privacy. The personal information requested on this form is being collected by Hume City Council for the purpose of assisting with the assessment of applications for grants. Personal information may be disclosed to Assessment Panel members for the purpose of assessing your application. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, Council may have difficulties in contacting you in a timely manner in relation to your application.

If you wish to alter any of the personal information you have supplied to Hume City Council, please send an email to business@hume.vic.gov.au.

The applicant names and funding amounts of successful applicants will be made publicly available, including publication on Council's website and in council media releases.

Declaration

In submitting this funding application I confirm:

- the information contained in this application is to the best of my knowledge, true and accurate. I understand that providing false or misleading information is a serious offence
- I am authorised by the Business named as Applicant to act on their behalf to submit this application
- 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
- if a Hume City Shopfront Improvement Grant is awarded I agree to expedite the money for the purpose for which the grant was provided as described in the application and the Agreement Document.
- I will return any unspent funds to Council
- I accept that Council reserves the right to request and review the Applicant's financial documentation to verify the information provided to Council and other funding sources
- I will acknowledge Council's support in any advertisements, flyers or other communication used to promote the funded project
- I will provide financial reporting as and when required by Council

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- 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.

Name of Authorised Person *

Position of Authorised Person *

Date *

Must be a date.