

2025 Small Project Grant Round 2 Application

Form Preview

2025 Small Project Grant Application - Round 2

* indicates a required field

Welcome to Hume City Council's online funding application for the 2025 Small Project Grant Round 2

Small Project Grants are one year grants with funding available up to \$5,000.

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

Before completing this application you must read:

- [2025 Annual 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 the Community Grants Officer on 9205 2749 or email communitygrants@hume.vic.gov.au

Eligibility Checklist

Applicants must:

- Discuss their proposal with a Council Officer prior to submission
- 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

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- Give a detailed Project Plan
- 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

Stop. You have answered NO to the above you are 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

Officer Discussion

Name of Council Officer you discussed your project with (see Community Grants Website) *

Date discussion took place - IF A DISCUSSION WITH THE APPROPRIATE COUNCIL OFFICER DOES NOT TAKE PLACE, THE APPLICATION WILL BE DEEMED INELIGIBLE. *

Must be a date.

Applicant Details

* indicates a required field

Application Contact Details

Your Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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This is your name

Your Position *

Your Phone Number *

Must be an Australian phone number.

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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

Taxation details etc

Are you registered for GST? ***Does your organisation have an ABN? ***

Council is required to withhold 46.5% of any grant funds issued if you do not provide one of the following:

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- 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

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:

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 *

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Proof of Incorporation

Incorporation number *

Please attach your Certificate of Incorporation *

Attach a file:

Auspice details

You have answered No to the previous question regarding Incorporation.

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 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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Name of contact at Auspice Organisation *

Address for Auspice Organisation *

Address

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

Phone Number for Auspice Organisation *

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

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 Title *

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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

Start Date *

Must be a date and no earlier than 1/1/2025.

End Date *

Must be a date and no later than 31/12/2025.

WHO

Briefly describe your organisation, what you do and why *

Word count:

Must be no more than 100 words.

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

Select the most relevant category that best describes your organisation *

- | | | |
|---|--|--|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> First Nations People, Country and culture | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Anti-racism | <input type="checkbox"/> Health and wellbeing | <input type="checkbox"/> Seniors |
| <input type="checkbox"/> Arts and Culture | <input type="checkbox"/> Learning and skill development | <input type="checkbox"/> Social inclusion |
| <input type="checkbox"/> Climate change action | <input type="checkbox"/> LGBTIQA+ | <input type="checkbox"/> Sport and exercise |
| <input type="checkbox"/> Community event | <input type="checkbox"/> Men | <input type="checkbox"/> Volunteering |
| <input type="checkbox"/> Cultural groups | <input type="checkbox"/> Multicultural groups | <input type="checkbox"/> Women |
| <input type="checkbox"/> Environment and sustainability | <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"/> Other: <input type="text"/> |
| <input type="checkbox"/> Family violence | | |

How many volunteers do you have? *

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Must be a number.

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

Where will your project take place? *

- | | | |
|---|--|--|
| <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 |

How many Hume residents will participate in your project? *

Must be a number.

WHY

Why is this project important? What is the need? The problem you are trying to address? How was this identified? *

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? *

Word count:

Must be no more than 150 words.

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.

What

* indicates a required field

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

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Must be no more than 150 words.

What is your capacity (resourcing) and capability (skills) to deliver this project? *

Activities

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

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.	

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 project (or may indirectly participate) When writing your Outcomes, think about how will it affect their:

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

Write at least one outcome 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.	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.

You must choose at least one measurement (one for each Outcome you've chosen) but you can choose more if you want.

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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	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 end of fund report.

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

Identify your major project risks	How will you mitigate them?

Budget

Hume Grant amount sought *

\$

Must be a dollar amount and no more than 5000.

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

Other Project Income

Please list any other income other than Hume Council grant funds that would contribute to the project. **You MUST contribute cash or in kind that equates to half the value of the grant request. If you ask for \$5,000, you must show a contribution of at least \$2,500**

Example: Fundraising \$1500

Memberships \$120

Philanthropic Grant

\$2500

Cash or In-kind \$1000 (from my organisation)

Income Source	Amount \$	Is this funding confirmed?	In kind?
	Must be a dollar amount.		
	\$		
	\$		

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	\$		
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Expenses - Hume Project Grant Funding

Please list the items and amounts for how you intend to spend **Hume Council grant funding only**.

Example: Training \$600,

Hall Hire \$1200,

Facilitator \$200,

In-kind - *Volunteer \$40 per hour*

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

Expense description	Amount\$
	\$
	\$
	\$

Expenses - other project costs

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

Remember: if you have included volunteer hours in-kind in your income you must account for them in your expenses.

Expense description	Amount \$	In kind?
Mark N/A if not applicable	Mark "0" if not applicable	
	\$	
	\$	
	\$	

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

\$

This number/amount is calculated.

Total Other Income

Expenditure

Total Hume Grant Expenses

\$

This number/amount is calculated.

Total Other Expenses

Balance (Must be Zero)

Hume Grant Balance

\$

This number/amount is calculated.

Other Expenses Balance

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\$

This number/amount is calculated.

\$

This number/amount is calculated.

\$

This number/amount is calculated.

Total Project Income

\$

This number/amount is calculated.

Total Project Expenses

\$

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?

*

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

Word count:

Must be no more than 50 words.

Arts and Culture - employment information

You have indicated you or your Project is related to Arts and Culture. One of Hume's aims in the Creative Community Strategy 2020-2025 is to improve the economic participation of creatives.

How many artists/creatives will be paid as part of this project?

Must be a number.

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 *

Attach a file:

Please attach your latest Profit and Loss Report *

Attach a file:

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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:

Referees

* 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"/>
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Referee 1 Position *

Referee 1 Primary Phone Number *

Must be an Australian phone number.

Referee 1 Primary Email *

Must be an email address.

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Privacy Statement and Declaration

* indicates a required field

Privacy Statement

Council is collecting this personal information for the purpose of assessing applications for the 2025 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

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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 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

Comments

Did you have help completing this form?

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

Other