

26-27 Year-Round Access Grant Application

Form Preview

2026-27 Year-Round Access Grant Application

* indicates a required field

Welcome to Hume City Council's 2026-27 Year-Round Access Grant

Year-Round Access Grant supports new community groups, and community groups with unforeseen needs outside of the annual grant timelines

Before You Begin

1. Read the [2027 Community Grants Guidelines](#) before you begin and make sure you understand if you are eligible and what will and will not be funded. 2. You must have satisfactorily acquitted previous grants funded under Hume City Council's Grants programs to be eligible for this grant. Please complete any overdue Final Reports (acquittals) before applying. 3. If you'd like more tips on using this application form, you can read [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 guidelines?

- ☐ Yes
☐ No

Please read the Guidelines. If you are unsure if you are eligible for funding you should contact the Community Grants team 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 If you do contact us throughout the application process, please quote the application number below.

Application Number

This field is read only.
The identification number or code for this submission.

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Eligibility Checklist

This section helps you confirm whether your group is eligible for this grant. If you answer No to any question, you may not be eligible.

If you are unsure, please check the Guidelines or contact the Community Grants team on 9205 2749 or communitygrants@hume.vic.gov.au.

I am applying on behalf of a not-for-profit community group, club or organisation *

Our activity will take place in or substantially benefit residents of Hume City *

Our organisation has a genuine need for financial support from Hume City Council *

Will the funding be used only for future expenses (not costs already paid)? *

Funding cannot be used to reimburse costs that have already been paid.

Our activity does not include alcohol licenses, tobacco, gambling related activities and activities at gambling venues *

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

This section is not applicable because of your response to questions:

- "I am applying on behalf of a not-for-profit community group, club or organisation" on page 1
- "Is your organisation clear of any outstanding Final Report (acquittals) grants with Council?" on page 1
- "Is your organisation clear of any outstanding debts to Council?" on page 1
- "Will your proposed activity provide community benefit to residents in Hume City" on page 1
- "Our organisation has a genuine need for financial support from Hume City Council" on page 1
- "Our activity does not include alcohol licenses, tobacco, gambling related activities or activities at gambling venues" on page 1

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

Applicant Details

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* indicates a required field

Application Contact Details

Applicant Project Contact *

Title	First Name	Last Name

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

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Please specify name of Hume City Council staff member *

First time applicant

Is your organisation a first time applicant? *

If you are a first-time applicant, you do not need to show proof of Public Liability Insurance when applying. If your grant is successful, you will need to supply a copy at time of contracting.

Does your organisation have Public Liability Insurance (PLI) *

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>

Taxation details etc

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

- 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.

Does your organisation have an ABN? *

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

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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 download [here](#)

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

Attach a file:

Statement By Supplier forms are available on the Australian Taxation Office website

Are you registered for GST? *

Incorporation

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>

Is your organisation incorporated? *

Incorporation number *

Please attach your Certificate of Incorporation *

Attach a file:

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Auspice Details

You have answered No 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.

If this application is successful, funds will be paid to the Auspice organisation.

Auspice Agency Name *

Organisation Name

Auspice Address *

Address

Auspice Phone Number *

Must be an Australian phone number.

Auspice Email *

Must be an email address.

Auspice Website

Must be a URL.

Auspice 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
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Must be an ABN.

Auspice Contact Name *

Title	First Name	Last Name

Auspice Contact Position *

Auspice Project Contact Primary Address *

Address

Auspice Contact Phone Number *

Must be an Australian phone number.

Auspice Contact Email *

Must be an email address.

Organisational finances

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

☐ 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

Why are you applying for a quick response grant? *

☐ Newly Established Group requiring support with start-up and establishment costs

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☐ Community groups with an unforeseen funding need that falls outside of the annual grants' payment timeframes. (You will need to explain why you didn't expect to need this.)
At least 1 choice and no more than 1 choice may be selected.

What are you requesting funding for, and why is it needed? *

Word count:

Must be between 25 and 100 words.

Who does your group or organisation represents or support? What you do regularly? How long you've been active? How your work benefits people in Hume.

Start Date - Start date must be 8 weeks from the date of application *

Must be a date and no earlier than 1/7/2026.

End Date *

Must be a date and no later than 30/6/2027.

Briefly describe your organisation, what you do and why *

Word count:

Must be between 25 and 100 words.

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

Where does your organisation meet? *

Must be no more than 25 words.

Please give address (and name) for where most of your activities take place

How often do you meet? *

Must be no more than 25 words.

Select the most relevant category that best describes your organisation *

- | | | |
|--|--|--|
| ☐ Aboriginal and Torres Strait Islander peoples | ☐ Family violence awareness / support | ☐ People with disabilities |
| ☐ Anti-racism | ☐ Gambling harm awareness | ☐ Refugees and newly arrived migrants |
| ☐ Climate change / environmental sustainability | ☐ Healthy ageing and seniors | ☐ Social cohesion/connection |
| ☐ Community Arts and culture | ☐ Learning and skill development | ☐ Sport and exercise |
| ☐ Community health and wellbeing and health promotion | ☐ Leisure and recreation | ☐ Young people (0-24) |

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- | | | |
|---|---|--|
| ☐ Community safety and addressing anti-social behaviours | ☐ LGBTQIA+ inclusion | ☐ Volunteering |
| ☐ Families and Children | ☐ Multicultural groups | ☐ Other: <input type="text"/> |

No more than 3 choices may be selected.

Where will your project take place? *

- | | | |
|---|--|--|
| ☐ All of the Hume area | ☐ Diggers Rest | ☐ Roxburgh Park |
| ☐ Attwood | ☐ Gladstone Park | ☐ Somerton |
| ☐ Bulla | ☐ Greenvale | ☐ Sunbury |
| ☐ Broadmeadows | ☐ Jacana | ☐ Tullamarine |
| ☐ Campbellfield | ☐ Kalkallo | ☐ Westmeadows |
| ☐ Clarkefield | ☐ Meadow Heights | ☐ Yuroke |
| ☐ Coolaroo | ☐ Melbourne Airport | ☐ Fawkner |
| ☐ Craigieburn | ☐ Mickleham | ☐ Keilor |
| ☐ Dallas | ☐ Oaklands Junction | ☐ Wildwood |

How many estimated Hume City residents will participate or benefit? *

Must be a number.

How many people who do not live in Hume will participate in your group this year? *

Must be a number.

Unforeseen funding need

Why were you not able to plan for this expense? Why is it unexpected? *

Word count:

Must be between 25 and 100 words.

Describe the unexpected situation or need. If relevant explain why this couldn't be planned for. For example "Our organisation runs a foodbank and our fridge unexpectedly broke down" or "An unexpected event occurred in our community and people require counselling/support"

Why is this funding needed now? *

Word count:

Must be between 25 and 100 words.

What is the issue, gap, or unexpected need you are responding to?

What is the impact of not receiving funding now? *

Word count:

Must be between 25 and 100 words.

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Tell us what will happen if you don't get this funding right now. For example, will your activity be delayed, scaled down, or cancelled? Will people miss out on services or support? Be specific about who is affected and how.

Newly established group

Please note that we do not allow activities to take place at gambling venues.

What is the main use of this funding? *

- ☐ Public Liability Insurance (PLI)
- ☐ Admin costs (ie phone, P.O. Box rental, photocopying etc)
- ☐ Registration fees and other Insurance
- ☐ Venue Hire/rental/storage etc
- ☐ Other Insurances
- ☐ Equipment (you must provide a quote for this)
- ☐ Other:

Funding

* indicates a required field

Amount requested

Grant amount sought *

\$

Must be a dollar amount and no more than 1500.

Expenses - What is the funding for?

Please list the items and amounts for how you intend to spend **Hume Council grant funding only**. This list will help you later when you complete your final report, where receipts will be required for spending.

Make sure your budget clearly relates to the activity described above.

This grant is for new or unexpected needs only.

We **cannot fund**:

- Activities or costs that have already happened
- Regular day-to-day running costs(*except Public Liability Insurance for new groups*)
- Ongoing or planned activities
- Costs you could have applied for in the annual grants

These items are only eligible if something new and unexpected has happened. If this applies, you must explain why in your application.

* Quotes are required for any equipment purchases. Screenshots from supplier is adequate. Quotes for other items will strengthen your application.

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

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Hume City Council expense items	Amount \$
	\$
	\$
	\$
	Must be a dollar amount and no more than 1500.

Budget Totals

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

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 Income

\$

This number/amount is calculated.

Expenses

Total Hume Expenses

\$

This number/amount is calculated.

Balance (Must be Zero)

Grant Balance

\$

This number/amount is calculated.

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:

Other documentation: Please supply any other relevant documentation i.e. quotes, project plans etc. It will help Assessors make their decision

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 in the 2026-27 Year-Round Access 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.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

Authorised Person *

Name of person authorised to sign the Community Grant Funding Agreement

(Auspice Authoriser)

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.

Mailing List

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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:

At least 1 choice must be selected.

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