

HUME CITY COUNCIL

2025 Community Grants Program Application Guidelines

hume.vic.gov.au



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Key dates

Year-Round Grants

Open all year (until funds are exhausted)

Annual Grants

Applications open **13 May 2024**

Applications close **21 June 2024**

Notifications November 2024

Small Project Grant Round 2

Applications open **3 February 2025**

Applications close **28 February 2025**



Acknowledgment of Traditional Owners

Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi-wurrung, which includes the existing family members of the Gunung-Willam-Balluk clan, as the Traditional Custodians of this land. Council embraces Aboriginal and Torres Strait Islander living cultures as a vital part of Australia's identity and recognises, celebrates and pays respect to Elders past, present and future.

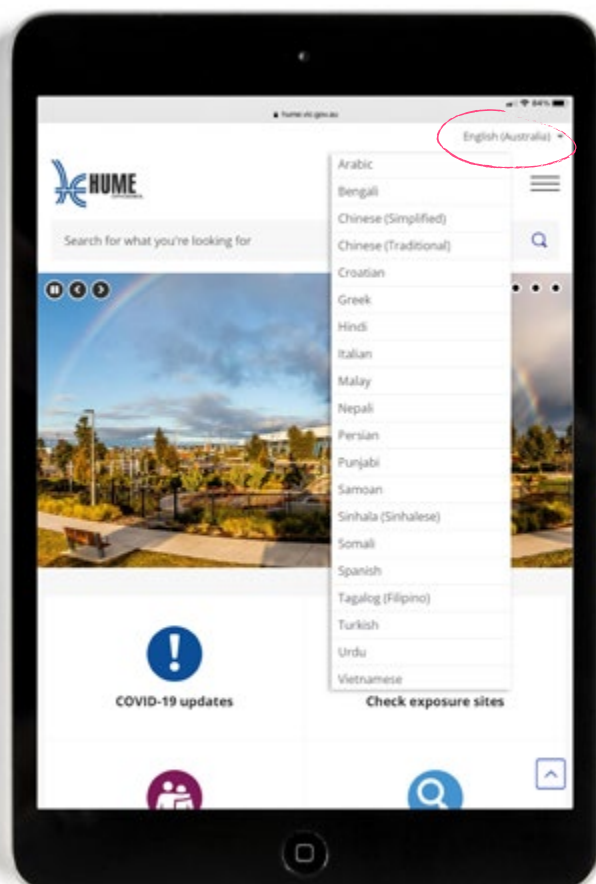
Community Grants Application Guidelines

How to get help

Need translation services?

Our website is easily translatable into many languages. www.hume.vic.gov.au

If you need an interpreter to discuss your grant application please use HumeLink to contact us.



HumeLink

Multilingual telephone
information service

Enquiries 9205 2200

للمعلومات باللغة العربية	9679 9815
معلومات باللغة العربية	9679 9809
Za informacije na bosanskom	9679 9816
Za informacije na hrvatskom	9679 9817
Για πληροφορίες στα ελληνικά	9679 9818
Per avere informazioni in italiano	9679 9819
Za informacije na srpskom	9679 9820
Para información en español	9679 9821
Türkçe bilgi için	9679 9822
Muốn biết thông tin tiếng Việt	9679 9823
For other languages...	9679 9824

Check our website for videos outlining the categories and frequently asked questions.

We also offer support sessions to help you complete your application. Please contact us to arrange a time. Please check for any date changes or other updates at:

www.hume.vic.gov.au/communitygrants

Remember to leave plenty of time to prepare your application. To arrange a session or discuss your application, please contact us.

Community Grants Officer

Phone: (03) 9205 2749

Email: communitygrants@hume.vic.gov.au

Print too small?

For a larger print version of these guidelines please contact our Community Grants Officer.

Technical difficulties?

If you have any technical challenges with your online application, contact our Community Grants Officer for assistance.

Phone: (03) 9205 2749

Email:

communitygrants@hume.vic.gov.au

About our Community Grants

Hume City Council's Community Grants aim to create a community that is resilient, inclusive and thriving, and shows our commitment to social justice, equity and civic engagement.

Our Community Grants support:

- Programs, activities and services that create opportunities for community participation and social connection
- Programs, activities and services that celebrate and support the diverse cultures of Hume City
- Groups to try new and innovative community programs and activities
- Increased accessibility and inclusion for all
- Community-led groups and volunteers

We seek applications from not-for-profits, community groups and individuals in Hume City that align with Council's values and vision.

More information

You can read more about Council's values and vision, plans and strategies on our [website](#).

Community Grants are just one way Council provides support to the community. You can find out about the variety of community development, volunteering, youth, health, learning and leisure events and programs from our website or you can email: communitydevelopment@hume.vic.gov.au

What we fund ✓

We encourage ideas that support:

- ✓ First Nations People, Country and culture
- ✓ Arts and culture
- ✓ Community health, safety and wellbeing
- ✓ Environmental sustainability
- ✓ Families and children
- ✓ Gambling harm awareness
- ✓ Health promotion
- ✓ Healthy ageing and seniors
- ✓ Learning and skill development
- ✓ Leisure and recreation
- ✓ LGBTIQA+ inclusion
- ✓ Multicultural groups
- ✓ People with disabilities
- ✓ Refugees and newly arrived migrants
- ✓ Social inclusion
- ✓ Sport and exercise
- ✓ Young people (0-24) years
- ✓ Volunteering

We look forward to supporting many exciting, innovative, and important community initiatives through our 2025 Community Grants Program.



Hume Grant Finder (grantguru.com.au) is free. It lists a range of other funding sources. You can search and get regular updates on all things grants.

What we won't fund X

There are some things we don't fund. Please refer to the following list to ensure that your activities meet the criteria before you apply.

What's not funded

Alcohol licenses, tobacco, gambling related activities and activities at gambling venues



General fundraising and fundraising events, competitions, trophies, prizes or awards



Fixed/permanent equipment, building maintenance or capital improvements (such as heating or cooling systems, shade sails, gardening/landscaping, garden beds, solar panels, portable buildings etc.)



Activities that have already started and/or need retrospective funding



Shortfalls in funding from other sources



Activities, projects, programs and events that are owned, managed or already funded by Hume City Council



Personal expenses (i.e. petrol, utility bills, phone bills that aren't in the group's name or aren't incurred by the group)



Applications that don't meet eligibility requirements



Applications with incomplete or incorrect information or supporting documents



Activities that may compromise Council's reputation, image, probity or ability to fulfill its functions and responsibilities



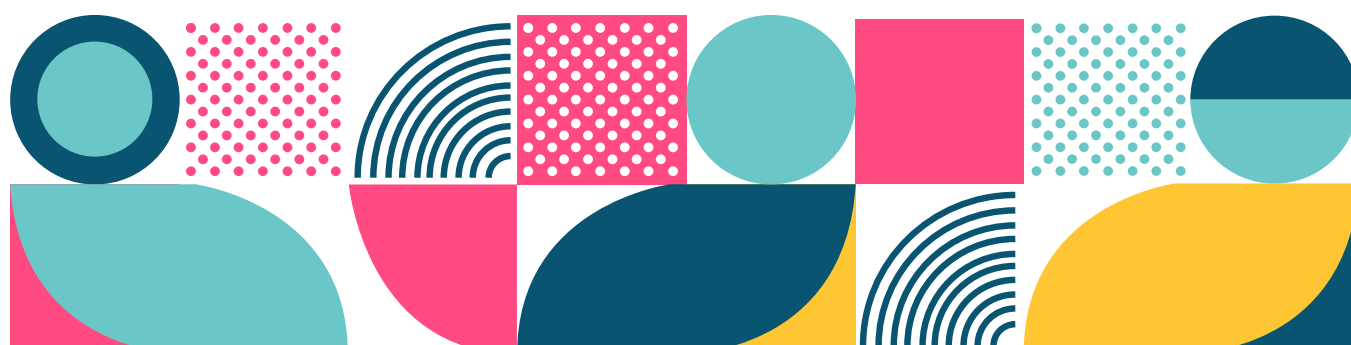
Applications that do not have Public Liability Insurance, unless you're a first-time applicant for a Quick Response or Operational grant

TYPES OF GRANTS

Which grant should I apply for?

The table below provides a handy overview of each grant category. For more detailed information on each grant, go to the page number listed next to your grant.

Category	Amount	Open Dates	Who should apply?	Page
YEAR-ROUND GRANTS				
Individual Development Grant	\$150 - \$750	Open all year (until funds exhausted)	<ul style="list-style-type: none"> Individuals attending development opportunities, where the outcomes will benefit the Hume community 	16
Quick Response Grant	Up to \$1,000	Open all year (until funds exhausted)	<ul style="list-style-type: none"> Community groups with an unforeseen funding need that falls outside of the annual grants timeframes Newly established community groups requiring support with start-up and establishment costs Community groups who require defibrillator machines 	17



Category	Amount	Open Dates	Who should apply?	Page
ANNUAL GRANTS				
Operational Grant	Up to \$1,500	13 May - 21 June 2024	<ul style="list-style-type: none"> Community groups and organisations needing support with basic operating expenses including incorporation and purchase of minor equipment for an ongoing project 	18
Participation Grant	Up to \$3,000	13 May - 21 June 2024	<ul style="list-style-type: none"> Community groups and organisations needing support with programs and activities designed to build community participation 	19
Small Project Grant	Up to \$5,000	Round One: 13 May - 21 June 2024 Round Two: 3 February - 28 February 2025	<ul style="list-style-type: none"> Community groups and organisations delivering new ideas, sustainable projects and collaborations that are of substantial benefit to the Hume community Pilots of new ideas that lead to projects that can be developed to support future applications for longer term funding 	20
Large Project Grant	Up to \$10,000 per year for up to three years	13 May - 21 June 2024	<ul style="list-style-type: none"> Community groups and organisations delivering projects that address a local need, with a focus on social justice, healthy living, lifelong learning, environmental sustainability, community safety or inclusion 	21
Volunteer Engagement Project	Up to \$10,000	13 May - 21 June 2024	<ul style="list-style-type: none"> Community groups and organisations working to connect, re-engage, and grow their volunteer base Community groups and organisations with projects that increase volunteer participation and support community organisations/groups to enable a stronger and more resilient community in Hume 	22

Your community group or organisation can apply for one Annual Grant and one Year-Round grant.

There are two rounds of the Small Project Grant. If you have already received a 2025 grant in any category, you are not eligible for Round Two.

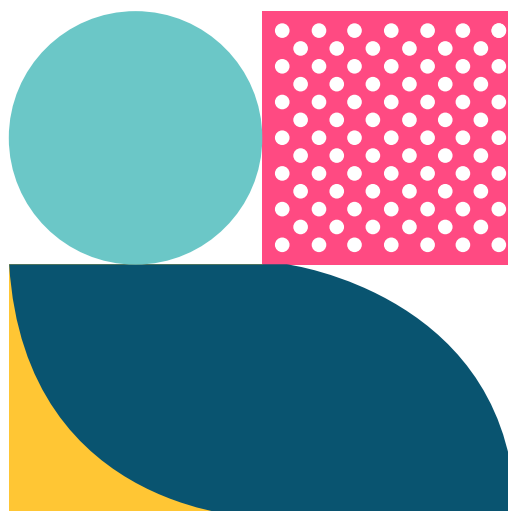
Rules to remember

- Hume City Council's Community Grants are a competitive process and funds are awarded based on merit and meeting the funding criteria
- Our decision is final. There is no review or appeal process
- We reserve the right to re-categorise any application into the category we deem appropriate
- Canvassing of Councillors is prohibited. This means that you can't contact a Councillor and ask them to put in a good word, or help you get your grant approved
- Councillors and Council staff (and their immediate family members) must declare any involvement in your organisation so that Conflict of Interest can be determined
- Councillors and Council staff cannot act as referees, as this could be an actual or perceived Conflict of Interest
- We provide funding for the term specified in the Funding and Service Agreement
- You or your group is responsible for the future sustainability of your program or activity beyond the funding period
- We reserve the right to withdraw funding if you do not comply with Council policies or any written agreement entered into. This includes the return of funds or variations to Agreements
- We reserve the right to contact any organisations nominated as a referee in your application

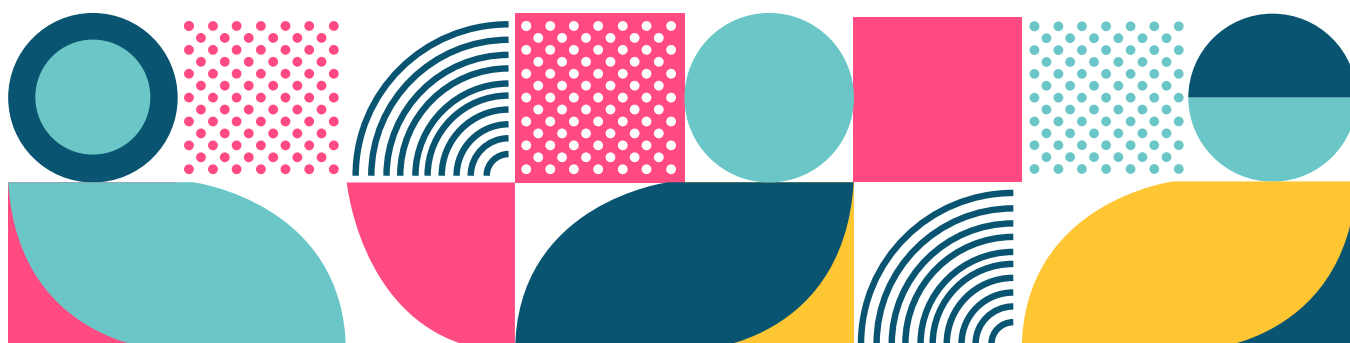
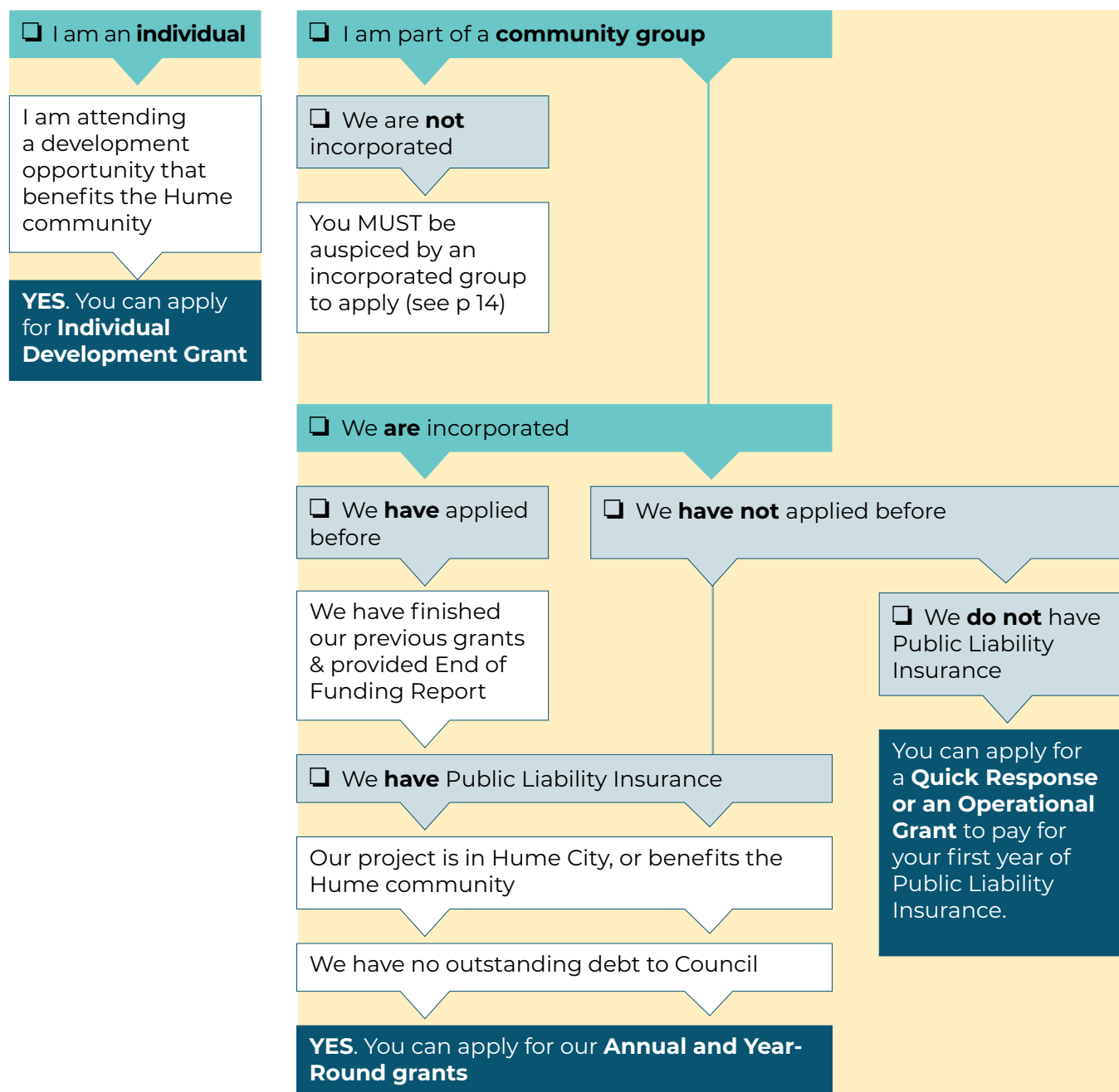
What documentation do I need?

You must supply the following documentation with your grant application.

- **Certificate of Incorporation** or evidence of other legal status. (If your group/organisation is not incorporated, you can apply for a grant through an Auspice Organisation. See FAQs on page 21 for more).
- **ABN details** or completed **Statement by Supplier** form.
- A **Public Liability Insurance (PLI) Certificate of Currency**, to cover your group/organisation's activities. (First time applicants for Quick Response and Operational grants do not have to show PLI at time of applying)
- Quotes to support your budget, i.e. for equipment hire or purchase, bus hire, advertising & promotion, flyers, posters etc
- Bank details for your group/organisation (so that you can receive payment)
- Referees or letters of support for any Project grant



Types of grants



Application checklist

- ❑ Decide the Grant Category you plan to apply for – remember you can only choose ONE Annual Grant per year
- ❑ Read the category guidelines
- ❑ Make sure **your group/organisation is eligible to apply**
- ❑ **If you are applying for any Project, you MUST speak to the relevant Council Officer (see page 20 & 21) before you apply**
- ❑ Check you have all the documents listed on **page 8**. These must be attached to your application
- ❑ Go to www.hume.vic.gov.au, find the category you want, and press “apply now”. This will take you to Hume’s ‘SmartyGrants’ page

Using Smartygrants

SmartyGrants is the online system Council uses for all grant applications. It is user friendly, but please keep the following in mind

- If you haven’t used SmartyGrants before, you’ll need to set up a login and password. Try to make this something that other people in your group can use too
- SmartyGrants lets you complete sections of your application in stages, save your progress and return to it later
- Your application will be stored online, so there’s no need to save it to your computer
- To avoid losing your work, remember to regularly save your progress in SmartyGrants every 10-15 minutes, as the form logs you out after 30 minutes of inactivity
- It’s helpful to read the [SmartyGrants Help Guide for Applicants](#) before you start the application form
- Allow plenty of time to complete your online application, so that if you run into difficulties, you have time to fix it
- As part of completing the form, you need to upload supporting documents. Files must be no greater than 25mb but are best kept under 5mb each
- Please ensure the supporting documents you upload are the appropriate documents required for your application. See [What documentation do I need](#) for information on the documents you need to supply
- **Make sure you hit the Submit button when you are ready. If the Submit button is grey, there is something incomplete or wrong in your answers**
- Check all sections highlighted red
- Once you have submitted you will be sent an email confirmation. If you don’t hit Submit, Council cannot see your application, so it won’t be considered



What happens next

How we assess grants

We assess eligible applications using the criteria listed below and funding is awarded based on merit.

% OF SCORE	CRITERIA (What you need to tell us)	MEASURE (How we assess it)
20%	Who is delivering the activity/project? 1. Who does the group/organisation represent and what do they do? 2. Is the group/organisation based within Hume City? 3. Will activity/project benefit residents of Hume?	<ul style="list-style-type: none"> ■ To what extent does the group benefit the local community? ■ How many local people are likely to benefit from the activity/project? ■ Will the activity/project promote opportunities for people to participate in community life?
40%	Why is the proposed activity/project needed? What do you hope to achieve? 1. Why is the activity/project important? 2. What are the expected outcomes of the activity/project? 3. How will you know if these outcomes have been achieved?	<ul style="list-style-type: none"> ■ Why is your group/organisation the best group to do this activity/project? ■ Are the outcomes of the activity/project clearly identified and do they contribute to one of the areas of focus of the grants program? ■ Is there a clear link between the need, outcomes and the activities that will be delivered? ■ How will you evaluate the outcomes of the project?
40%	What do you need to do to deliver the activity/project? 1. What are the planned activities? 2. What is your budget? 3. How will you manage the budget?	<ul style="list-style-type: none"> ■ Is the activity/project well planned and achievable within the timeframe? ■ Is the budget clear, realistic and relates to your activity/project? ■ Is the activity/ project financially viable and does it demonstrate sound management?

Assessment process

The assessment process involves several stages, which is why it takes a little time before you find out the outcome of your application.

The Community Grants team conducts eligibility checks based on Council Policies and Guidelines. Applications that meet the eligibility criteria continue to the next assessment stage. (Eligibility checks relate to the information in the [Who can apply](#) and [What we won't fund](#) sections.)

Eligibility checks conducted on all applications.

Eligible applications are assessed by an Officer Assessment Panel.

Applications recommended for funding are presented for review by a Councillor Review Panel.

Outcomes of assessment is endorsed at an Council Meeting.

Successful applicants are sent a Letter of Offer and Funding Agreement for signing.

Unsuccessful applicants are notified in writing. Feedback is available on request.

Successful applicants are listed on Council's website.



Funding Agreement

- Successful applicants will receive a Letter of Offer with a Funding Agreement document
- The Funding Agreement sets out the terms, conditions and responsibilities that both you and Council have
- To accept the grant offer, you must complete, sign and return the Funding Agreement to Council, accepting the terms and conditions
- The Funding Agreement includes a Recipient Created Tax Invoice (RCTI). This means you aren't required to send a tax invoice to Council, regardless of whether or not you're registered for GST
- You will not be paid any money until we receive your signed Funding Agreement
- You must also finalise any outstanding grants or other debts to Council before we can pay you
- Grant monies will be paid by EFT after the return of the signed Funding Agreement.
- You will be invited to attend the 2025 Community Grants Celebration

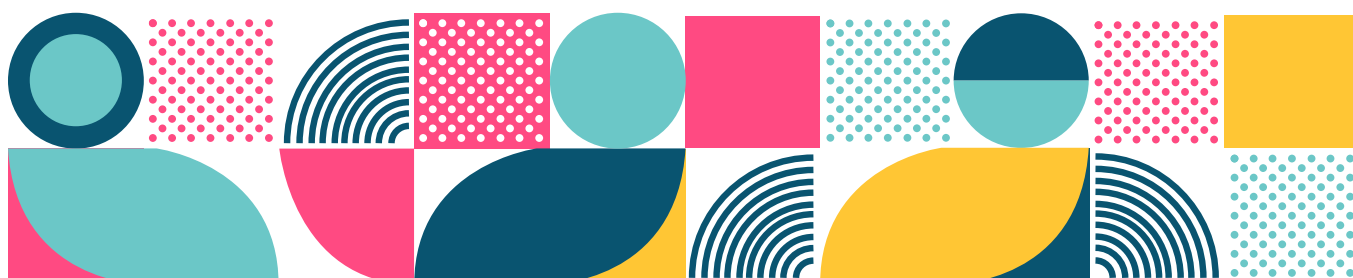
(Note that if you are applying in partnership with an Auspice Organisation, funding will be paid to that organisation, who will then distribute to your group/organisation as agreed in your Auspice agreement.)

What you must do

If you receive a grant from Council, you'll be expected to:

- Spend the money for the purpose outlined in your application and Funding Agreement
- Submit an End of Funding Report that shows how the grant money was used, as set out in the Funding Agreement
- Return any unspent funds to Council, unless written consent to extend the program and/or allocate funds to an activity outside of the scope of the Funding Agreement
- Acknowledge Council's support as per the Funding Agreement, in any advertisements, flyers or other activities used to promote the project

As part of the Community Grant accountability process, we reserve the right to audit any and all Community Grant recipients for compliance with the terms of the Funding Agreement.



YEAR-ROUND GRANT CATEGORIES

Individual Development Grant

GRANT AMOUNT: UP TO \$750 (OPEN ALL YEAR)

Apply for this grant if you are a resident wanting support for skills development, professional development, networking and learning, and you will share what you learn with your Hume community.

Funding supports you with the costs to attend recognised opportunities that further your development. These opportunities must provide a clearly identified benefit to the Hume community.

Examples include:

- Leadership and professional development opportunities that build the capabilities of the recipient to contribute to better community outcomes
- Skills development and learning opportunities for people who volunteer with local community groups and are active in Hume's community
- Opportunities to participate in state, national and international forums that will bring new skills and knowledge to contribute to better health and wellbeing community outcomes

Grant amounts are as follows:

Victorian opportunities: \$150
National opportunities: \$400
International opportunities: \$750

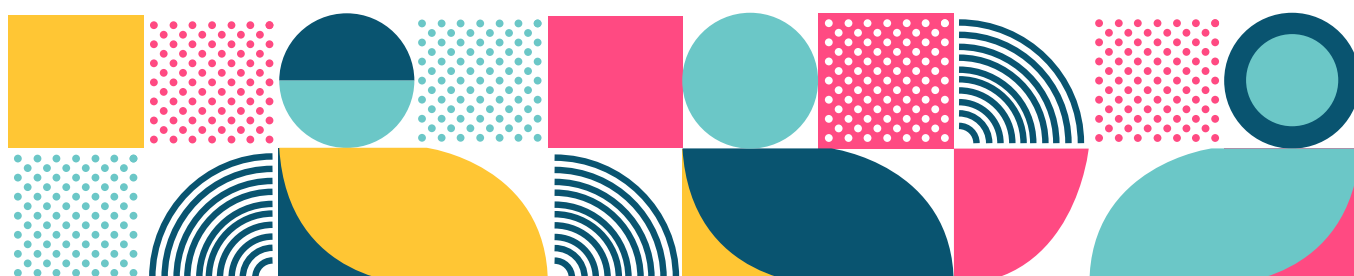
ELIGIBILITY

Applicants must:

- Be a Hume resident
- Apply at least **two months prior** to the date of your event or opportunity for which you seek funding
- Demonstrate the need for this opportunity, and what benefit it will bring to the Hume community
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted any previous funding received by Hume City Council
- Applications for sporting events are ineligible but may be eligible for Council's Sports Aid Grants

Please note:

- Applications are accepted throughout the year until funds are exhausted
- You will be notified of the outcome within 6 weeks of a fully completed application (one that includes all required supporting documents)
- You can only be funded only once per year



YEAR-ROUND GRANT CATEGORIES

Quick Response Grant

GRANT AMOUNT: UP TO \$1,000 (OPEN ALL YEAR)

Quick Response Grants support new community groups, and community groups with emerging or unexpected needs outside of the annual grant timelines.

We accept applications from:

- Newly established community groups requiring support with start-up and establishment costs
- Community groups with an urgent and unforeseen funding need that falls outside of the annual grants' payment timeframes. You will need to explain why your application is urgent or unforeseen
- Community groups that need defibrillators at public venues, that do not already have a machine in place

We do not fund past activities. Please apply at least six weeks before you need the funds.

We do not accept applications for activities that are ordinary operational costs, or costs that could (or should) have been planned for, as part of your ordinary activities.

ELIGIBILITY

Applicants must:

- Be a not-for-profit community group or organisation
- Explain the urgency of the need
- Show they have minimal financial resources or a limited ability to fundraise for the activity or project identified in the application
- Run the activity or project from a location within Hume and/or show that it will substantially benefit residents of Hume City
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted previous funding received by Hume City Council
- Be incorporated or auspiced (see page 21 [What is auspicing?](#))

Please note:

- Applications are accepted throughout the year until funds are exhausted
- You will be notified of the outcome within 6 weeks of a fully completed application (one that includes all required supporting documents)
- 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
- End of Funding Reports are due within 3 months of funds being awarded, unless otherwise approved by Council
- Successful applicants for Quick Response Grants are eligible to apply under any category in the Annual Grant Round
- You can only be funded once per year

ANNUAL GRANT CATEGORIES

Operational Grant

GRANT AMOUNT: UP TO \$1,500 (ANNUAL GRANT)

These grants support the day-to-day operational activities of community groups who help improve health, wellbeing and connection in the community.

Examples include:

- Incorporation fees
- Insurance costs
- Catering (small-scale ongoing catering, such as tea/coffee, not catering for one-off events)
- Room hire fees
- Small equipment purchases up to \$1,500 (e.g. small sporting equipment for sporting clubs, kitchen equipment for social groups, gardening tools, musical equipment, laptops to support local groups, books and resources)
- Volunteer registration costs

ELIGIBILITY

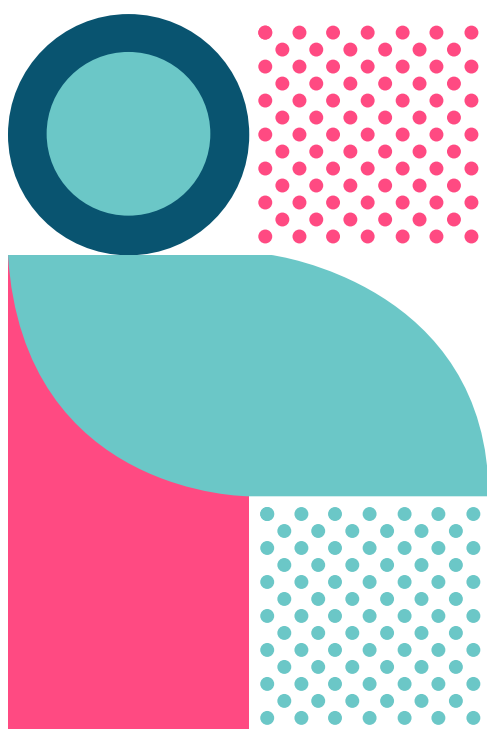
Applicants must:

- Be a not-for-profit community group or organisation
- Meet in Hume City and/or show that the grant will benefit residents
- Provide quotes for insurance, room hire, bus hire, equipment
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted previous funding received by Hume City Council
- Be incorporated or auspiced (see page 21 [What is auspicing?](#))

Equipment cannot be fixed/permanent items (see [What we won't fund](#))

Equipment ownership must be retained by the group i.e. if a group purchases a laptop for the treasurer to use, and the treasurer retires, the laptop must be returned to the group.

We do not fund anything related to alcohol, tobacco, gambling related activities and activities at gambling venues.



ANNUAL GRANT CATEGORIES

Participation Grant

GRANT AMOUNT: UP TO \$3,000 (ANNUAL GRANT)

These grants support groups and organisations to run activities that encourage community participation and involvement, promote leadership and develop a strong sense of belonging. This includes health and wellbeing projects that improve and encourage active lifestyles.

Examples:

- Community forums and workshops focusing on community issues and priorities (e.g. social justice)
- Community art project
- Cultural events and festivals (e.g. NAIDOC Week, Reconciliation Week, Cultural Diversity Week, International Women's Day)
- Environmental sustainability projects
- Youth projects, training and excursions

A maximum of half the funding amount can be used for operational costs such as room and venue hire fees, insurance costs, catering, equipment related to the project etc.

ELIGIBILITY

Applicants must:

- Be a not-for-profit community group or organisation
- Run the proposed activity or project from a location within Hume and/or show that it will benefit residents of Hume City
- Be able to show that the applicant has minimal financial resources or a limited ability to fundraise for the activity or project
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted any previous funding received by Hume City Council
- Be incorporated or auspiced (see page 21 [What is auspicing?](#))

We do not fund anything related to alcohol, tobacco, gambling related activities and activities at gambling venues.



ANNUAL GRANT CATEGORIES

Small Project Grant

GRANT AMOUNT: UP TO \$5,000 (OPEN TWICE A YEAR)

Small Project Grants are designed to encourage new ideas, locally-led initiatives or projects and collaborations that provide benefit to the Hume community. Small Project Grants are not for day to day activities, and are only funded up to a 12-month period.

Rounds are open:

Round 1	13 May - 21 June 2024
Round 2	3 February - 28 February 2025

Applications should align closely with Hume City Council Plans, Strategies and Policies

Small Project Grant proposals could include, but are not limited to:

- Piloting a new service or program
- Research to investigate an emerging need
- Enhancing access to programs and information development
- A feasibility study
- A joint project between two community groups/organisations
- Projects that raise awareness of harms caused by gambling

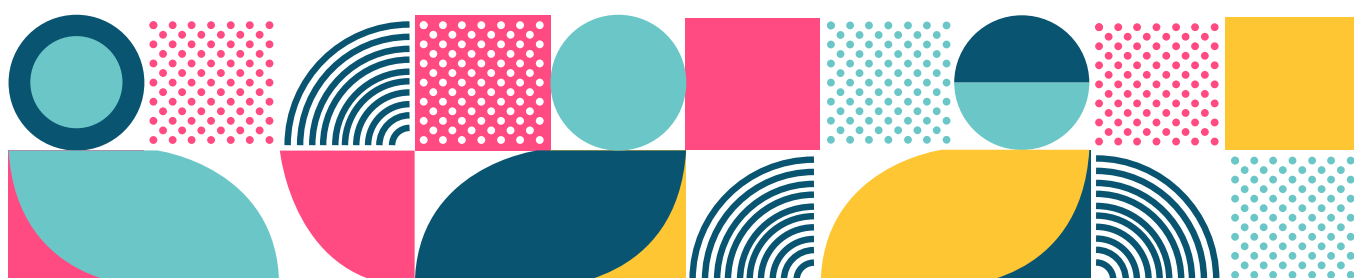
You must speak to a Council Officer experienced in your field (not from the Community Grants Team) about your idea. For example, if your idea helps young people, it will be a Council Officer from Youth Services, if your project is about the environment, it will be a Council Officer from our Sustainability team - contact Community Grants on communitygrants@hume.vic.gov.au and we'll put you in contact with the right person. The Officer cannot be a Councillor.

ELIGIBILITY

Applicants must:

- Be an incorporated not-for-profit community group or organisation
- Discuss the proposal with the relevant Council Officer before applying. The Council Officer you have spoken to must be named in your application
- Have no outstanding debts with Hume City Council
- Have a proven project management ability
- Run the activity or project from a location within Hume and/or show that it will benefit residents of Hume City
- Have satisfactorily acquitted any previous funding received by Hume City Council
- Demonstrate in kind or cash contribution that equates to half the value of the grant request. For example, if you ask for \$5,000, you must show a contribution of at least \$2,500 (cash or in-kind)

You cannot spend all your grant on operational costs i.e. equipment, catering or venue hire.



ANNUAL GRANT CATEGORIES

Large Project Grant

GRANT AMOUNT: UP TO \$10,000 PER YEAR FOR 3 YEARS (\$30,000 TOTAL)

Large Project Grants are for projects that clearly address a significant need and embrace the principles of social justice, healthy living, lifelong learning, environmental sustainability, community safety and inclusion.

You can apply for a Large Project Grant if you are an established organisation with a proven record in the provision of quality programs and services. You must provide evidence of the need for the project and demonstrate your capacity to resource and deliver projects over multiple years.

***Applications must align closely with Hume City Council Plans, Strategies and Policies**

Proposals will:

- Not duplicate an existing service
- Give a detailed program budget and quotes
- Be innovative and strengthen community wellbeing
- Encourage inclusion and accessibility
- Be of significant benefit and give valuable support to the Hume community
- Be able to measure their impact

Funding can be up to three years. To meet the funding criteria for subsequent years, applicants must provide both a mid-year and end of year report.

You must speak to a Council Officer experienced in your field (not from the Community Grants Team) about your idea. For example, if your idea helps young people, it will be a Council Officer from Youth Services, if your project is about the environment, it will be a Council Officer from our Sustainability team - contact communitygrants@hume.vic.gov.au and we'll put you in contact with the right person. The Officer cannot be a Councillor.

ELIGIBILITY

Applicants must:

- Be an incorporated not-for-profit community group or organisation.
- Discuss your idea with the relevant Council Officer
- Have no outstanding debts with Hume City Council
- Demonstrate an ability to manage large 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 any previous funding received by Hume City Council.
- Give a detailed Project Plan
- Demonstrate how the project will be made fully sustainable upon cessation of Council funding
- Demonstrate in kind or cash contribution that equates to half the value of the grant request. For example, if you ask for \$10,000, you must show a contribution of at least \$10,000 (cash or in-kind)

You cannot spend all your grant on operational costs i.e. equipment, catering or venue hire.

ANNUAL GRANT CATEGORIES

Volunteer Engagement Project

GRANT AMOUNT: UP TO \$10,000 (ANNUAL GRANT)

The Volunteer Engagement Project Grant is for new and innovative services, programs, and projects that support local partnerships to help community organisations and groups to re-engage, encourage and try volunteering.

This grant provides funding to help increase volunteer participation and support community organisations/groups.

- **Engage volunteers.** Projects may include ways to develop or enhance existing volunteer programs/committees, and projects that increase volunteering. e.g. training courses for volunteers, background screening checks, paying for volunteer insurance, or improving volunteer systems/databases.
- **Diversify the volunteer base.** This stream is for organisations who want to recruit more/new volunteers. Projects may include developing plans, resources and supports to reduce barriers to volunteering, and use a range of inclusive volunteer engagement practices to attract, recruit and support a diverse range of people. For example, engagement of a facilitator to develop or enhance volunteer marketing/recruitment plans.
- **Strengthen collaboration and partnership.** Partnerships between organisations/groups, and services to build organisational capacity, community connections and pathways to volunteering. For example, showcasing how active engagement in partnership can assist organisations to attract, engage and support volunteers for a broad range of people.

ELIGIBILITY

Applicants must:

- Be an incorporated not-for-profit community group or organisation
- Be able to immediately commence project activities
- If you name another group/organisation or service, they must be aware of the application and provide a letter of support indicating their willingness to participate if the application is successful.
- Include a monitoring and evaluation plan, and strategies on best volunteering practices
- Be based in Hume and/or show that the grant will substantially benefit residents of Hume City
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted any previous funding received by Hume City Council



Frequently asked questions

What if my plans change?

If your plans (timing/activities/budget) change from what you said in your application, you must contact us to seek approval.

We will then assess your new plans against the original criteria and if approved, you will be given a Variation to your Funding Agreement.

If you spend the grant differently than your application/Funding Agreement **without approval**, Council will ask for all grant monies to be returned.

What does it mean to be incorporated?

When your group is incorporated, it means it has its own legal identity, separate from its members. Activities occur in the group's name, rather than in the names of individual members.

As an example, if an unincorporated group needs to rent a property or arrange insurance, an individual member would need to sign under their name, placing them at personal financial risk.

An incorporated group can instead do this under the group name, which shares and reduces the risk to individual members.

Your community group may not want to become incorporated, particularly if you only ever handle small amounts of money, and have no need to enter into legal agreements.

For more information on incorporation, refer to the following helpful guides:

- Justice Connect's Not-for-profit-Law website: [How to decide whether your group should incorporate.](#)
- Consumer Affairs Victoria's guide for clubs and community groups: [Should your club incorporate?](#)

What is auspicing?

You can approach a larger organisation to partner with your community group/organisation to fund a grant. This is helpful if you are otherwise ineligible for the grant (for example if your group is not incorporated.)

The 'auspice organisation' takes responsibility (legal and financial) of the grant on your group's behalf. They will sign your grant agreement, receive and distribute grant funds under the grant agreement, ensure activities or events are completed, and submit end of funding reports on your behalf. Your group/organisation will still be known as the 'grant recipient'.

If you choose to apply for a grant as part of an auspice agreement, you need to provide all their details in your application, and evidence that you have an agreement with them.

The auspice organisation you choose must be incorporated and have an ABN.

Does my group need an ABN?

When your group has a turnover of more than \$75,000 a year, you may need to have an ABN as you may need to collect and pay GST.

It's a good idea for any incorporated group to register for an ABN. You can read more at the ATO website www.ato.gov.au/business/registration.

What if my group doesn't have an ABN?

If your organisation doesn't have an ABN, you must complete a Statement by Supplier Form and lodge it together with your application. The form is available on the Australian Taxation Office's (ATO) website: www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/

For information about taxation, contact the ATO on 13 28 66 between 8am and 6pm Monday-Friday, or visit www.ato.gov.au.

Why do we need public liability insurance?

Public Liability Insurance (PLI) may be costly, but the risks of not having PLI could cost your group much more.

PLI protects your group against the liability to pay damages for a bodily injury, death, or for property damage that occurs as a result of an activity you run. It also covers the legal costs you would face if you had to defend a claim.

We only fund groups who manage the risk by having PLI because of the potential costs your group could face if something went wrong and you didn't have PLI.

Why doesn't Council's Public Liability Insurance cover us?

We have our own PLI policy, which covers specific activities and locations. The Community Grants program funds community-led events and activities and therefore is not covered by Council's PLI.

Can you organise our Public Liability Insurance for us?

No, each group is unique and needs to have its own PLI.

We don't have Public Liability Insurance yet, can we still apply?

To help new groups apply for grants, you are able to apply for our Quick Response and Operational Grant before you have PLI but you will need to get coverage as soon as possible if you are funded.

We're happy to help if you need a list of possible Insurance providers. Contact our Community Grants Officer on 9205 2749.

IMPORTANT NOTE:

PLI doesn't cover everything you may expect it to. You may need separate insurance when required, such as volunteers insurance or building and contents insurance as well as PLI.

We are an Aboriginal Corporation or organisation, can we apply?

Yes. We encourage you to apply. Please contact us if you have more questions.

Can I apply for other Hume City Council Grants?

Yes, you are eligible for our other grants, as long as you are applying for a different activity, and meet all of the grant requirements. Read the guidelines carefully and contact us to check.

What is "In Kind"?

In Kind means any contribution you (or others) make for free, that you would otherwise have to pay for. e.g. volunteer hours, free venues, free advertising etc. Including your In Kind amount in your budget shows us the full scale of your activity, and how much you're contributing.

Hume City Council

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