

HUME CITY COUNCIL

2027 Community Grants Program Guidelines

hume.vic.gov.au



Contents

- Key dates2
- How to get help3
- About our Community Grants 4
- Who can apply? 4
- What we fund 4
- What we won't fund5
- TYPES OF GRANTS 6**
- Which grant should I apply for? 6
- Year-Round Grants.....6
- Annual Grants.....6
- Rules to remember7
- Choose the right grant.....8
- Application process9
- Assessment process.....10
- WHAT HAPPENS NEXT.....11**
- How we assess grants..... 11
- Successful applicants..... 12
- What you must do..... 12
- Unsuccessful applicants..... 12
- YEAR-ROUND GRANT CATEGORY13**
- Year-Round Access Grant..... 13
- ANNUAL GRANT CATEGORIES.....14**
- Community Connection Grant.....14
- Small Project Grant..... 15
- Large Project Grant 16
- FREQUENTLY ASKED QUESTIONS.....17**
- Contact Details.....18



Key dates

Year-Round Grants

Open all year (until funds are exhausted)

Annual Grants Main Round

Applications open 18 May 2026

Applications close 26 June 2026

Notifications December 2027

Small Project and Community Connection Round 2

Applications open 1 February 2027

Applications close 26 February 2027

Notifications June 2027



Acknowledgement 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 Owners 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.

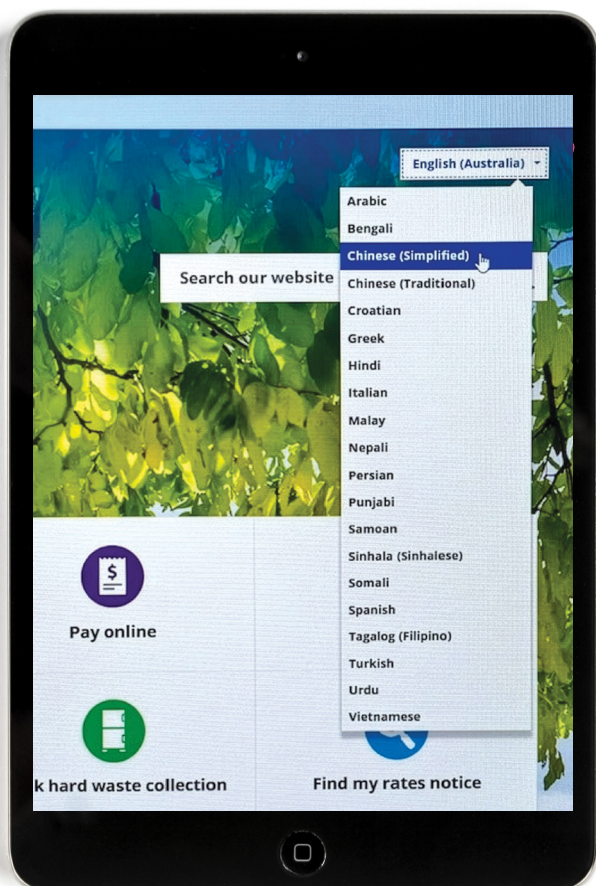
Community Grants Program Guidelines

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.



Check our website for more information and frequently asked questions.

www.hume.vic.gov.au/communitygrants

We offer support sessions to help you complete your application. Please contact us to arrange a time.

Remember to leave plenty of time to prepare your application.

HumeLink

Multilingual telephone
information service
Enquiries 9205 2200

للمعلومات باللغة العربية	9679 9815
বিষয়ক্রমে তথ্য দেওয়া	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

Print too small?

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

Technical difficulties?

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 healthy, inclusive and proud and shows our commitment to social justice and civic engagement.

Our Community Grants supports funded groups to deliver activities, programs and services that:

- Improve access and inclusion for their communities
- Support equity and fairness
- Increase opportunities for Hume residents to engage, participate and connect with their community
- Improve health and wellbeing for Hume residents

Who can apply?

Applicants must:

- Operate within Hume or serve Hume residents
- Be not-for-profit
- Be either an incorporated association, registered charity, similar charitable legal entity (i.e. company limited by guarantee, co-operative),
- If not incorporated be auspiced by one
- Have no outstanding Final Reports (acquittals)
- Have no debts to Council
- Adequate Public Liability Insurance
- Deliver the project within the specified grant period

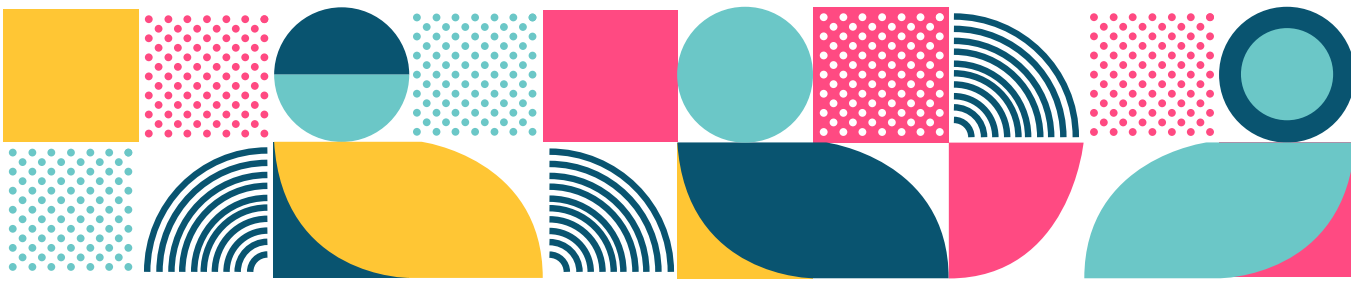
More information

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

What we fund ✓


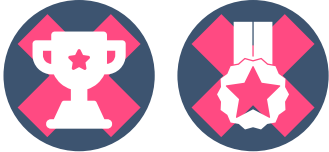


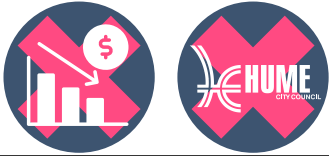




We encourage ideas that support:

- ✓ Aboriginal and Torres Strait Islander peoples
- ✓ Anti-racism programs
- ✓ Climate change/ environmental sustainability
- ✓ Community Arts and culture
- ✓ Community health and wellbeing and health promotion
- ✓ Community safety and addressing anti-social behaviours
- ✓ Families and children
- ✓ Family violence awareness/ support
- ✓ Gambling harm awareness
- ✓ Healthy ageing and seniors
- ✓ Learning and skill development
- ✓ Leisure and recreation
- ✓ LGBTQIA+ inclusion
- ✓ Multicultural groups
- ✓ People with disabilities
- ✓ Refugees and newly arrived migrants
- ✓ Social cohesion/connection
- ✓ Sport and exercise
- ✓ Young people (0-24) years
- ✓ Volunteering



What we won't fund X

There are some things we don't fund. This list is not exhaustive, and Council will make the final decision on what is deemed to be ineligible. Please read this list carefully.

What's not funded	
Alcohol licences, tobacco, gambling related activities and activities at gambling venues	
General fundraising and fundraising events, competitions, trophies, gifts, 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	
Expenses that aren't in the groups' name, aren't incurred by the group, or for group activities (i.e individual's utility or phone bills, personal groceries or petrol)	
Applications that don't meet eligibility requirements	
Projects that duplicate existing services and programs	
Organisations with outstanding acquittals or debts owing to Hume City Council	
Applications with incomplete or incorrect information or supporting documents	
Activities that may be offensive to, or 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 Year-Round Access or Community Connection grant	

TYPES OF GRANTS

Which grant should I apply for?

The tables below provide a handy overview of each grant category. Your community group or organisation can apply for **one Annual Grant and one Year-Round Grant each financial year..**

Year-Round Grant

Category	Maximum Amount	Open Dates	Who should apply?	Timing	Page
<u>Year-Round Access Grant</u>	\$1,500	Open all year (until funds run out)	<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 	Apply ≥ 8 weeks before funds needed	13

Annual Grants

Annual Grants Round 1 opens **18 May - 26 June 2026**. Round 2 is **1 - 26 February 2027**.

If you have already received a 2027 grant in any category, you are not eligible for the second round.

Category	Maximum Amount	Open Dates	Who should apply?	Page
<u>Community Connection Grant</u>	\$4,000	Round 1: 18 May – 26 June 2026 Round 2: 1 February – 26 February 2027	<ul style="list-style-type: none"> Community groups and organisations seeking support for ongoing participation activities and essential operational costs Individuals, supported by a community group, seeking opportunities in leadership or personal development that will benefit and enrich the group 	14
<u>Small Project Grant</u>	\$10,000 (≤12 months; co-contribution applies)	Round 1: 18 May – 26 June 2026 Round 2: 1 February – 26 February 2027	<ul style="list-style-type: none"> Groups and organisations wanting to test a new idea, run a pilot, deliver a short-term project 	15
<u>Large Project Grant</u>	\$15,000 (per year) for up to 3 + co-contribution applies)	18 May – 26 June 2026	<ul style="list-style-type: none"> Organisations planning multi-year initiatives addressing a significant community need 	16

Rules to remember

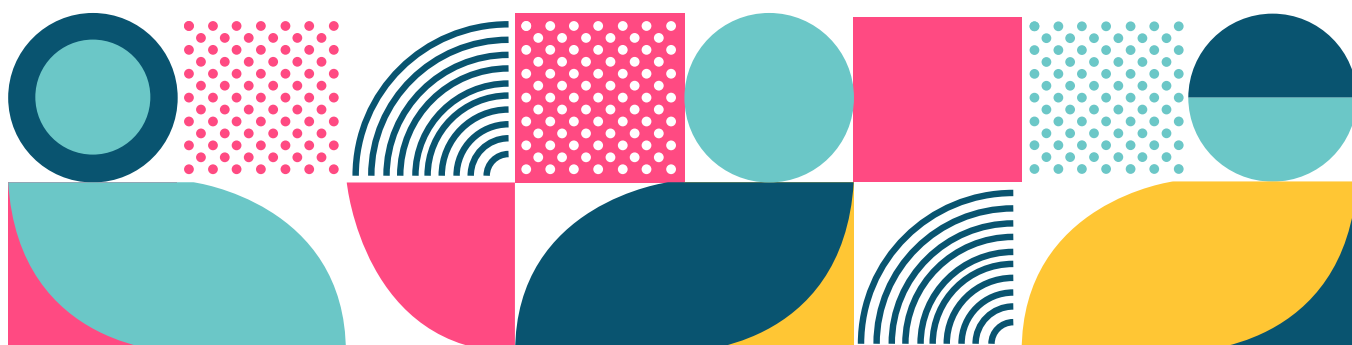
- Hume City Council's Community Grants are a competitive process. Funds are awarded based on merit and meeting the funding criteria
- Our decision is final. There is no review or appeal process
- We reserve the right to re-categorise any application into the category we deem appropriate
- Canvassing 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

Search for other funding

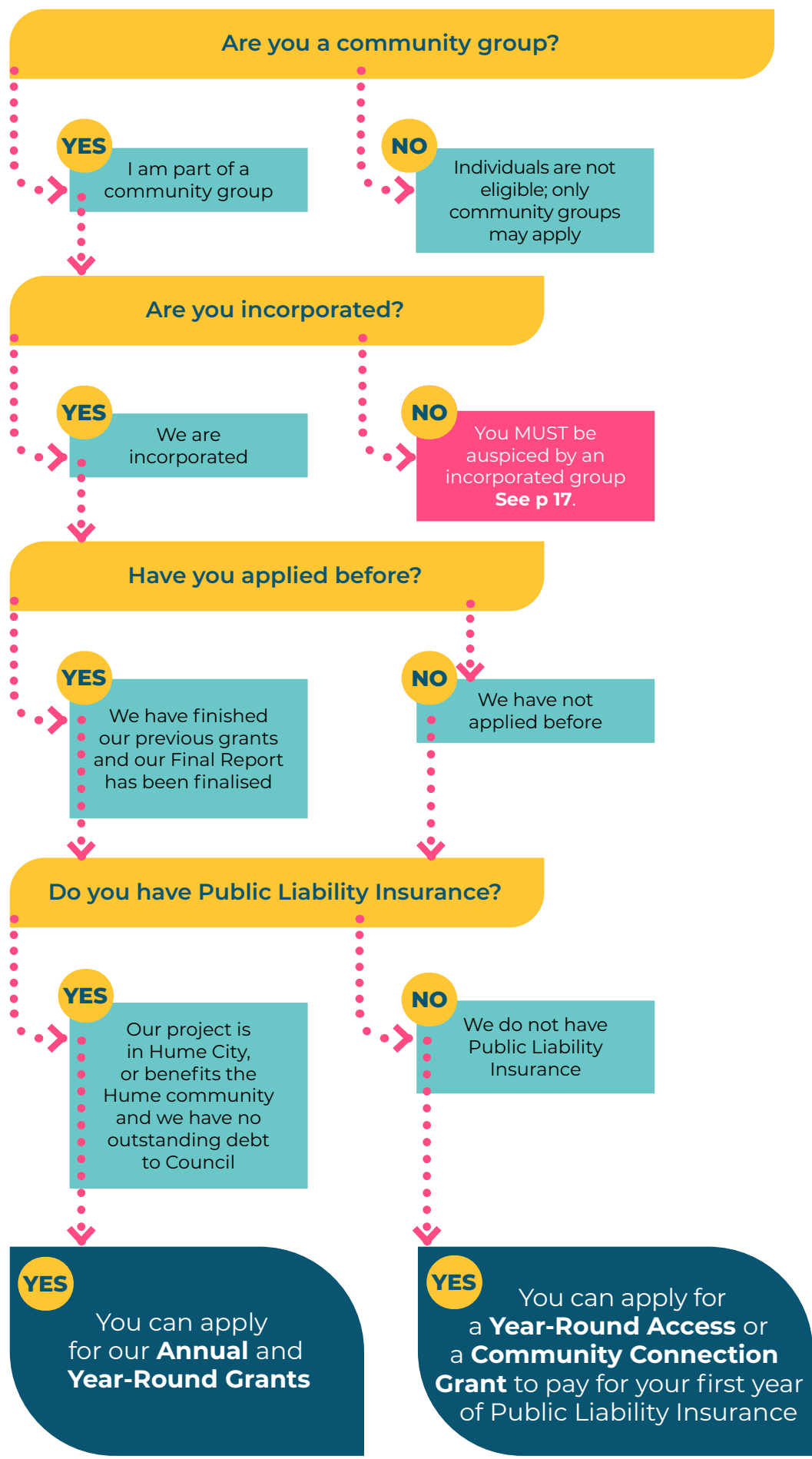
Council provides access to [Hume Funding Finder](#), a national database of grants for community groups, not-for-profits, and local businesses.

Hume Funding Finder lets you search available grants, save favourites, get email alerts and access tips to improve your applications.

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



Choose the right grant



Application process

How to apply

All applications are to be submitted via SmartyGrants. This online application system will allow applicants to save, type and print out applications before they are submitted. Supporting material can be uploaded to the online application.

- 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
- 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
- Please ensure the supporting documents you upload are the appropriate documents required for your application
- 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
- If you don't hit submit, Council cannot see your application, so it won't be considered
- Once you have submitted you will be sent an email confirmation

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 17](#) for more
- ABN (Australian Business Number) or a completed Statement by Supplier form (if you do not have an ABN)
- A Public Liability Insurance (PLI) Certificate of Currency, to cover your group/organisation's activities. (First time applicants for Year-Round Access and Community Connection grants do not have to show PLI at time of applying)
- Letters of support for any Project Grant
- If you are being auspiced, you must provide a signed letter from your Auspice Organisation confirming their agreement to auspice the project
- A bank statement in the organisation's name (provided as a screenshot or PDF)
- Must clearly show:
 - account name (must match the organisation's name)
 - account number and BSB
 - bank name
 Transaction history or account balance is not required
- If you are being auspiced, you must provide your Auspicer's bank details, as grant funds will be paid to them to manage on your group's behalf

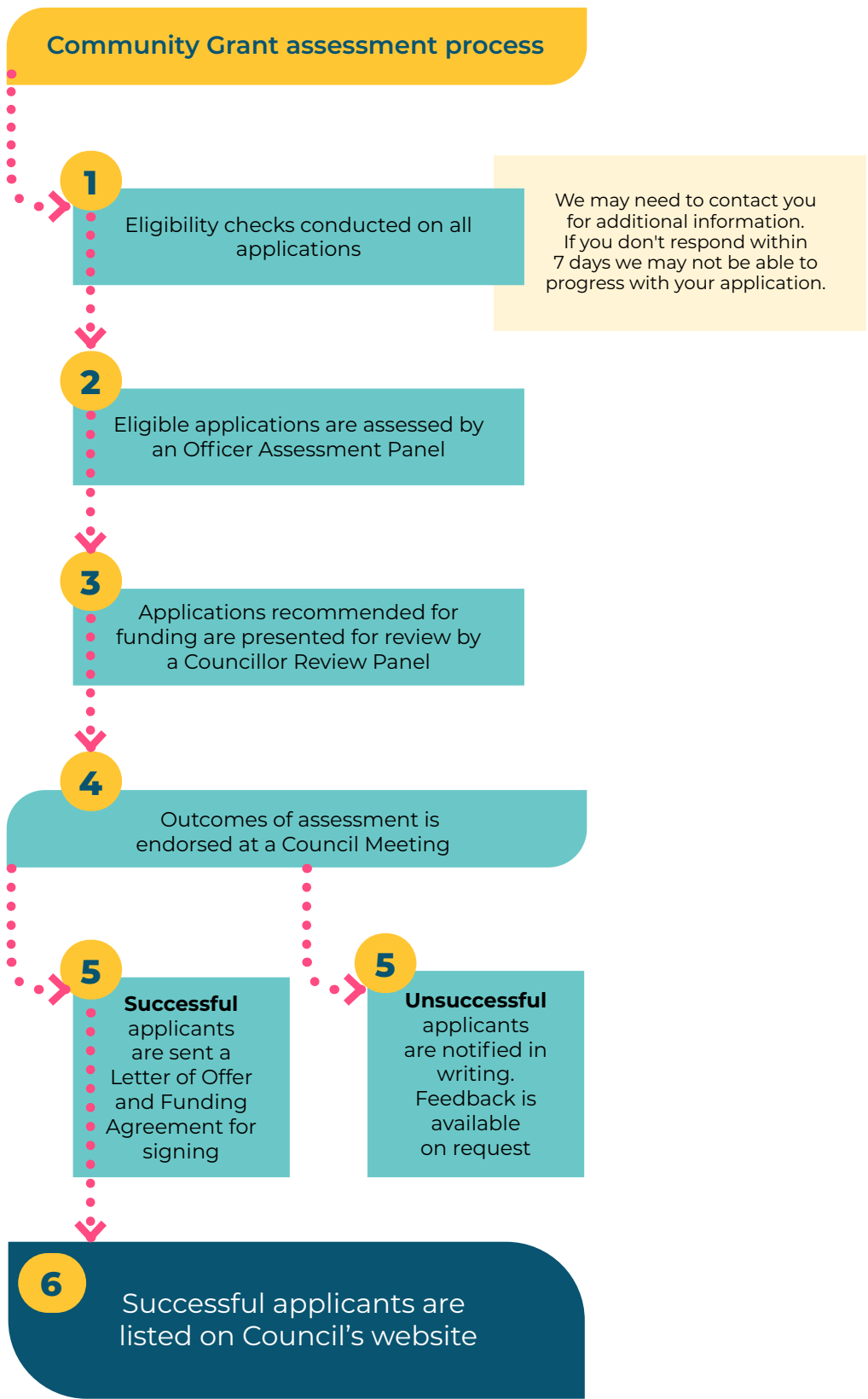
Quotes and budgets

- Quotes help assessors check that costs are reasonable and well planned and can improve your assessment score
- Quotes must be provided for small equipment purchases
- Quotes are recommended for bus and venue hire, insurance, facilitators or entertainers, and advertising marketing (e.g. flyers, posters or social media)
- Quotes must be current and include the provider's ABN. Screenshots from supplier websites or emails from providers are acceptable

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.



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%	<p>Who is delivering the activity/project?</p> <ol style="list-style-type: none"> Who does the group/organisation represent and what do they do? Is the group/organisation based within Hume City? 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%	<p>Why is the proposed activity/project needed? What do you hope to achieve?</p> <ol style="list-style-type: none"> Why is the activity/project important? What are the expected outcomes of the activity/project? 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%	<p>What do you need to do to deliver the activity/project?</p> <ol style="list-style-type: none"> What are the planned activities? What is your budget? 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? Where possible provide quotes for items included in the budget. Quotes are required for some budget items and recommended for others. Does your budget demonstrate value for money? Is the activity/project financially viable and does it demonstrate sound management?



Successful applicants

- 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 2027 Community Grants Celebration

Note that if you are applying 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:

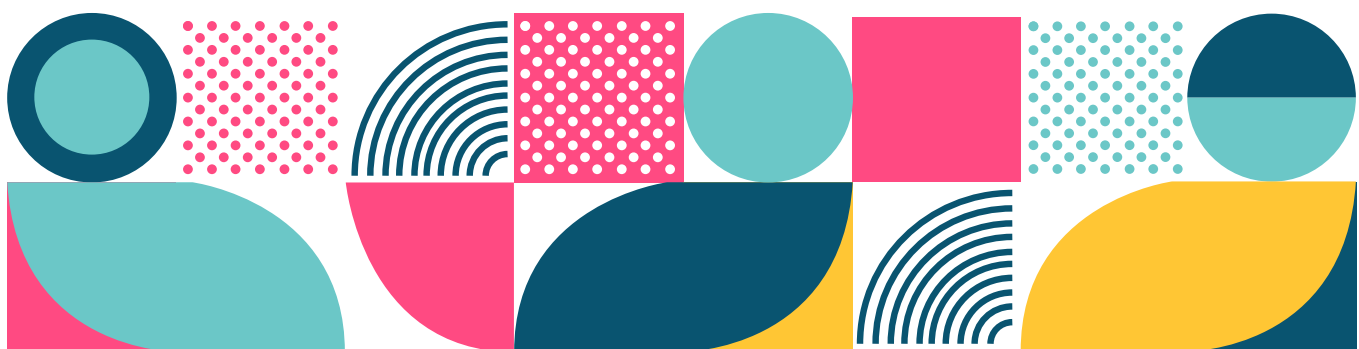
- Spend grant funds only on activities approved in your application and Funding Agreement
- Keep all **receipts** and proof of payments that you made using the funds
- Receipts are required to acquit the grant at the end of the funding period
- Submit a Final Report to show how the funds were used
- Return any unspent funds to Council unless you have written approval to extend the project or use the funds differently (get in touch with our community grants team for how to return funds)
- Acknowledge Council's support in any promotional materials, as required in the Funding Agreement

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.

Unsuccessful applicants

If your application is unsuccessful, you can contact a Community Grants Officer for feedback.

For information on other funding opportunities visit Council's website to access [Hume Funding Finder](#), a national grants database for community groups, not-for-profits and local businesses.



YEAR-ROUND GRANT CATEGORY

Year-Round Access Grant

GRANT AMOUNT: UP TO \$1,500 (OPEN ALL YEAR)

Year-Round Access Grant supports new community groups, and community groups with unforeseen 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 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

We do not fund:

- Past activities
- Day-to-day running costs
- Planned or routine activities
- Expenses you could reasonably have applied for earlier

These costs are not eligible unless something new and unexpected has occurred. If this applies, explain the circumstances in your application.



ELIGIBILITY

Applicants must:

- Apply at least 8 weeks before funding is needed
- Be a not-for-profit community group or organisation
- 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 17 [What is auspicing?](#))

Please note:

- Applications are accepted throughout the year until funds are exhausted
- You will be notified of the outcome within 8 weeks of a fully completed application (one that includes all required supporting documents)
- First-time applicants do not need Public Liability Insurance at the time of application but must include the cost in their funding request and provide this with your Final Report
- Final Reports are due within 3 months of funds being awarded, unless otherwise approved by Council
- Successful applicants for the Year-Round Access Grant are eligible to also apply to one of the Annual Grant categories
- You can only be funded once per financial year for a the Year-Round Access Grant

ANNUAL GRANT CATEGORIES

Community Connection Grant

GRANT AMOUNT: UP TO \$4,000 (OPEN TWICE A YEAR)

The Community Connection Grant supports local groups and organisations to:

- Run regular activities
- Keep people active
- Build skills
- Support ongoing participation, connection and wellbeing in Hume

Funding can be used to:

- Cover ongoing running costs
- Deliver regular activities
- Provide training for members, where the training benefits the group or organisation as a whole

Round 1 18 May – 26 June 2026

Round 2 1 February – 26 February 2027

Examples include but are not limited to:

Operational costs

- Incorporation and volunteer registration fees
- Insurance
- Venue and bus hire
- Small portable equipment
- Ongoing, small-scale catering
- Activity supplies

Participation activities

- A series of workshops or excursions
- A calendar of cultural events
- Youth activities
- Environmental initiatives
- Facilitator costs
- Activity-related venue hire and material supplies

Skill building

Funding can be used for training that helps your group run well. This can be for leaders or members chosen by the group.

Training can include:

- Leading and managing a group
- Managing money and understanding rules
- First aid and mental health first aid
- Coaching or instructor training
- Skills to run activities safely

ELIGIBILITY

Applicants must:

- Meet in Hume City and/or show that the grant will benefit residents
- Provide quotes for equipment purchases. Additional quotes strengthen your application
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted previous funding received by Hume City Council
- Be incorporated or auspiced (see page 17 [What is auspicing?](#))

What we don't fund

- Activities involving alcohol, gambling or tobacco
- Activities held at gambling venues
- Fixed/permanent infrastructure, built assets, or permanently installed equipment
- Items or activities that do not benefit Hume residents

Any equipment bought with grant funding must stay with the group.

For example, if a laptop is bought for the treasurer and they later leave the role, the laptop must be returned to the group.

Funding should support activities that build connection and participation and/or skill development.



ANNUAL GRANT CATEGORIES

Small Project Grant

GRANT AMOUNT: UP TO \$10,000 (OPEN TWICE A YEAR)

Small Project Grants support new ideas, locally led and collaborative projects that create positive outcomes for the Hume community. Projects must have a clear start and finish, be delivered within 6–12 months, and are not intended to fund ongoing operational costs.

This grant stream supports community-building initiatives, including projects that focus on volunteer engagement, skills development and volunteer-related costs.

Round 1 **18 May – 26 June 2026**

Round 2 **1 February - 26 February 2027**

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

Examples:

- Piloting a new service or program
- Research to investigate an emerging need
- Enhancing access to programs and information development
- A joint project between two community groups/organisations
- Projects that raise awareness of harms caused by gambling, address anti-social behaviour, or activities that address racism
- Training for volunteers or committee members to build their skills

Talk to a Council Officer before you apply

You must speak with a Council Officer who has experience in your project area before submitting an application.

For example:

- Youth projects → Youth Services
- Environmental projects → Sustainability team

Contact Community Grants at communitygrants@hume.vic.gov.au, and we will connect you with the right Officer.

The Officer cannot be a Councillor or a member of the Community Grants team.

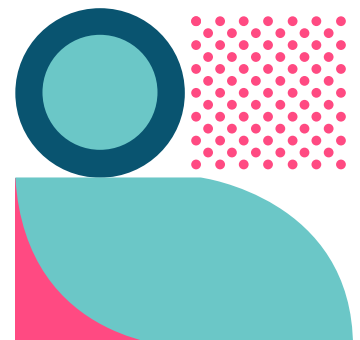
ELIGIBILITY

Applicants must:

- Be an incorporated not-for-profit community group or organisation
- Discuss the proposal with the relevant Council Officer before applying
- Have no outstanding debts with Hume City Council
- Have proven project management ability
- Run the 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
- A budget table is required to support the application
- 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 \$5,000 (cash or in-kind)
- Provide quotes for equipment purchases. Additional quotes strengthen your application

PLEASE NOTE: Activities, projects, programs and events that are owned, managed or already funded by Hume City Council are not eligible

Most of your budget should be spent on project delivery costs, such as facilitator fees, support workers, participant access costs, promotion, or other one-off costs needed to run the project



ANNUAL GRANT CATEGORIES

Large Project Grant

GRANT AMOUNT: UP TO \$15,000 PER YEAR FOR 3 YEARS (\$45,000 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 Payment

Payment is annually - up to \$15,000 is paid each calendar year, a total of \$45,000 over 3 years.

Payments for year 2 and 3 are paid after an annual acquittal and evaluation is submitted in accordance with the funding agreement.

Talk to a Council Officer before you apply

You must speak with a Council Officer who has experience in your project area before submitting an application.

For example:

- Youth projects → Youth Services
- Environmental projects → Sustainability team

Contact Community Grants at communitygrants@hume.vic.gov.au, and we will connect you with the right Officer.

The Officer cannot be a Councillor or a member of the Community Grants team.

ELIGIBILITY

Applicants must:

- Be an incorporated not-for-profit community group or organisation
- Discuss the proposal with the relevant Council Officer before applying
- Have no outstanding debts with Hume City Council
- Demonstrate an ability to manage large scale projects
- Run the 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 sustainable upon cessation of Council funding
- Provide a detailed three-year project budget in the application form
- Demonstrate in kind or cash contribution that equates to half the value of the grant request. For example, if you ask for \$15,000, you must show a contribution of at least \$7,500
- Provide quotes for equipment purchases. We recommend Including quotes for other key expenses, such as venue hire or transport etc.. to show assessors that costs are realistic, well considered and represent value for money

PLEASE NOTE: Activities, projects, programs and events that are owned, managed or already funded by Hume City Council are not eligible

Most of your budget should be spent on project delivery costs, such as facilitator fees, support workers, participant access costs, promotion, or other one-off costs needed to run the project.

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 review Final Reports. 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.

Grant money will be paid to the auspice organisation, not the applicant.

Who could auspice me?

You can approach a larger organisation to partner with your community group/organisation to fund a grant.

- Local neighbourhood house
- A community organisation you have worked or partnered with
- Peak body or governing association of your field
- Organisations with a similar mission and purpose

You may apply through an auspice organisation if your group does not wish to purchase insurance.

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.

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 a 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/

This form tells Council that you are not required to have an ABN. Without it, Council must withhold nearly half of the payment for tax.

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

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.



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, first-time applicants can apply for the Year-Round Access and Community Connection Grants without having Public Liability Insurance at the time of application.

If you are successful, you will need to obtain coverage as soon as possible. The cost of purchasing Public Liability Insurance must be included in your funding request.

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.

Hume City Council

1079 Pascoe Vale Road, Broadmeadows
PO Box 119, Dallas, Victoria 3047
Telephone 9205 2200

Customer Service Centres

Open Monday to Friday
8am–5pm

Broadmeadows

1079 Pascoe Vale Road

Craigieburn

75-95 Central Park Avenue

Sunbury

44 Macedon Street

contactus@hume.vic.gov.au
hume.vic.gov.au

HumeLink

Multilingual telephone
information service

Enquiries 9205 2200

للمعلومات باللغة العربية	9679 9815
معلومات باللغة البوسانية	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

