

HUME CITY COUNCIL

2024 Community Grants Program Application Guidelines

hume.vic.gov.au



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What you need to know



Key dates

Year-Round Grant Program	
Open all year (until funds are exhausted)	
Annual Grant Program	
Applications open	15 May 2023
Applications close	30 June 2023
Notifications	October
Project Grant Round 2	
Applications open	17 January - 29 February 2024



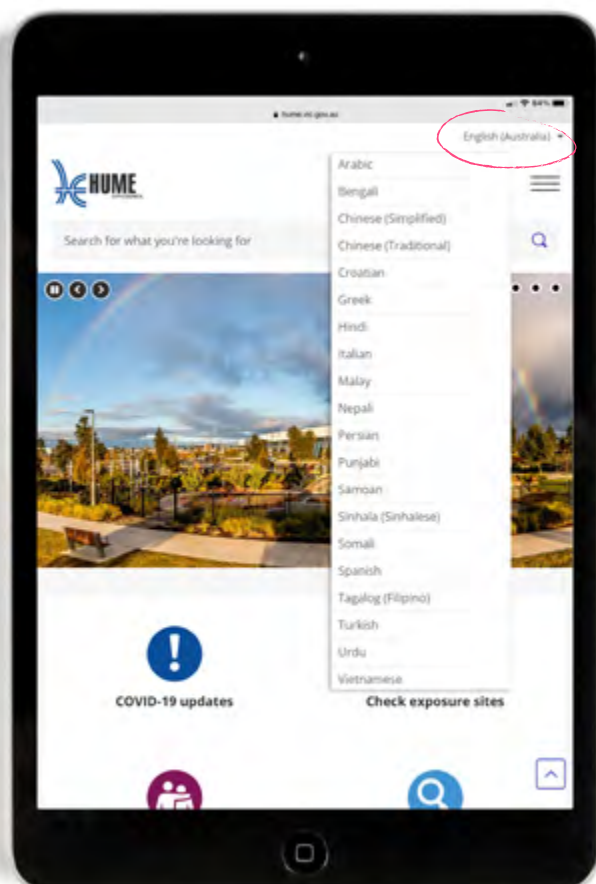
Community Grants Application Guidelines

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 program

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

Our Community Grants program supports:

- 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
- groups to try new and innovative community programs and activities
- increased accessibility and inclusion for all members of the community
- 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](#)

For paper copies of any Councils' Plans and Strategies (if you don't have internet), contact the Community Grants Officer on 9205 2749.

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
- ✓ 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 2024 Community Grants Program.

Hume Grant Finder (grantguru.com.au) helps individuals, community groups and businesses find grants from organisations all across Australia. You can search directly, or create an account to save favourite searches, use the calendar and get regular updates to help you keep up to date with all things grants.

What we won't fund X

To make sure Community Grant funding lines up with Council's values and vision, 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 and gambling related activities



Projects that are for 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, solar panels, portable buildings etc.)



Activities that have already started and/or need retrospective funding



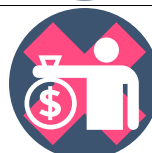
Projects that address shortfalls in funding from other Local Governments, State and/or Federal Government



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



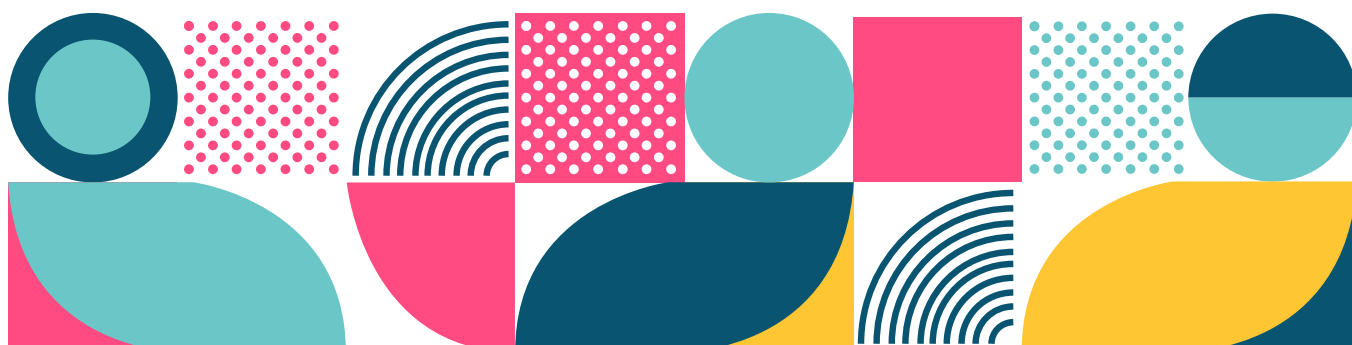
Applications that do not have Public Liability Insurance, unless you're a first-time applicant for a Quick Response or Operational grant

Application Process

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	Maximum 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 with unforeseen program or partnership opportunities 	17
Defibrillator Grant	Up to \$2,000	Open all year (until funds exhausted)	<ul style="list-style-type: none"> Community groups or organisations that can demonstrate their need for a defibrillator 	18



Category	Maximum Amount	Open Dates	Who should apply?	Page
ANNUAL GRANTS				
Operational Grant	Up to \$1,500	15 May - 30 June 2023	<ul style="list-style-type: none"> Community groups and organisations needing support with basic operating expenses including incorporation, insurance, catering and room hire fees Community groups and organisations needing to purchase minor equipment for an ongoing project 	19
Participation Grant	Up to \$3,000	15 May - 30 June 2023	<ul style="list-style-type: none"> Community groups and organisations needing support with programs and activities designed to build participation in the Hume community 	19
Project Grant	Up to \$5,000	Round One: 15 May - 30 June 2023 Round Two: 17 January - 29 February 2024	<ul style="list-style-type: none"> 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
Partnership Grant	Up to \$10,000 for up to three years	15 May - 30 June 2023	<ul style="list-style-type: none"> Organisations delivering projects that clearly address a local need, with a focus on: social justice, healthy living, lifelong learning, environmental sustainability, community safety or inclusion 	21
Specialist Partnership Grant (Volunteer Engagement)	Up to \$10,000	15 May - 30 June 2023	<ul style="list-style-type: none"> Organisations working to connect, re-engage, and grow their volunteer base Projects that increase volunteer participation and support community organisations/groups to enable a stronger and more resilient community in Hume 	22

Your group can apply for one grant from each box above i.e one Annual Grant and one Year-Round grant.

Please note: Defibrillator Grant will only ever be funded to a group once.

There are two rounds of the Project Grant. If you have already received a 2024 grant in any category, you are not eligible for Project Round Two.

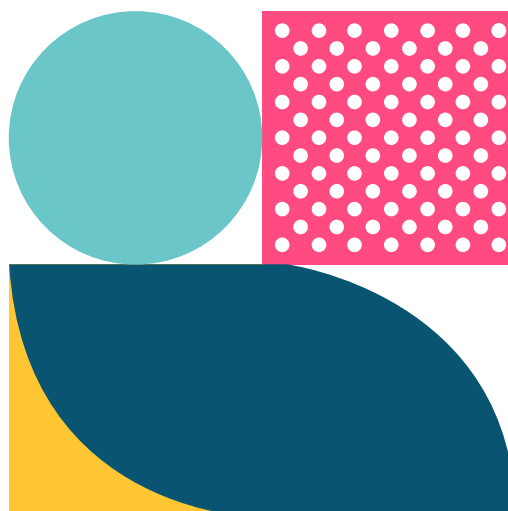
Important things to remember

- Hume City Council's Community Grants Program is a competitive process and funds are awarded based on merit
- We reserve the right to re-categorise any application into the category we deem appropriate
- Our decision is final. There is no review or appeal process
- 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 perceived 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 may contact any organisations nominated as a referee in your application
- 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 in your program planning (for example, sponsorships or other fundraising activities)
- We reserve the right to withdraw support if you do not comply with Council policy or any written agreement entered into. This includes the return of funds or variations to Agreements

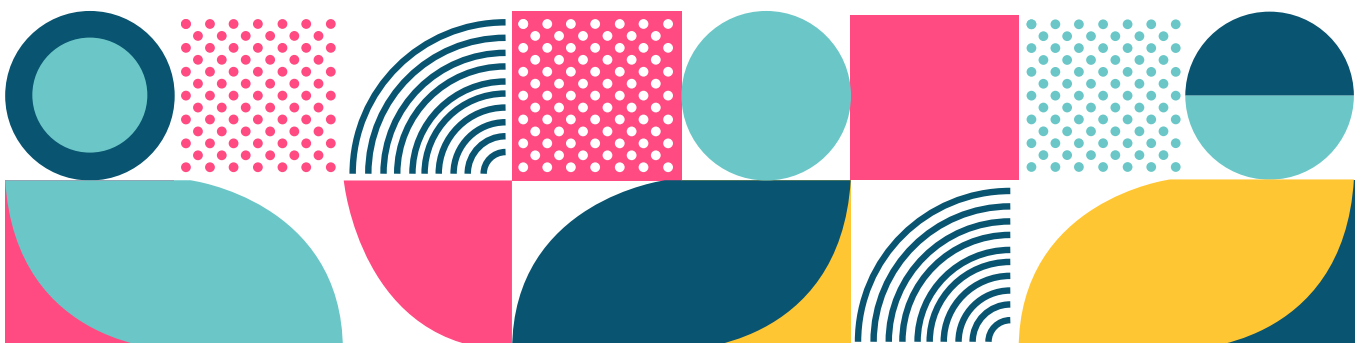
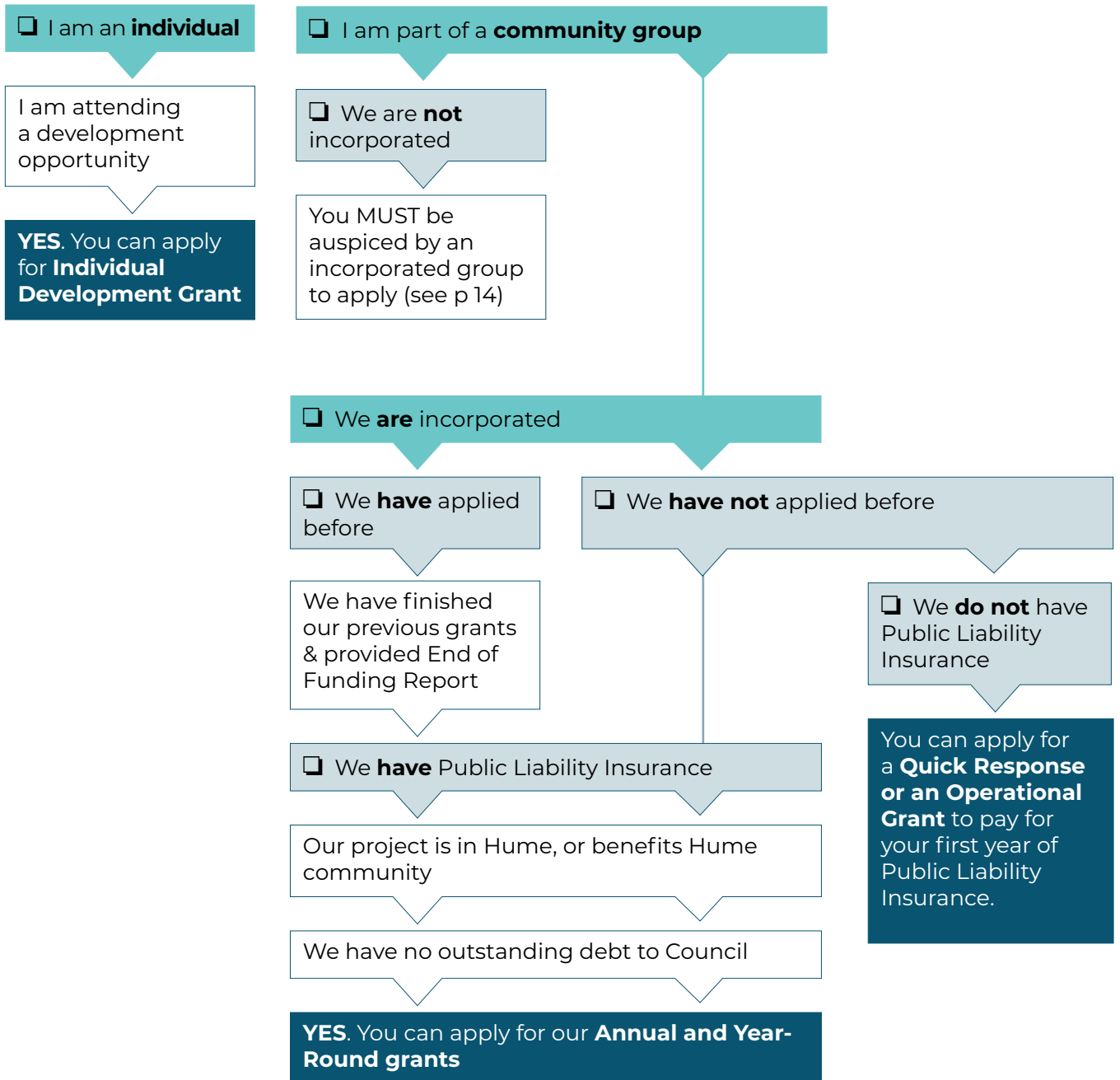
What documentation do I need

We want you to have the best chance to receive grant funding. You will need to supply the following documentation with your grant application.

- Certificate of Incorporation of your group/organisation, 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 p14 for more)
- ABN details or completed Statement by Supplier form for your group/organisation
- A Public Liability Insurance 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)
- For Project and Partnership applications, referees or letters of support



Eligibility - can I apply for a grant?



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 and make sure **your group/organisation is eligible to apply**
- ❑ **If you are applying for a Project or Partnership grant, you MUST speak to the relevant Council Officer (see page 20 & 21) before you apply**
- ❑ Check you have all the documents you need to apply. 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 (you don't need to do it all at once). Your application will be stored online, so there's no need to save it to your computer
- 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
- 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
- **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**

You must have hit 'submit' before 5pm 30 June 2023 to be considered. You cannot submit after 5pm.



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? <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 this 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 project promote opportunities for people to participate in community life?
40%	Why is the proposed activity / project needed? What do you hope to achieve? <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 the best group to do this activity? 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 community need, the community 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? <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 and realistic? Is the activity / project financially viable and does it demonstrate sound management?

Please note:

- These are example questions only. For questions appropriate for your grant category, refer to the online Application Form
- The Defibrillator Grant is assessed on the basis of need and location

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.)

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 Ordinary Council Meeting.

Successful applicants are sent a Letter of Offer and Funding Agreement for signing. See p13 for more.

Unsuccessful applicants are notified in writing. Feedback is given if requested by the applicant.

Successful applicants are listed on Council's website.



Funding Agreement

- If your application is successful, you'll receive a Letter of Offer with a Funding Agreement document
- The Funding Agreement sets out the terms on which Council is prepared to make the grant available.
- 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
- To accept the grant offer, you must complete, sign and return the Funding Agreement to Council, accepting the terms and conditions
- 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 2024 Community Grants Celebration

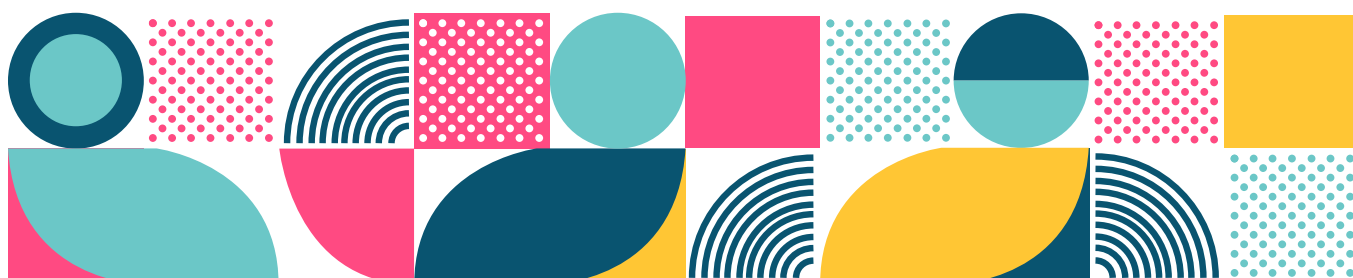
(Note that if you are applying in partnership with an Auspice Organisation, funding will be paid to that organisation, who will then distribute to your group/organisation as agreed in your Auspice agreement.)

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 current agreement has otherwise been granted by Council
- Acknowledge Council's support in any advertisements, flyers or other activities used to promote the project
- Tell people about the funded activity or project. Please note, evidence of promotion will be required in your End of Funding

As part of the Community Grant accountability process, we reserve the right to audit any and all Community Grant recipients for compliance with the grant conditions and expenditure of grant monies received.



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 ask you to fill out a Variation Request Form in SmartyGrants and 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.

Many grants are unavailable to unincorporated groups, and this is why auspicing is needed in these situations.

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'.

Important information on auspice organisations:

- The auspice organisation you choose must be incorporated and have an ABN.
- The auspice organisation accepts legal and financial responsibility for the grant and will need to meet all eligibility criteria and provide public liability insurance coverage for the project(s).
- Grant money will be paid to the auspice organisation, not the applicant.

If you choose to apply for a grant as part of an auspice agreement, you need to provide the auspice organisation's contact details, ABN, their financial details, and evidence that you have an agreement with them.

Does my group need an ABN?

Your group may need to supply an ABN as part of your application.

An ABN refers to an Australian Business Number issued by the Australian Taxation Office (ATO). If your organisation has an ABN, it must be included in your application.

The holder of the ABN is either:

- Registered for the Goods and Services Tax (GST) or
- Not Registered for the Goods and Services Tax (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.

Why do we need public liability insurance?

We understand that Public Liability Insurance (PLI) may cost a significant amount, but the risks of not having PLI could cost your group much more.

Your community group/organisation will most likely interact with the public as part of running your activities or events. While it's unlikely anything will go wrong, mishaps can occur, and a member of the public could be injured or property damaged.

PLI protects your group/organisation 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 for bodily injury or property damage.

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

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

Hume Council has taken out its own very specific 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?

There are many variables when calculating PLI, such as the type of activities being run, how many activities take place, and where. So 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 to cover volunteers in the event of an injury claim, or building and contents insurance, to cover damage to a property in your organisation's control (if you're renting a space).

What if my group doesn't have an ABN?

If your organisation doesn't have an ABN, you're requested to 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/

Please note, if you don't have an ABN and don't supply this form, we're obliged to take 46.5% of the grant allocated and send this to the ATO.

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

If you want to talk to a Tax Officer and require an interpreter, call the Translating and Interpreting Service on 12 14 50.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone 13 36 77.

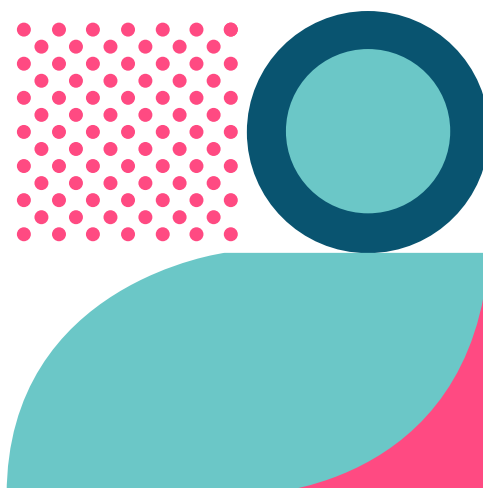
If you have access to TTY or modem equipment, phone the Speech to Speech Relay Service on 1300 555 727.

We are an Aboriginal Corporation, can we apply?

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

Do you have a question we haven't covered?

Check our website www.hume.vic.gov.au/communitygrants for videos outlining the categories and frequently asked questions or contact the Community Grants Officer on 9205 2749 or communitygrants@hume.vic.gov.au.



YEAR-ROUND GRANT CATEGORIES

Individual Development Grant

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

Apply for this grant if you are an individual wanting support with creating opportunities for skills development, professional development, networking and learning, and skill sharing in Hume communities.

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 will help build the leadership capacity of the Hume community
- 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 the Hume community

Grant amounts allocated in recognition of travel costs are as follows:

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

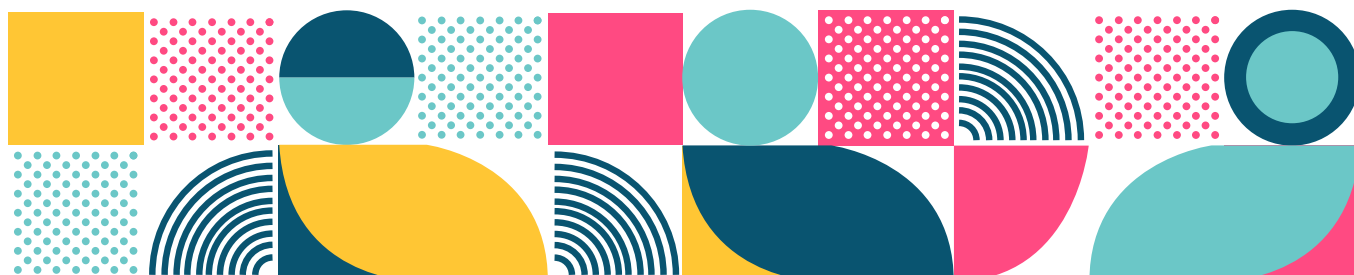
ELIGIBILITY

Applicants must:

- Apply at least two months prior to the date of your event or opportunity for which you seek funding
- Be a Hume resident
- Provide evidence of selection from the relevant organisation
- Demonstrate a strong commitment to your area of endeavour
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted any previous funding received by Hume City Council, if applicable
- Applications for sporting events are ineligible under this program but may be eligible for Council's Sports Aid Grants
- You may be funded only once per year

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)



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 and opportunities outside of the annual grant timelines. You will need to explain why your application is urgent or unforeseen.

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

For example:

- COVID reopening costs; your group has not met for two years and needs to invest in Covid-safe equipment, reopen a bank account or re-register with a peak body (and cannot wait for the Annual grant round)
- Your organisation receives a large and sudden increase to rental fees, and if you can't pay it, you can't run your programs
- Your group is offered the chance to participate in a national event that you didn't plan on, and need help meeting costs (eg attending the National Eisteddfod or the Pan-Pacific Calisthenics Competition)
- You are a new group, with a different purpose to any existing group in Hume and want to formalise your organisation by paying for Incorporation, insurance and initial bank fees.

ELIGIBILITY

Applicants must:

- Be a not-for-profit community group or organisation
- Run the activity or project from a location within Hume and/or show that it will substantially benefit residents of Hume City
- Be able to explain the urgency of the need
- Be able to show they have minimal financial resources or a limited ability to fundraise for the activity or project identified in the application
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted previous funding received by Hume City Council (if applicable)
- Be incorporated or auspiced (see [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.
- Acquittals 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

YEAR-ROUND GRANT CATEGORIES

Defibrillator Grant

GRANT AMOUNT: UP TO \$2,000 (OPEN ALL YEAR)

Defibrillator Grants are one-off grants designed to support community organisations and community groups to purchase defibrillators that may assist in saving the life of an individual during cardiac arrest.

ELIGIBILITY

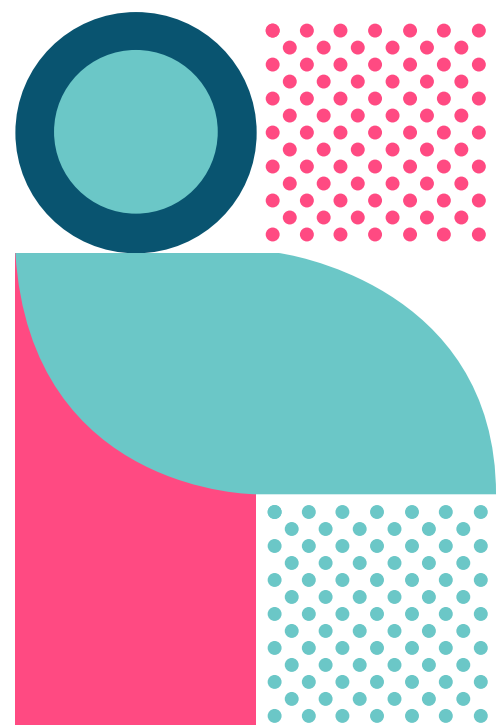
Applicants must:

- Demonstrate a need for access to a defibrillator in the delivery of their activities
- Propose a location for the defibrillator (within Hume City) where the group meets at least fortnightly
- Demonstrate that there is no access to a defibrillator or similar emergency medical assistance in or near where the group meets regularly
- Be a not-for-profit community group or organisation
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted previous funding received from Hume City Council
- Be incorporated or auspiced (see [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)

Please note, Council-owned venues should already have Defibrillator machines in place. If you are unsure where they are, please speak to the relevant Venue Manager or Sport & Recreation Officer. If you are unsure who that is, please contact our Customer Service Centre on (03) 9205 2200 or contactus@hume.vic.gov.au



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 are working on ongoing projects that 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 to young children)

ELIGIBILITY

Applicants must:

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

To be eligible, 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.

Participation Grant

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

These grants support groups and organisations to run programs and 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)
- The delivery of a community art project
- Cultural events and festivals (e.g. NAIDOC Week, Reconciliation Week, Cultural Diversity Week, International Women's Day)
- Sustainability projects
- Youth projects, training and excursions

***A maximum of half the funding amount (\$1,500) can be used for event/project related 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 substantially 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 (if applicable)
- Be incorporated or auspiced (see page 14 [What is auspicing?](#))

ANNUAL GRANT CATEGORIES

Project Grant

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

Project Grants are designed to encourage new ideas, development of locally-led initiatives or projects and collaborations that provide significant benefit to the Hume community. Project Grants are funded for a 12-month period.

Rounds are open as follows:

- Round 1** 15 May - 30 June 2023
- Round 2** 17 January - 29 February 2024

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

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 of a partnership proposal
- A feasibility study to investigate a service or project proposal
- A joint project between two community groups/organisations

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 and we'll put you in contact with the right person.

ELIGIBILITY

Applicants must:

- Be an incorporated not-for-profit community group or organisation
- Have no outstanding debts with Hume City Council
- Have a proven ability to manage large scale projects
- Give us a detailed Project Plan
- Discuss the proposal with a Council Officer whose portfolio most aligns with your project proposal. The Council Officer you have spoken to must be named in your application*
- 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 (if applicable)
- 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)
- Projects can be for up to six or twelve months

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

Please contact us on:
communitygrants@hume.vic.gov.au with a brief description of your project & we will get the appropriate Council Officer to contact you.



ANNUAL GRANT CATEGORIES

Partnership Grant

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

Partnership 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 Partnership 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.

***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 give quotes for any proposed services or equipment purchases
- Be innovative and strengthen community wellbeing
- Encourage inclusion and accessibility to their service
- Be of benefit and give valuable support to the Hume community

Funding will be for a period of up to three years. To meet the funding criteria for subsequent years, applicants must show how the first year has met the milestones outlined in the project plan and justify the need for future-years funding.

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 and we'll put you in contact with the right person.

ELIGIBILITY

Applicants must:

- Be an incorporated not-for-profit community group or organisation.
- Have no outstanding debts with Hume City Council
- Demonstrate an ability to manage large scale projects
- Discuss your idea with the relevant Council Officer
- 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 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. catering or venue hire.**

Please contact us on:

communitygrants@hume.vic.gov.au with a brief description of your project & we will get the appropriate Council Officer to contact you.

ANNUAL GRANT CATEGORIES

Specialist Partnership Grant (Volunteer Engagement)

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

The Specialist Partnership Grant (Volunteer Engagement) is a one-off grant only available in 2024. It 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 out volunteering.

This grant provides funding to help increase volunteer participation and support community organisations/groups to enable a stronger and resilient community through the inclusion of a broad range of people across three streams.

Re-engage volunteers. This stream is to kickstart your volunteering programs post-pandemic. Projects may include ways to develop or enhance existing volunteer programs/committees, and projects that increase volunteering. i.e. training courses for volunteers, background screening checks, paying for appropriate volunteer insurance, or improving volunteer systems/databases.

Broadening 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.

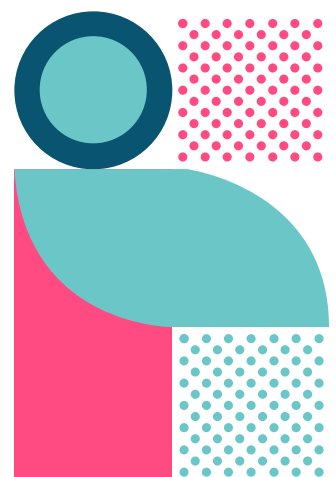
Strengthening collaboration and partnership. Partnerships between organisations/groups to build organisational capacity, community connections and pathways to volunteering. For example, showcasing how active engagement in partnership can assist organisations to attract, engage and support volunteers for a broad range of people.

ELIGIBILITY

Applicants must:

- Applicants must have an established partnership and/or relevant network in place to support immediate commencement of project activities
- Partner organisations should be aware of the application and provide a letter of support indicating their willingness to participate if the application is successful.
- Give a detailed Project Plan
- Include a monitoring and evaluation plan, and strategies on good volunteering practices
- Be an incorporated not-for-profit community group or organisation
- 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 (if applicable)

Please contact us on:
communitygrants@hume.vic.gov.au with a brief description of your project & we will get the appropriate Council Officer to contact you.



Hume City Council

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Telephone 9205 2200 Facsimile 9309 0109

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
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information service

Enquiries 9205 2200

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Za informacije na hrvatskom	9679 9817
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