



# HUME CITY COUNCIL ENVIRONMENTAL SCHOLARSHIPS

## GUIDELINES

### 1. Aim of the scholarships

- 1.1. To build the capacity of Hume community members to create positive environmental change by providing financial support towards residents undertaking environmental education and capacity building via short courses or conferences.

### 2. Items that will be funded

- 2.1. Scholarships will be administered via payment of 80 per cent of course/conference fees, up to a maximum of \$1,500 (GST exclusive) per successful application.
- 2.2. Course fees for a short course, courses delivered by a Registered Training Organisation or Learn Local, short courses delivered by reputable organisations or conference registrations are eligible for funding.

Courses and conferences must primarily focus on: conservation and land management; environment or sustainability; community engagement, volunteering, facilitating or building capacity of an environmental / sustainability community group.

### 3. Items that will not be funded


- 3.1. Tertiary degrees and TAFE courses (funding support for these courses are made available by other levels of government).
- 3.2. Travel or accommodation costs.
- 3.3. Books and materials such as computer equipment or course materials.

### 4. Information for applicants

- 4.1. Applications open on 1 July each year and remain open until the end of the financial year, unless total available scholarship money (\$11,000 per financial year) has already been allocated.
- 4.2. Applications must be received at least two weeks prior to the deadline for the relevant course payment. Applicants are encouraged to lodge their application as early as possible.
- 4.3. Maximum amount per application is 80 per cent of fees up to a maximum of \$1,500 (GST exclusive).
- 4.4. Individual applicants can only receive one scholarship per financial year.
- 4.5. Priority will be given to residents who have not received an Environmental Scholarship in previous years.
- 4.6. By applying for the scholarship, applicants consent to having information provided published on Hume City Council's website. This includes the applicant's name, suburb, community group, area of interest, and course funded.
- 4.7. Successful applicants should be willing to have their photographs taken and used for the purpose of promoting the scholarship.

### 5. Eligibility and assessment criteria

- 5.1. Applicants must be Hume residents (or be able to demonstrate substantial environmental work, volunteering or studying in Hume). Applicants who do not live in the municipality should be aware that preference will be given to applicants who do live in the municipality.
- 5.2. Applicants should be able to demonstrate their interest and involvement in environmental issues.

The logo for Hume City Council Environmental Scholarships features a green background with a white stylized 'H' shape on the left. To the right, the text 'HUME CITY COUNCIL' is in a smaller white font, and 'ENVIRONMENTAL SCHOLARSHIPS' is in a larger, bold white font.

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- 5.3. Applicants should be connected with local community environmental groups and or cultural groups and/or be willing to share their learnings with these groups and with members of the Hume community.
  - 5.4. Applicants must meet any eligibility requirements for the course or conference they are seeking to attend.
  - 5.5. Applications across Hume's diverse community, geographical areas and from a range of environmental interests will be sought.
- 6. Advertising and promotion of this scholarship**
- 6.1. Hume's Environmental Scholarships will be advertised in Hume publications and programs including e-News, Live Green quarterly Newsletter, Live Green e-News, Council website, to Hume's Enviro Champions, through Hume libraries, as well as Council and community Facebook pages.
- 7. Application Process**
- 7.1. Applicants must read these Guidelines and only apply if eligible. If unsure about eligibility, please contact Hume's Environment Community Development Officer.
  - 7.2. Applicants must complete an application as outlined on the Hume City Council website ([www.hume.vic.gov.au](http://www.hume.vic.gov.au) – search Environmental Scholarships from the home page).
  - 7.3. Applicants should contact Council's Environment Community Development Officer if they require assistance with their application (or require a paper-based application).
- 8. Selection process and notification**
- 8.1. A Council Officer will check eligibility and ensure each application is complete and will email the applicant to acknowledge receipt of the application.
  - 8.2. Eligible scholarship applications will be assessed against the eligibility criteria by the Environmental Community Development Officer or the Sustainability Engagement Officer and forwarded to the Manager Community Health and Wellbeing for approval.
  - 8.3. The Environment Community Development Officer, Sustainability Engagement Officer, and Manager Community Health and Wellbeing will assess any possible Conflict of Interest in line with Council's *Conflict of Interest Guide – Staff* and report a Conflict of Interest using the *Staff Disclosure of Interest Form*. Should a Conflict of Interest occur, the application will be assessed by the Coordinator Sustainability Engagement and approved by the Director City Services and Living.
  - 8.4. The Manager Community Health and Wellbeing will seek to ensure equitable access across the municipality. If there are a number of applications from the same community group, demographic or course a limited number of these applications may be approved to ensure access for others.
  - 8.5. Applicants who receive a Hume Environmental Scholarship and do not attend their training or conference must return the scholarship amount in full (or provide evidence of extenuating circumstances). A set of criteria will be developed to enable a consistent approach.
  - 8.6. If/ when the budget is fully expended the scholarship will close for the financial year. This will be communicated via the website and online media and applications will no longer be processed for that financial year.
- 9. Payment of the scholarship**
- 9.1. Scholarships will be distributed via the payment of a maximum of 80 per cent of course / conference fees to \$1,500 (GST exclusive).

9.2. Council will directly pay the organisation delivering the course wherever possible. If this is not possible, the applicant must provide proof of payment to enable reimbursement of funds to occur.

**10. Reporting to Council and the community**

10.1. Successful applicants will have their name, suburb, community group, course funded and the amount awarded published on the Council website (in line with Council's Information Privacy and Health Records Policy). Unsuccessful applicants will remain anonymous.

**11. Celebration event**

11.1. Scholarship recipients must make every reasonable attempt to attend and present at a celebration function, community workshop or alternative if requested by Council. A Council Officer will propose options for the successful applicants.

**12. Contact information**

Environment Community Development Officer

Email: [environment@hume.vic.gov.au](mailto:environment@hume.vic.gov.au), Phone: 0455 091 999