

HUME CITY COUNCIL

2023/24 Events Grant Program Guidelines

hume.vic.gov.au



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Acknowledgement of Traditional Owners

Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi Wurrung, which includes 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 the existing family members of the Wurundjeri Woi Wurrung and to Elders past, present and future.

WELCOME

Thank you for your interest in the Event Grant Program

If you're ready to apply for a grant, go straight to hume.smartygrants.com.au

Otherwise, please read our guidelines to help you prepare your application.

Questions and Support

Print too small?

For a larger print version of this information kit, please contact our Community Grants Officer (see below).

Need translation services?

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

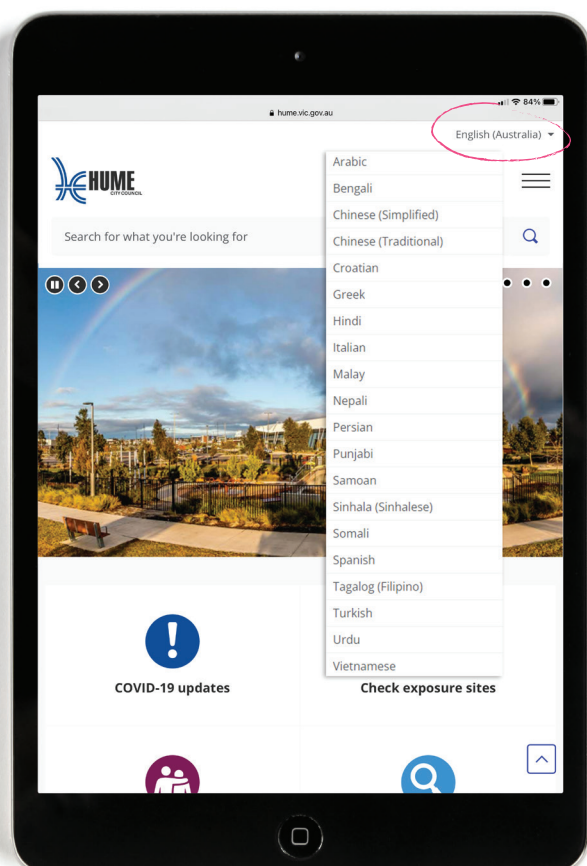
If you need an interpreter to discuss your grant application please use HumeLink to contact us.

Technical difficulties?

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

Phone: **(03) 9205 2200**

Email: events@hume.vic.gov.au



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

ABOUT THE EVENT GRANT PROGRAM

The Event Grant Program supports the delivery of Hume City Council's vision for a sustainable and thriving community with great health, education, employment, infrastructure, and a strong sense of belonging. As part of this vision, Council aims to strengthen community connections through local events, festivals and the arts.

This Grant Program provides support for event organisers in assistance with developing and delivering vibrant, inclusive and engaging events in Hume City.

These events may be big or small, however they will share one thing: making a positive difference to the Hume community.

So, if you are planning an event, festival or activity that celebrates community, culture, sports, local food and produce, arts, or maybe a business or tourism related event that attracts visitors to Hume and showcases the local area, then the Event Grant Program is designed to help you.



Your event, activity or celebration must be relevant to Hume City, and held within Hume City between 1 July 2023 and 30 June 2024.

Grants available

Applicants can request a mix of financial or in-kind funding from the Event Grant Program.

Financial Grant

The amount of grant funds you can apply for is linked to the size and expected attendance for your event.

How many people are expected to attend?	How much you can apply for:
Less than 2,000 people attending throughout event	Up to \$2,000
Minimum 2,000 people throughout event	Up to \$8,000
Minimum 3,000 people throughout event	Up to \$15,000
Minimum 5,000 people throughout event	Up to \$25,000

- Applications from commercial businesses or 'for profit' enterprises must be able to demonstrate matched cash funding for any grant amount requested.

In-Kind Grant

Applicants can also apply for other Council services as an in-kind grant request. This might include a request for Council to waiver venue or park hire fees, event permit fees, bin hire fees, etc.

For in-kind grants requests, please discuss your application with the Events team prior to submission.

When is the Event Grant Program open?

Round 1

For events held between 1 July 2023 and 31 December 2023*

Applications open between Saturday 4 March 2023 – Sunday 2 April 2023.

Applicants will be notified of the outcome late June 2023 following endorsement at Council Meeting.

* If your event is in July 2023, please contact our Events Team before submitting an application to discuss timelines

Round 2

For events held between 1 January 2024 and 30 June 2024.

Applications open between Monday 17 July 2023 – Wednesday 16 August 2023.

Applicants will be notified of the outcome early November 2023 following endorsement at Council Meeting.

What events will the program fund?

Hume City Council will seek opportunities to work with external parties and identify grant opportunities for mutual benefit. This is in alignment with our strategic priorities and core values of social justice and sustainability, as well as Council's commitment to Child Safe Standards and Safeguarding Youth People in Hume policy.

This program prioritises funding for events, festivals and activities that celebrate:

- community
- culture
- sports
- local food and produce
- arts
- local business or tourism

For more information about Council's plans, strategies, and visions, refer to the **Key Council Documents** and **Event Grant Program Definitions**.



Who is eligible for an Event Grant?

- Community groups or organisations based in Hume. They may either be incorporated or auspiced (see definition of **auspicing**).
- Businesses or for profit organisations based in Hume (noting that they must provide matched cash funding for any amount requested).
- Events being held in the City of Hume.
- Events and festivals must demonstrate a positive benefit to the City of Hume or Hume community.



What we won't fund

- Applications made by individuals.
 - Political organisations, or events that have a political purpose.
 - Events that exclude or may offend parts of the community.
 - Prize money, awards or activities associated with prizes or awards (e.g. trophies).
 - Applications that don't meet eligibility requirements including:
 - Proposals to host events or activities that are not located in Hume.
 - Groups or businesses that are not based in Hume.
 - Applications by Hume City Council employees (e.g. Officers and Councillors)
 - Applicants who have:
 - Outstanding debts with Council.
 - Outstanding acquittals from previous funding.
 - Applications that do not adhere to program guidelines including:
 - Incomplete or incorrect applications, including applications that are missing supporting documents.
 - Proposals that do not align with Council's Social Justice Charter and principles of equity, access, participation, rights, and accessibility for all community groups.
 - Event proposals or organisers unable to demonstrate compliance with Council's Safeguarding Children and Young People Policy.
 - Alcohol licenses, tobacco and gambling related activities will not be funded as they do not align with our Health and Wellbeing Plan.
 - Applications that include illegal activity or a proposed event that may negatively impact the community or natural environment.
 - Events that may compromise Council's reputation, image, probity or ability to fulfil its functions and responsibilities.
 - Requests for fixed or permanent equipment, building maintenance or capital improvements (e.g. heating or cooling systems, shade sails, solar panels, portable buildings, etc). This funding is specifically for the delivery of events within the Hume community.
 - Requests to fund salaries, administration fees or personal expenses (e.g. petrol, utility bills, phone bills that aren't in the group's name or aren't incurred by the group).
 - Events that don't have public liability insurance. Evidence of Public Liability Insurance will be required prior to funding being made available.
- Council retains the right to decline a Grant agreement with any external party, in respect to particular products or services for which Council, in its sole discretion, considers inappropriate, inopportune or if costs and inputs outweigh the benefits.

EVENT GRANT CATEGORIES

Grants up to \$15,000

Event Organiser requirements

Community or Not For Profit:

- Applicant must be able to demonstrate their contribution to hosting the event, either through in-kind support, voluntary service or cash.

Business or Commercial:

- Applicant must be able to demonstrate their ability to match the amount of funding requested (in cash).

Event requirements

The event must provide positive benefits to Hume City or the Hume community, in line with Council's strategic objectives.

Value	Attendance	Funding Requirement
Up to \$2,000	Less than 2,000 people throughout event	<ul style="list-style-type: none"> • Council branding would be included in digital and/or print advertising as well as on-site signage opportunities etc.
Up to \$8,000	Minimum 2,000 people throughout event	<ul style="list-style-type: none"> • Council would be a listed sponsor or partner of the event. • Council branding would be included in digital and/or print advertising as well as on-site signage opportunities etc.
Up to \$15,000	Minimum 3,000 people throughout event	<ul style="list-style-type: none"> • Council would be a listed major sponsor or partner of the event. • Council would be represented through significant digital and/or print advertising and branding as well as on-site signage opportunities etc.

Grants \$15,000 to \$25,000

Event organiser requirements

Community or Not For Profit:

- Detailed event plan must be provided.
- Detailed budget must be provided .
- Applicant must be able to demonstrate their contribution to hosting the event, either through in-kind support, voluntary service or cash.

Business or Commercial:

- Applicant must be able to demonstrate their ability to match the amount of funding requested (in cash).
- Detailed budget must be provided.
- Detailed Event Plan must be provided.

Event requirements

The event must provide positive benefits to Hume City or the Hume community, in line with Council's strategic objectives.

The event can demonstrate a benefit to the local economy and visitor economy (e.g. encouraging visitors to Hume and supporting a range of local businesses, etc).

Value	Attendance	Funding Requirement
Up to \$25,000	Minimum 5,000 people throughout event	<ul style="list-style-type: none"> • Council would be either presenting at, or listed as a major sponsor or partner of the event • Council would be represented through significant digital and/or print advertising and branding as well as on-site signage and activation opportunities etc.

APPLICATION PROCESS

Before making an application

Prior to making an application, please read all relevant documents including this application guide, the **Sponsorship Policy** and **Grant Giving Policy**.

To help plan for your application, you should prepare the following information before starting the application form on SmartyGrants:

1. Confirm that you are eligible (see **eligibility**).
2. Confirm that your event or activity is in line with Council's goals (refer to **Council Strategy and Plans**).
3. Gather information about your organisation, group or business
 - Your auspice arrangement, if applicable
4. Detail your planning for your event:
 - An overview of the event or activity (including dates, times and locations).
 - An outline of the opportunities for community participation or engagement.
 - The objectives (or the desired outcomes) of the event and activity.
 - How the event or activity is relevant to Hume City or Council.
 - Any costs that will be incurred by participants or spectators.
 - How the event organiser will deliver an environmentally sustainable event in line with Council's **Sustainable Event Guidelines**.
 - Identify other existing or potential funding sources.
5. Prepare your application;
 - Estimate your event attendance.
 - Consider what grant amount you will be requesting:
 - I. Financial Grant – How much?
 - II. In-Kind benefit Grant – What are you asking for?
 - For community or not for profit applicants – work out your group's contribution to hosting the event and include in the budget (may include in-kind support, voluntary service or cash contributions).

- For business applicants – provide evidence of matched cash funding.
- A proposal on how Council's Grant will support the event or activity including quotes for components the Grant intends to cover.
- Prepare a detailed event budget.
- How the event fits within the grant criteria linking to Council goals and strategies.
- Consider how you can recognise Council as an event sponsor (refer to **Funding Requirements**).

You should consider and prepare the following documentation that may need to be included in your application:

- Certificate of Incorporation
- Current Certificate of Public Liability Insurance

For events with more than 5,000 attendees, an Event Plan must also be submitted. A template can be provided by contacting events@hume.vic.gov.au



Assessment criteria

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

Weighting	Area	Criteria	Measure
30%	Benefits and Positive Impacts of the Event to Hume City	<ul style="list-style-type: none"> Tell us why the event or activity is needed (what are the objectives?) How will it benefit or make a positive difference to the Hume community? <ul style="list-style-type: none"> For events attracting more than 5,000 people; how will this impact be measured? Tell us how it aligns with Council goals and strategies (e.g. wellbeing or bringing communities together, etc) 	<ul style="list-style-type: none"> The extent to which the event or activity objectives and outcomes align with Council goals. The extent of positive impact the event will have on Hume residents both immediate and long term. The extent of how the event will attract visitors and support local business.
30%	Capacity and Capability to deliver event	<ul style="list-style-type: none"> Demonstrate that the event is well planned and that you are clear on what is needed to deliver the event. What experience do you have running events like this? Are you able to show the event program and key details? Can you clearly show what costs and resources are needed to successfully execute the event or activity? How well have you budgeted for the event or activity? Are you able to demonstrate that your group is making a significant contribution to hosting the event? (In the form of cash, voluntary service or in-kind support). What impact will there be on the event if you are not successful in getting a Council grant? How will you ensure Council is represented at your event? (i.e. marketing and branding etc). How likely is it that the event will go ahead as planned? 	<ul style="list-style-type: none"> How well the event or activity is planned and its viability (both financially and logistically). The extent of impact the grant would have on the event or activity's viability or output. Reasonable request, clear and realistic budget, inclusion of all items, supporting quotes, reliance on Council funding, benefits to Council. How well you meet the requirements of funding based on the value requested. The extent of how well the event is planned and achievable, reasonable timeframe, previous experience, realistic event objectives, evaluation plan, knowledge of legislation, risk and safety, Child Safe standards.

Assessment criteria

Weighting	Area	Criteria	Measure
25%	Community relevance and inclusion	<ul style="list-style-type: none"> • Show that you're based in Hume City and the event will be held in Hume City. • Tell us who is likely to attend this event. • How many people are likely to attend and where will they come from (e.g. live in Hume or live in another suburb?) • Demonstrate how the event will benefit all residents of Hume City. 	<ul style="list-style-type: none"> • The extent to which you are based in Hume and/or made up of Hume Residents • The number of Hume Residents this event or activity is likely to attract and benefit. • The capacity of and attraction for community members from all backgrounds to attend this event or activity. <ul style="list-style-type: none"> • e.g. Its openness to the public, free or low cost, ticket inclusions, attendance numbers, date, time, location, wheelchair-accessibility, family-friendly, interpreters, etc.
15%	Sustainability	<ul style="list-style-type: none"> • How sustainable is the event? • What are you implementing to ensure sustainability is a focus of the event? 	<ul style="list-style-type: none"> • How well you address sustainability needs and opportunities. E.g. minimising waste, organics, and recycling, encouraging public transport or ride and walk, sustainable packaging use for stalls, ban on plastic straws and balloons. Financial sustainability e.g. securing income and funding from other sources.



ASSESSMENT PROCESS

Applications to the Event Grant Program go through various stages before they are approved for funding:

Applications Open

Applications will only be accepted if submitted during this period.

Refer to **Page 5**,
When is Event Grant
Program Open
section for dates

Eligibility Check

Ensure the application is eligible and in line with the terms of this application guide and the **Grant Giving** and **Sponsorship Policy**.

Refer to **Page 6**, the
Eligibility section

Assessment by internal panel

Each eligible application will be reviewed in line with the assessment criteria by the internal assessment panel.

Refer to **Page 9
and 10**, for the
Assessment Criteria

Assessment process referred to Councillor panel

An overview of the assessment process will be referred to a panel of Councillors to ensure it has been conducted in accordance with the relevant policies and guidelines.

Council Report prepared

A report will be prepared with a summary of applications and a recommendation of successful applicants.

Applications receive endorsement at a Council Meeting

Council will review the report and recommendations in a Council meeting and, if supported, they will endorse the recommendations (approve the event funding).

Successful applications notified

Applicants will be formally notified of the outcome of their application and a letter of agreement issued to successful applicants.

Unsuccessful applicants
can seek feedback by
emailing
events@hume.vic.gov.au

Funding issued

Successful applicants can claim funding payments up to 4 weeks prior to event date.



If your funding is successful

- You will be informed of the outcome of your grant request in writing.
- You will receive a Letter of Offer with a Funding Agreement document.
- The Funding Agreement document sets out the terms on which Council is prepared to make the grant available.
- We have updated our process this year to make payment easier. The Funding Agreement pack now includes a Recipient Created Tax Invoice (RCTI). This means you won't be required to send a tax invoice to Council, regardless of whether or not you're registered for GST.
- You must enter into an agreement with Council before any money can be paid.
- To accept the grant offer, you must complete, sign and return the Funding Agreement document to Council, accepting the terms and conditions.
- Grant monies will be paid by EFT after the return of the signed Funding Agreement.
- You must spend the money for the purpose outlined in your application and agreement.
 - If your plans change (timing, budget or project), you need to submit a variation request to Council, and have it approved, before you make any changes to your project.
 - If you spend the funding differently than your application or funding agreement without approval, Council will ask for all grant monies to be returned.
- As part of the terms of the Funding Agreement, you are required to submit an Acquittal or Accountability Report that shows how the grant money was used. You will also need to show proof that money was spent (e.g. receipts or financial reports).
- If any element of the event costs less than you expect, or doesn't occur, you are required to return any unspent funds to Council. You are required to do this unless you have been granted prior written consent by Council.

- You must acknowledge Council's support of the event or activity in any advertisements, flyers or promotional material as detailed in the agreement.
- Successful applicants will still need to follow all normal event application procedures and permit requirements required for the event.



If your funding is unsuccessful

If your application is unsuccessful, you can request feedback by emailing **events@hume.vic.gov.au**

A member of the Events Team will respond to your enquiry and provide general advice regarding your application, including whether it was invalid due to inadequate information, or not aligning with Council values. Council is not able to discuss the outcome of any other applications with you.

Given this process is competitive and often receives a large volume of applications, there is no review or appeals process. If you have any concerns about the handling of your application you can submit an enquiry or complaint to **events@hume.vic.gov.au** or **contactus@hume.vic.gov.au**. Complaints will be handled in accordance with Council's Complaints Policy.

IMPORTANT INFORMATION

The decision to award grants is made by Hume City Council.

Hume City Council's Grant Funding Program is a competitive process and funds are awarded based on merit.

The Event Grant program is in line with the Sponsorship Policy and Grant Giving Policy.

Council reserve the right to offer a reduced value grant and as such, assess against the relevant revised value requirements.

Council's decision is final. There is no review or appeal process.

Canvassing of Councillors and Officers, or any attempts to influence the outcome of the grant application or process, is prohibited and will render an application ineligible.

All events or activities held on Council Owned Spaces must comply with the Event Terms and Conditions. This includes obtaining relevant permits, completing relevant application forms and providing relevant event management plans. More information can be found on **Planning an event on Council land**.

All events or activities held on private land must comply with relevant requirements. A Planning permit may be required, in which case it must be obtained and complied with. More information can be found on **Planning an event on private land** or the **Events on Private Land Fact Sheet**. If a successful applicant fails to meet these conditions at the time of the event, they may be required to pay back monies paid by Council.

If a successful applicant fails to meet these conditions at any time before, during or after the event, they may be required to pay back monies paid by Council.

Council reserve the right to withdraw support or ask for funds to be returned if you do not comply with Council policy or any written agreement entered into.

Applications (successful or not) for Event Grants do not preclude you from submitting or receiving other Council grant funding such as Community Grants and/or Arts grants. However, may be considered to ensure fairness and equitability for all applicants across all grant opportunities.



Support

- The application form in SmartyGrants includes a link for a Help Guide for Applicants.
- For support with the process or application form, please contact the Events Team via email events@hume.vic.gov.au

KEY COUNCIL DOCUMENTS

Document title:	Found at:
SPONSORSHIP POLICY	hume.vic.gov.au/Your-Council/Governance/Council-Plans-Reports-and-Policies/Council-Policies/Sponsorship-Policy
SUSTAINABLE EVENT GUIDELINES	hume.vic.gov.au/Residents/Things-to-See-and-Do/Events/Major-events/Sustainable-Event-Guidelines
EVENTS ON PRIVATE LAND FACT SHEET	hume.vic.gov.au/Residents/Things-to-See-and-Do/Events/Plan-an-event-or-gathering
PLANNING PERMIT	hume.vic.gov.au/Building-and-Planning/Statutory-Planning/Planning-Permits
PLANNING AN EVENT ON COUNCIL LAND	hume.vic.gov.au/Residents/Things-to-See-and-Do/Events/Plan-an-event-or-gathering/Planning-an-event-on-Council-land/Host-a-public-or-private-event
PLANNING AN EVENT ON PRIVATE LAND	hume.vic.gov.au/Residents/Things-to-See-and-Do/Events/Plan-an-event-or-gathering/Planning-an-event-on-private-land
TERMS AND CONDITIONS FOR EVENTS ON COUNCIL OWNED LAND	hume.vic.gov.au/Residents/Things-to-See-and-Do/Events/Major-events/Festivals-and-Events-Terms-and-Conditions
COUNCIL PLAN 2021-2025	hume.vic.gov.au/Your-Council/Governance/Council-Plans-Reports-and-Policies/Council-Plan-and-Budget
SOCIAL JUSTICE CHARTER	hume.vic.gov.au/Your-Council/Governance/Council-Plans-Reports-and-Policies/Council-Policies/Social-Justice-Charter
PATHWAYS TO SUSTAINABILITY FRAMEWORK	hume.vic.gov.au/Your-Council/Governance/Council-Plans-Reports-and-Policies/Council-Strategies-and-Plans/Pathways-to-Sustainability-Framework-2015-2019
SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY	hume.vic.gov.au/Your-Council/Governance/Council-Plans-Reports-and-Policies/Council-Policies/Safeguarding-Children-and-Young-People-Policy
COUNCIL STRATEGIES AND PLANS	hume.vic.gov.au/Your-Council/Governance/Council-Plans-Reports-and-Policies/Council-Strategies-and-Plans
GRANT GIVING POLICY	hume.vic.gov.au/Your-Council/Governance/Council-Plans-Reports-and-Policies/Council-Policies/Grant-Giving-Policy

EVENT GRANT PROGRAM DEFINITIONS

Term	Definition
Activity/Event	Any pre-arranged occasion or gathering, that is staged to bring together residents, visitors, businesses, and or stakeholders.
Acquittal	Information provided by a grant recipient that ensures that funds have been administered responsibly and in line with conditions of the grant program.
Agreement	Assigned document between Council and an external party detailing all associated costs, benefits and commitments relating to the Grant.
Auspecting/ Auspice	An agreement where one organisation agrees to apply for and manage a grant on behalf of another organisation.
Auspecting Organisation	In an Auspice arrangement, this is the organisation who agrees to take on responsibility for financial and acquittal requirements on behalf of another group (usually smaller, and unincorporated).
Benefits	Mutual advantages gained from Grant. This may include brand recognition, advertising and on-site promotion.
Canvassing	Attempts made to persuade a person to vote or score in a particular way.
External parties	Refers to incorporated groups or organisations or commercial entities applying or receiving Grants.
Financial Grant	Refers to a cash amount provided for grants.
Grant	A financial (cash) amount or in-kind benefit provided in return for mutual benefits.
In-kind Grant	Refers to benefits that are not financial (cash) such as prizes, gifts, bins, traffic management, merchandise, or advertising.
Incorporated	A business as its own legal entity by registering it with a state.
Letter of agreement	A legal document setting out the terms and conditions, milestones acquittal requirements and consequences of non-compliance that govern the administration of funds by Council, determined by the funding organisation. Sometimes referred to as Funding Agreement.

FREQUENTLY ASKED QUESTIONS

Why apply?

An Event Grant can assist with the costs of delivering a community event. Hume City Council is proud to support groups and organisations who host events and festivals for the benefit of the local community. Grants can be provided either as a financial amount or as an in-kind benefit (e.g. removing hire fees).

What if you have sponsored my event in the past?

There is no limit to the number of times that you can apply or receive grants.

Why is the process so long?

This process is competitive and often receives a large volume of applications. The process is heavily governed by the Grant Giving Policy and requires a number of steps to assess applications in a fair and equitable manner.

Who makes the final decision?

Councillors will make the final decision at a Council meeting, in line with its Sponsorship Policy and Grant Giving Policy.

Can I apply for another grant, if I haven't provided a final report and acquitted the last grant or sponsorship?

No. If you have not evidenced how your previous grant was spent (provided an acquittal), your application will be assessed as ineligible.

Will Hume City Council restrict the capacity of my organisation to accept funding from other sources?

No. Although any other grants or funding provided must not conflict with Hume City Council's values.

How will I know if my application has been successful?

A letter will be sent to you advising of your application outcome.

How are payments made?

When you receive the letter stating that your application was successful, you will be asked to provide an invoice for the amount that you have been funded. Funding will be paid no longer than 4 weeks prior to the event date.

Can I get feedback if my application is not successful?

Yes, you can email events@hume.vic.gov.au to ask for feedback.

What happens if my event can't proceed as proposed?

If your event cannot proceed, you will need to contact Council immediately to discuss.

Do I need to complete an acquittal?

Yes. Successful applicants will be required to submit an acquittal after the event detailing the return on investment to Council, as well as proof of spending of the grant funds for the event.

Can I apply for multiple funding?

No. You can only apply for one round of funding for the financial year in either Round 1 or Round 2.

What is auspicing?

You can approach a larger organisation to partner with your community group or organisation to receive funding. The 'auspice organisation' takes responsibility (legal and financial) of the funding on your group's behalf. They will sign your agreement, receive and distribute the funds under the agreement, ensure events are completed, and submit accountability and evaluation reports on your behalf. Your group or organisation will be known as the 'funding recipient'.

Why choose an auspice arrangement?

You may consider an auspice arrangement with another organisation if your group or organisation is ineligible to apply for funding (e.g. if your group is not incorporated). You may also wish to take advantage of the infrastructure, skills and management of an established organisation, especially if your group does not have experience with applying for and managing grants.

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 funding and will need to meet all eligibility criteria and provide public liability insurance coverage for the event.
- Funding will be paid to the auspice organisation, not the applicant. If you choose to apply for funding as part of an auspice agreement, you need to provide the auspice organisation's contact details, ABN, their most recent financial report, and evidence outlining your 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**.

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 **ATO website**.

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 to 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.

Why do we need Public Liability Insurance?

We understand that Public Liability Insurance (PLI) may cost a significant amount, however the risks of not having PLI could cost you much more. While it's unlikely anything will go wrong at an event, mishaps can occur, and a member of the public could be injured or a property damaged. 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 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.

Can you organise our Public Liability Insurance for us?

There are many variables when it comes to the calculation of PLI, such as the type of activities being run, how many activities or events take place, and the location in which they occur. Each group is unique and needs to have insurance that matches its activity, therefore it is important that the group organises their own PLI. It's important that you understand your PLI policy, and take out separate insurance when required, such as volunteers insurance to cover volunteers in the event of an injury claim, or contents insurance, to cover damage to a property in your organisation's control (if you're renting a space).

What does In-kind mean?

"In-kind" means items, goods or services that has been donated. E.g. You might apply to Council for in-kind funding for venue hire of a Council facility. If successful, Council would cover the hire fee as part of the funding agreement.

Hume City Council

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

events@hume.vic.gov.au
hume.vic.gov.au

HumeLink

Multilingual telephone
information service

Enquiries 9205 2200

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