



# **EMPOWERING COMMUNITIES**

## **Hume Empowering Communities Round 2 Funding Guidelines**

### **Youth Participation and Empowerment Stream 2023 - 2024**

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## THE HUME EMPOWERING COMMUNITIES PROGRAM

The initiative is funded through the Victorian Government's Building Safer Communities Program, which is administered by the Department of Justice and Community Safety (DJCS).

The Hume Empowering Communities Program aims to support the community to undertake evidence-informed, innovative initiatives to address issues impacting on crime and perceptions of safety and build community capability to address these issues in Hume. The common goal of the Hume Empowering Communities Program, developed by the Hume Empowering Communities Action Group is that:

**Children and young people (8-24) are provided with opportunities to strengthen their engagement in education and/or employment, live in a safe and connected community, and have nurturing relationships with family or caregivers.**

The key objectives of the initiative are:

- ✓ Opportunities to develop life skills in a family/education/employment/community context.
- ✓ Connection to culturally responsive services and communities.
- ✓ Support for education, employment and individual learning needs.
- ✓ Promote healthy and positive connections with the broader community, family, role models and caregivers.
- ✓ Opportunities for skill-building and leadership.

Identified target cohorts for funded projects/activities:

- ✓ CALD young people and families
- ✓ Young people and families from newly arrived/refugee backgrounds
- ✓ First nations young people and families
- ✓ Out-of-home care young people
- ✓ Young people impacted by trauma
- ✓ Young people with mental health and/or AOD substance issues
- ✓ Young people who are at risk

All funding applications need to show evidence of how they will respond to the common goal and key objectives of the initiative.

## **Hume Empowering Communities Action Group**

The Hume Empowering Communities Action Group is responsible for supporting the implementation of the initiative within the community and will be the main decision-making body for funded activities. The group has established the common goal, objectives and target cohorts for the funding, based on evidence, service experience and consultations drawn from Hume.

The Hume Empowering Communities Action Group includes key organisations from across Hume who provide expertise and connections to the Hume community.

We welcome your interest in the Hume Empowering Communities Grants Program. If you're ready to apply for a grant, go straight to: [Grants, awards and funds webpage](#)

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

## **TYPES OF FUNDING**

The Hume Empowering Communities Initiative for Round 2 has a total funding pool of \$243,231 (January 2023 – June 2024) for local projects that respond to the common goal and key objectives.

Round 2 funding will be split between two streams:

- Stream 1 – Youth Participation and Empowerment Projects
- Stream 2 – Youth-led Projects

Please note that the guidelines for the Youth-led Stream will be announced in January 2023 - below only provides an overview of the theme for this funding stream.

See the table on page 4 for Round 2 funding streams.

STREAM	AMOUNT	KEY DATES	FUNDING TYPE
<b>Youth Participation and Empowerment Project Stream</b>	Up to \$100,000  Funding amounts will be determined upon assessment.	<b>Funding opens:</b> 10 October 2022  <b>Funding closes:</b> 4 November 2022  <b>Funded project timeline:</b> Projects/activities need to start on 16 January 2023 and be completed by 30 June 2024.	Funding provided to organisations to design, develop and deliver projects for young people with young people. <ul style="list-style-type: none"> <li>• address crime prevention and community safety.</li> <li>• adopt a youth participation and partnership approach to project design.</li> <li>• respond to the common goal and key objectives of the initiative.</li> <li>• demonstrate evidence of immediate impact in the Hume community.</li> </ul> <b>Focus age group:</b> 8–24years
<b>Youth-Led Project Stream</b>  <b>(This steam will be announced early 2023)</b>	To be determined based on funding allocated to Stream 1.	<b>EOI submission:</b> February 2023  <b>Funding opens:</b> March/April 2023  <b>Funded project timeline:</b> Projects/activities need to start June 2023 and be completed by 30 June 2024.	Funding provided to young people, auspiced by an organisation. Young people aged between 14-24 will plan, drive and deliver a project for young people within Hume.  The auspiced organisation will support the young people to plan, implement and evaluate the project.

## WHO CAN APPLY?

### Youth Participation and Empowerment Stream:

Applicants must:

- ✓ Be a not-for-profit community group or organisation based in Hume.
- ✓ Run the proposed activity or project from a location within Hume and/or show that it will substantially benefit young people, families and/or the community in Hume.
- ✓ Have no outstanding debts with Hume City Council.
- ✓ Have satisfactorily acquitted any previous funding received by Hume City Council (if applicable).
- ✓ Have strong governance and the ability to accept funding.
- ✓ Have appropriate insurances that include Public Liability Insurance.
- ✓ Be a Child Safe organisation.
- ✓ Show capacity to work with 8–24-year-olds from the identified target cohorts.

If your organisation is not incorporated, it must have an auspice agency. You will need their financial and taxation details. If you want to know more about Auspicing please click here

<https://www.nfplaw.org.au/auspicing>

## WHAT WE WILL FUND

All projects must:

- Demonstrate evidence of how the project/activity will address the common goal and key objectives of the Hume Empowering Communities Initiative.
- Be evidence-informed (i.e. address an identified need/s).
- Be innovative and test new approaches.
- Be completed within agreed timeframes and funding.
- Be delivered within Hume i.e. for young people who reside in Hume (but can also be for young people who work, study, play in and visit Hume).
- Be impactful (with broad reach) and should cater to the identified cohort.
- Use a partnership approach and have evidence of integration.
- Be sustainable and develop a good understanding of how further funding can be leveraged to ensure sustainable outcomes.
- Use problem-solving methodology.
- Demonstrate that young people have been involved in the design and development of the project.

## WHAT WE WON'T FUND

- Organisations that are not based within Hume.
- Projects or activities that are core services of State or Federal Government including Victoria Police or schools for example.
- Projects or activities which do not involve young people in Hume
- Initiatives that do not focus or directly benefit the Hume community.
- More than one application by an applicant under any category in a financial year.
- Activities that have already commenced for which retrospective funding is sought.
- Applications submitted after the closing date.
- Purchase of equipment, uniforms or capital expenditure.
- Costs associated with the purchase or maintenance of vehicles of any kind.
- Overseas or interstate travel.
- Costs that duplicate the funding responsibility of other state or local government agencies (such as family violence, mental health, or drug and alcohol support for example) or that could be funded through other government grant programs.
- Development of software applications (apps).

## SUBMITTING YOUR PROPOSAL

Remember to leave plenty of time to prepare your application.

Before completing this application, you must read:

- Hume Empowering Communities Application Guidelines.
- SmartyGrants Help Guide for Applicants.

### **What documentation do I need?**

We want you to have the best chance possible to receive grant funding. Please ensure you supply the following supporting documentation with your grant application, so that we can consider your application.

- Certificate of Incorporation of your group/organisation, or evidence of other legal status.

Incorporated groups and organisations must provide a copy of their Profit and Loss statement. Australian Public Companies with an ABN should provide their most recently audited financial statements.

(If your group/organisation is not incorporated, you can apply for a grant through an Auspice Organisation. If you do this, you need to supply a letter confirming the auspice agreement. Attach this to the application. See [www.nfplaw.org.au/auspicing](http://www.nfplaw.org.au/auspicing)

- Bank details for your group/organisation (including a Bank Statement with your legal bank account number for payment to be made).

- 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 for the duration of your project/activity.

- Quotes to support your budget for items you intend to purchase, i.e. for resources, bus hire, advertising & promotion, flyers, stationery etc.

- Letters of support for the project/activity from organisations connected to Hume

- Project Plan and Evaluation Plan Template (available on SmartyGrants)

### **Using SmartyGrants**

When you are ready to submit your Hume Empowering Communities grant application, you'll use an online program called SmartyGrants. 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.

SmartyGrants is user friendly, but please keep the following in mind.

- Whilst using SmartyGrants, you should remember to regularly **save your application** by clicking the 'Save Progress' button every 10-15 minutes which appears at the top of your screen as the form logs you out after 30 minutes of inactivity.
- Please review your application before submitting. You will not be able to change it after it has been submitted.
- As part of completing the form, you need to upload supporting documents. 'File Upload' allows applicants to upload one or more file attachments in their application. The recommended size of a file must be no bigger than 5mb. If you aren't familiar with uploading files, please see if someone in your group knows how, or contact our Hume Empowering Communities Project Officer (mobile: 0456 565 015 – email address: [humeempoweringcommunities@hume.vic.gov.au](mailto:humeempoweringcommunities@hume.vic.gov.au)).
- 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 can receive support from the Hume Empowering Communities Project Officer (tel 0456 565 015) before submissions close.
- Please ensure the supporting documents you upload are the appropriate documents required for your application. See ***What documentation do I need*** section on page 6 for information on the documents you need to supply.
- Submit your application by **5pm on Friday 4 November 2022**:

### **Need support?**

We offer support to help you complete your application using SmartyGrants.

Contact the Hume Empowering Communities Project Officer.

Telephone: 0456 565 015

Email: [humeempoweringcommunities@hume.vic.gov.au](mailto:humeempoweringcommunities@hume.vic.gov.au)

## HOW DO I APPLY?

Follow these steps to ensure your application is submitted correctly.

<b>Step 1</b>	Check your eligibility	Confirm your group/organisation's eligibility to apply. Refer to the <b><i>Who can apply</i></b> section on page 5 for eligibility criteria.
<b>Step 2</b>	Get more information	Attend a Hume Empowering Communities Information Session to hear more about the initiative and how to apply for funding.  Refer to the <b><i>Information Sessions</i></b> section on page 15 for more session dates. Alternatively, speak to the Hume Empowering Communities Project Officer on 0456 565 015
<b>Step 3</b>	Arrange your supporting documents	Check what documents you need to submit with your application.
<b>Step 4</b>	Apply for a grant	Go to the Hume City Council <a href="#">webpage</a> and select the Youth Participation and Empowerment Grant. Once on the grant page, select APPLY NOW to begin your application in SmartyGrants.
<b>Step 5</b>	Consider your application responses	When answering your grant application consider the following: <ul style="list-style-type: none"> <li>• Ensure you state clearly what your project/activity is</li> <li>• State clearly what you want to do, why the project is needed and how you will deliver it</li> <li>• Ensure your budget is clear and realistic</li> </ul> Examples can be found at: <a href="http://www.fundingcentre.com.au/answersbank">www.fundingcentre.com.au/answersbank</a>
<b>Step 6</b>	Submit on time	Be aware of the closing date to ensure you submit on time. Applications will not be accepted after the round closes.

## HELPFUL RESOURCES

Some useful references to support your application can be found here:

[Connect & Thrive: A Plan for Young People in Hume 2022-2026](#)

[Safe in Hume – Our Community Safety Plan](#)

[Crime Statistics Agency Victoria](#)

[Hume City demographic profile](#)

[id data – demographic resources](#)

<https://www.crimeprevention.vic.gov.au/resources/crime-prevention-evaluation-toolkit>

<https://ccyp.vic.gov.au/child-safe-standards/>

## IMPORTANT THINGS TO REMEMBER ABOUT OUR GRANTS

- The decision to award grants is made by the Hume Empowering Communities Assessment Panel. The Assessment Panel comprises of independent members of the Hume Empowering Communities Action Group. The Assessment Panel will make recommendations to the Department of Justice and Community Safety for approval based on how well an application meets the funding criteria and addresses the common goal and objectives.
- The Hume Empowering Communities Grants Program is a competitive process and funds are awarded based on a weighted assessment process. The decision is final. There is no review or appeal process.
- The Hume Empowering Communities Assessment Panel reserves the right to include information about the application provided by local evaluators or experts in the decision-making process.
- We reserve the right to re-categorise any application into the category we deem appropriate.
- If a party considers a dispute has arisen in the grants application process, that party, through its authorised representative, must send a notice to [humeempoweringcommunities@hume.vic.gov.au](mailto:humeempoweringcommunities@hume.vic.gov.au) within 7 days of advice of notional outcomes. Notification must list the issues in dispute, the impact on the applicant's interests, any relevant background information, and the outcome desired. On receipt of the notification, the authorised representatives must meet with nominated members of the Hume Empowering Communities Action Group within 7 days to attempt to resolve the Dispute.
- Canvassing of representatives or staff from Hume City Council or the Department of Justice and Community Safety or members of the Hume Empowering Communities

Action Group is prohibited. For example, this means that you can't contact a Hume Councillor or staff member and ask them to put in a good word, or help you get your grant approved.

- Hume City Council Councillors, Council staff, members of the Hume Empowering Communities Action Group or staff from the Department of Justice cannot provide letters of support for your application, 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 in your program planning (for example, sponsorships or other fundraising activities).
- Successful applicants will enter into a Funding Agreement with Hume City Council as the Coordinating Agency of the Hume Empowering Communities Initiative. We reserve the right to withdraw support or ask for funds to be returned if you do not comply with any written agreement entered into.

## HOW WE ASSESS GRANTS

We assess eligible applications using the criteria below based on a weighted assessment process.

YOUTH PARTICIPATION AND EMPOWERMENT STREAM		
% OF SCORE	CRITERIA	MEASURE
Weighting	What you need to tell us	How we assess it
<b>CRITERIA 1:</b> <b>Common Goal</b> 10% weighting	How does your project/activity respond to the Hume Empowering Communities common goal and what will be the outcome of the project?  Who are the expected beneficiaries of this project/activity?	How does the project/activity respond to the common goal?  To what extent does the project/activity benefit the local community and target cohort/s?  How many people are likely to benefit from the project/activity?

<p><b>CRITERIA 2:</b> <b>Evidence of Need</b> 20% weighting</p>	<p>Why is this project/activity needed and how is it consistent with Hume Empowering Communities Program aims and key objectives?</p> <p>How does your project demonstrate a commitment to youth participation and empowerment?</p>	<p>How has the applicant identified the need for the project/activity?</p> <p>What sources of evidence are used?</p> <p>How does the project/activity demonstrate innovation?</p>
<p><b>CRITERIA 3:</b> <b>Project Delivery</b> 20% weighting</p>	<p>What is the project and how will it be delivered? Outline what you plan to do and when; and how you will ensure the project is impactful?</p>	<p>Is there a clear link between the need, the outcomes and the activities that will be delivered?</p> <p>Has a clear project plan that outlines objectives and deliverables been included?</p>
<p><b>CRITERIA 4:</b> <b>Project Outcomes</b> 20% weighting</p>	<p>How will your organisation ensure outcomes are achieved and evaluated?</p>	<p>How will the applicant evaluate the outcomes of the project?</p> <p>Does the plan clearly outline key outcomes/impacts of the project/activity, data collection tools and evaluation methodology?</p>
<p><b>CRITERIA 5:</b> <b>Youth Participation Design</b> 10% weighting</p>	<p>How will young people be engaged in the development and delivery of the project? (Example: include partners, particular cohorts of young people and outline of engagement strategies.)</p>	<p>Are the outcomes of the project clearly identified and what are the strategies that will be used to ensure do they contribute to engagement of young people and families?</p>

<p><b>CRITERIA 6:</b> <b>Community Partnerships</b> 10% weighting</p>	<p>Please show evidence of how the project will adopt a community-led approach. How will the project be developed and delivered in partnership with the Hume community (E.g. groups, families, organisations, sectors and networks).</p> <p>What is your organisation or group's experience in delivering crime prevention, community development and/or early intervention projects in partnership with other key organisations, groups and communities?</p>	<p>How does the project/activity work in partnership with young people, families and the community?</p> <p>What is the role of partners in the delivery of the project/activity?</p> <p>Which other groups or organisations are you working with to meet local needs and interests?</p> <p>List previous crime prevention, community development and/or engagement programs that your organisation or group has delivered in the past.</p>
<p><b>CRITERIA 7:</b> <b>Project Budget</b> 10% weighting</p>	<p>Project Budget</p> <ul style="list-style-type: none"> <li>✓ Project Income</li> <li>✓ Project Expenditure</li> </ul>	<p>Is the project well planned and achievable within the timeframe?</p> <p>Is the budget clear and realistic?</p> <p>Is the project financially viable and does it demonstrate sound management?</p>

## ASSESSMENT PROCESS

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

<b>STAGE 1</b>	The Hume Empowering Communities grants team conducts eligibility checks based on the Guidelines. Applications that meet the eligibility criteria continue to the next assessment stage. (Eligibility checks relate to the information in the <b><i>Who can apply</i></b> and <b><i>What we won't fund</i></b> sections.)
<b>STAGE 2</b>	Eligible applications are then assessed by the Hume Empowering Communities Assessment Panel, who will come up with a list of applications recommended for funding.
<b>STAGE 3</b>	Applications recommended for funding are presented for review and approval by the Department of Justice and Community Safety.
<b>STAGE 4</b>	Successful applicants will be informed in writing and will receive a Letter of Offer with a Funding Agreement document.  Unsuccessful applicants are notified in writing. Feedback is given if requested by the applicant.

## IF YOUR APPLICATION IS SUCCESSFUL

- You'll be informed of the outcome of your grant request in writing.
- You'll receive a Letter of Offer with a Funding Agreement document.
- The Funding Agreement document sets out the terms on which the grant is made available to you.
- The Funding Agreement pack now 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 must enter into an agreement before any money can be paid.
- To accept the grant offer, you must complete, sign and return the Funding Agreement document accepting the terms and conditions.
- Grant monies will be paid by EFT after the return of the signed Funding Agreement. (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's expected if my application is successful?

If you receive a grant from the Hume Empowering Communities Initiative, you'll be expected to:

- Spend the money for the purpose outlined in your application and Funding Agreement.
- If your plans change (timing/budget/activity), you need to submit a variation request, and have it approved, before you make any changes to your project/activity. If you spend the grant differently than your application/Funding Agreement without approval, you will be asked to return the funding.
- Submit an Acquittal/Financial Report that shows how the grant money was used, as set out in the Funding Agreement document. You will also need to show proof that money was spent i.e. receipts or financial reports.
- Return any unspent funds unless written consent has otherwise been granted by the Hume Empowering Communities Initiative.
- Acknowledge the Hume Empowering Communities Initiative and Victorian Government support in any advertisements, flyers or other activities used to promote the project/activity.
- Tell people about the funded activity or project. Please note, evidence of promotion will be required in your acquittal.
- As part of the Hume Empowering Communities Grant accountability process, we reserve the right to audit all grant recipients for compliance with the grant conditions and expenditure of grant monies received.

## INFORMATION SESSIONS

Information sessions about how to apply for a Hume Empowering Communities Grant will be held:

- [Wednesday 5 October](#): 1pm – 2pm via online
- [Tuesday 11 October](#): 1pm – 2pm at Youth Central Broadmeadows
- [Wednesday 12 October](#): 10am – 11am at Sunbury Youth Centre
- [Tuesday 18 October](#): 5pm – 6pm via online

We encourage your group or organisation to attend one of these sessions before making your application.

In addition, the Hume Empowering Communities Project Officer will be available for bookable one-on-one online support for Smarty Grants and additional application assistance on:

- [Tuesday 25 October 2022](#): 10am – 4pm via online
- [Wednesday 26 October 2022](#): 10am – 4pm via online

The Hume Empowering Communities team will be available at the sessions to answer any questions you may have.

Visit the Hume Empowering Communities [Hume Empowering Communities webpage](#) to register for the Information Sessions.

## FREQUENTLY ASKED QUESTIONS

### 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 will 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. However, many grants are unavailable to unincorporated groups, and this is why Auspicing is suggested in these situations.

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

- Justice Connect's Not-for-profit-Law website: [www.justiceconnect.org.au](http://www.justiceconnect.org.au)
- Consumer Affairs Victoria's guide for clubs and community groups: [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

## **WHAT IS AUSPICING?**

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

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 accountability and evaluation reports on your behalf. Your group/organisation will be known as the 'grant recipient'.

### ***Why choose an auspice arrangement?***

You may consider an auspice arrangement with another organisation if your group/organisation is ineligible to apply for a Hume Empowering Communities Grant (for example, 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 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 most recent financial report, and evidence outlining your agreement with them

## **TAXATION - 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](http://www.ato.gov.au/business/registration).

### **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/](http://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](http://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 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 a 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.

### ***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.

We're happy to help if you need a list of possible Insurance providers. Contact our Hume Empowering Communities Project Officer on 9205 2200.

***Important note:*** PLI doesn't cover everything you may expect it to. 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 IS AN INCOME AND EXPENDITURE STATEMENT? OR A PROFIT AND LOSS REPORT?**

Whether it's called an Income and Expenditure Statement or a Profit and Loss Report, this is a summary of income and expenses for your group that shows how much money has actually been spent against what type of activity. i.e. \$150 on catering for five events, \$200 on printing, \$300 on advertising, \$2,600 on wages. You can see an example as part of a Board's financial report on the Our Community Website. [www.ourcommunity.com.au](http://www.ourcommunity.com.au)

If your organisation is registered as an Incorporated Association, you need to provide Consumer Affairs Victoria with a yearly Profit and Loss as part of your Annual Statement. [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

[www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporatedassociation/annual-statement](http://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporatedassociation/annual-statement)

If your organisation is a registered Not-For-Profit with ACNC, you are required to submit a Profit and Loss as part of your Annual Information Statement. [www.acnc.gov.au/for-charities/annual-information-statement](http://www.acnc.gov.au/for-charities/annual-information-statement)

### **WHAT DOES “IN KIND” MEAN?**

“In kind” means investment, items, resources or time that has been donated. i.e. Someone might give you room hire for free, but it would be worth \$300 if you had to pay for it. That counts as in-kind income (but also an in-kind cost). Adding in kind costs to your budget shows the value your group bring to the project, rather than just the cash cost.

***Important note:*** Lots of groups rely on volunteer hours to deliver projects; if you are going to include this as an in-kind cost, please value it at \$30 per hour.

## NEED FURTHER ASSISTANCE?

### Do you have a question we haven't covered?

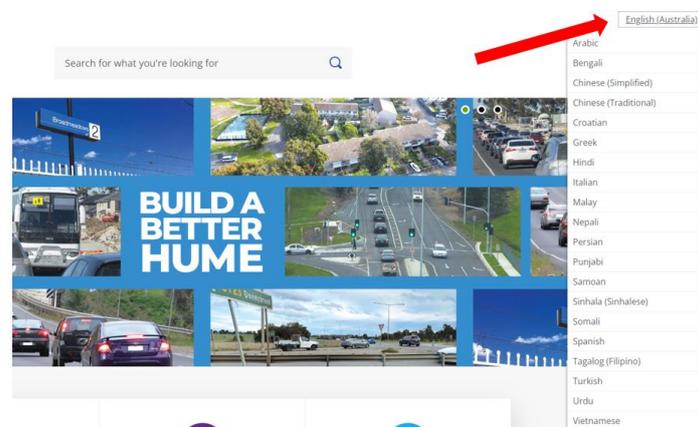
Please contact us with any questions you may have about the Hume Empowering Communities Initiative.

Hume Empowering Communities Project Officer

Telephone: (03) 9205 2200

Email: [humeempoweringcommunities@hume.vic.gov.au](mailto:humeempoweringcommunities@hume.vic.gov.au)

Our website is easily translatable into many languages [www.hume.vic.gov.au](http://www.hume.vic.gov.au)



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

# HumeLink

Hume City Council's  
multilingual telephone information service.  
General enquiries: Telephone 9205 2200

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