

HUME CITY COUNCIL

GARDENS FOR WILDLIFE

Organise a Garden Visit

SmartyGrants Application Instructions

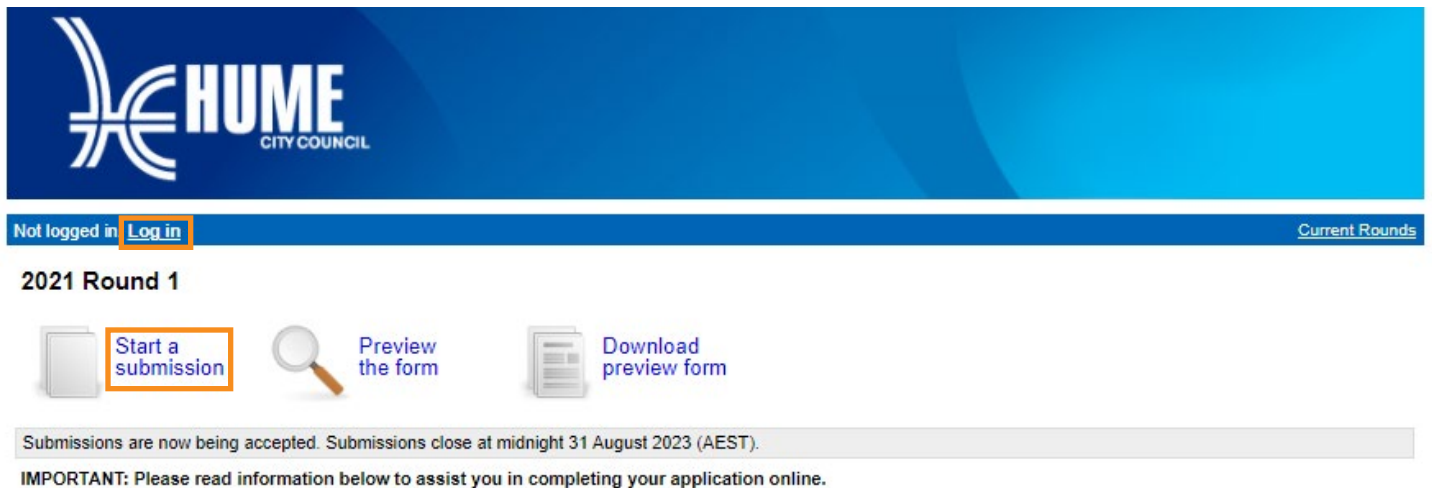
Step 1 Go to <https://www.hume.vic.gov.au/GardensforWildlife>.

Click open the **Organise a garden visit** section.

Step 2 Click the link to SmartyGrants to apply for a garden visit.

Step 3 Under the Hume City Council logo click **Log in**. Or click **Start a submission**.

A prompt to **Login or Register** will open.



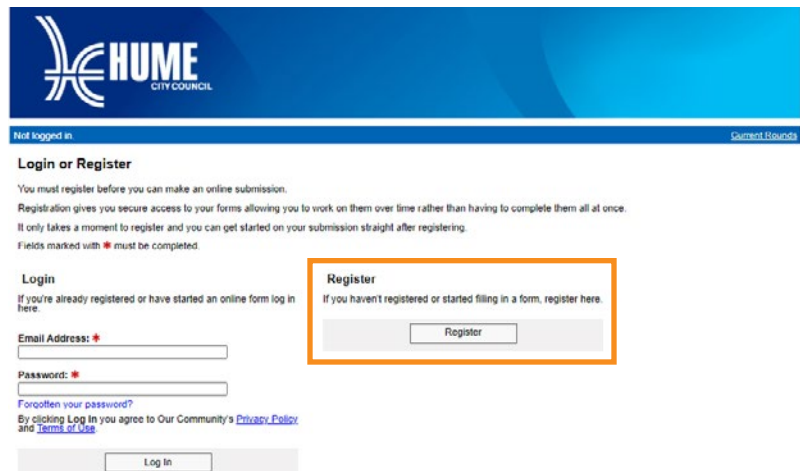
Step 4 Click **Register**

Complete and submit the form.

Record your login details here to help you login in again easily.

Email Address:

Password:



Gardens connecting people and wildlife together



Step 5 Once logged in, click on **Current Rounds** in the top right of the page.

Step 6 You will be directed to Hume City Council's current round of grants. Scroll down until you see **G4W 2021 Round 1** and click on the link.

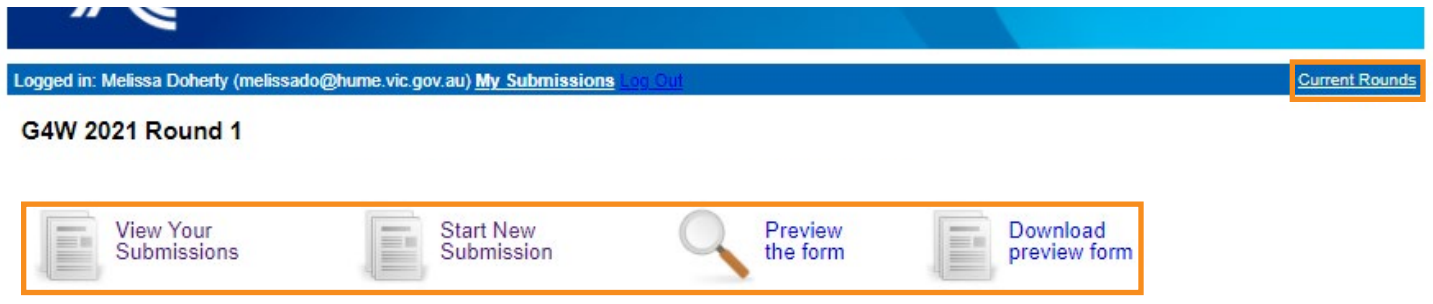
Step 7 You will see these options:

View Your Submissions – Once you've started a new submission.

Start New Submission – Click this when you are ready to start.

Preview the form – If you would like to view the form before completing.

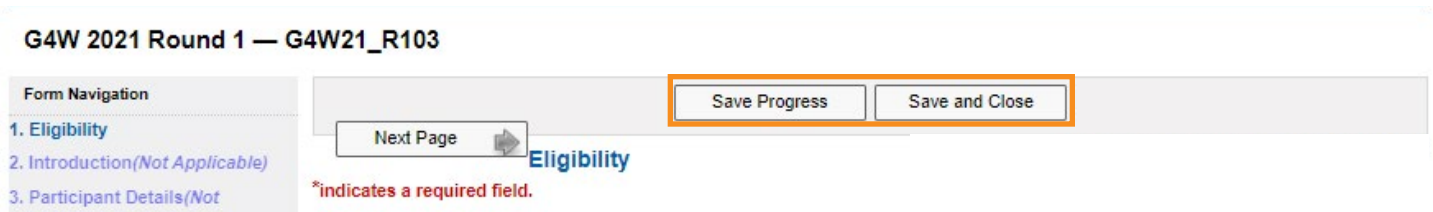
Download preview form – Download a PDF file to view before submitting the online application.



IMPORTANT: Please read information below to assist you in completing your application online.

Step 8 Start New Submission. The application includes several sections and will take 15 to 20 minutes to complete. The information you provide helps us prepare for your visit.

Save Progress as you go, or **Save and Close** to come back to the application at a later time.



Step 9 Once the application is completed, click **Review and Submit**. Ensure required fields * are completed.

Download PDF, or click **Submit**. Once submitted you can not edit the application.

After you submit, you will receive an acknowledgement email and copy of your application.

Review Form

Your form has not been submitted yet. Please review and correct any errors you find.
Click the **Submit** button when you're ready to submit this form.

