

HUME CITY COUNCIL SEEDLINGS FOR SCHOOLS

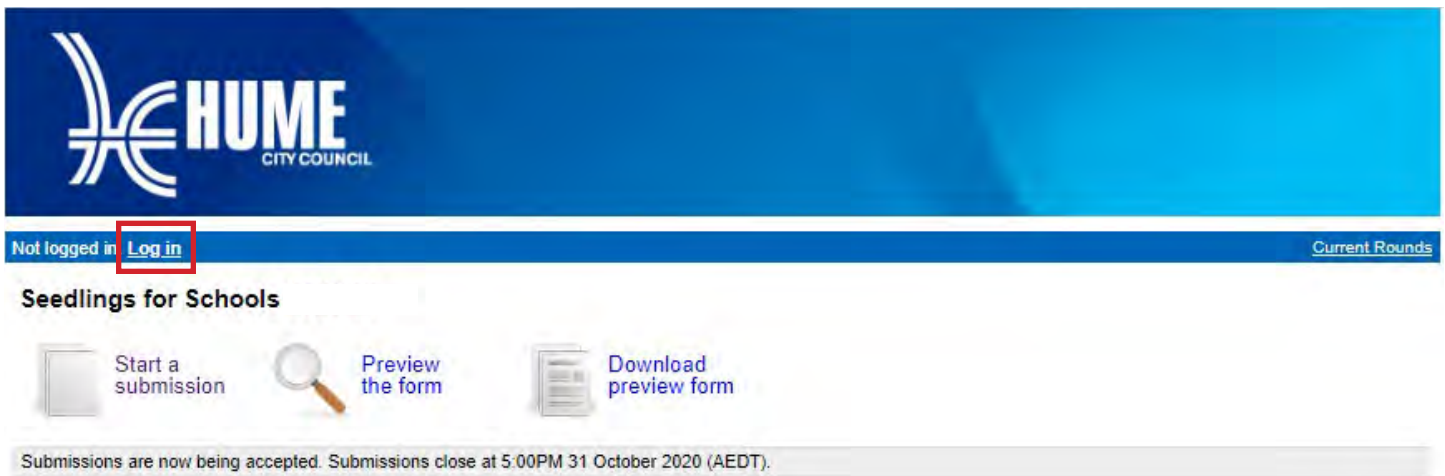
SmartyGrants Application Instructions

Step 1 Go to <https://www.hume.vic.gov.au/Your-Council/Grants-and-Awards>.

Find and click on the link to **Seedlings for Schools**.

Step 2 Open the **Online Application** section and click **Apply Now**.

Step 3 Under the Hume City Council logo click **Login**.



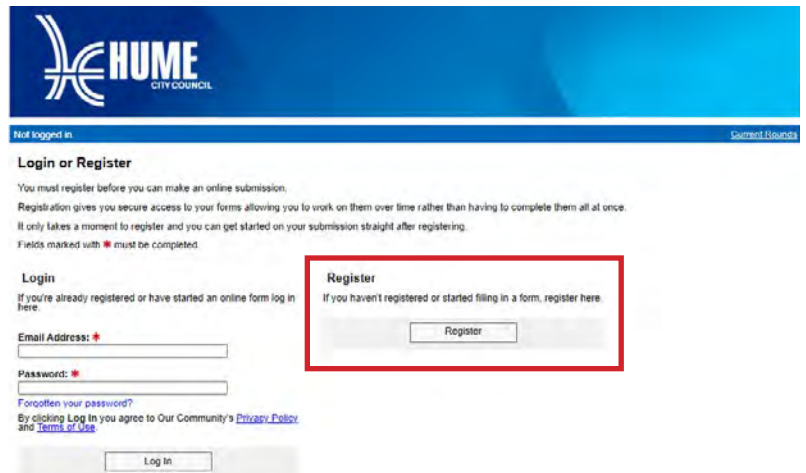
The screenshot shows the Hume City Council website header with the logo and navigation links. Below the header, the 'Seedlings for Schools' section is visible, featuring three buttons: 'Start a submission', 'Preview the form', and 'Download preview form'. A notification bar at the bottom of the section states: 'Submissions are now being accepted. Submissions close at 5:00PM 31 October 2020 (AEDT)'. The 'Log in' link in the top navigation bar is highlighted with a red box.

Step 4 Click **Register** and complete the registration.

Write down your login details here to help you easily login next time.

Email Address:

Password:



The screenshot shows the 'Login or Register' section of the website. It includes a 'Login or Register' heading, a 'Login' button, and a 'Register' button. The 'Register' button is highlighted with a red box. Below the buttons, there are fields for 'Email Address' and 'Password', and a 'Log In' button. The 'Register' button is highlighted with a red box.



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

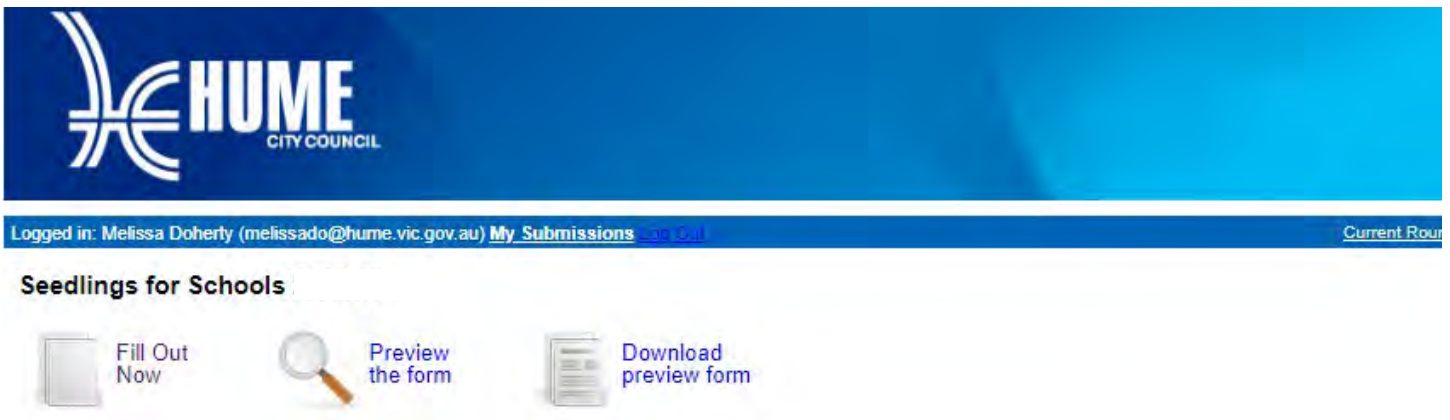
Step 6 You will be directed to Hume City Council's current round of grants. Scroll down until you see **Seedlings for Schools** and click on the link.

Step 7 You will see three options:

Fill Out Now – Click this when you are ready to complete the application.

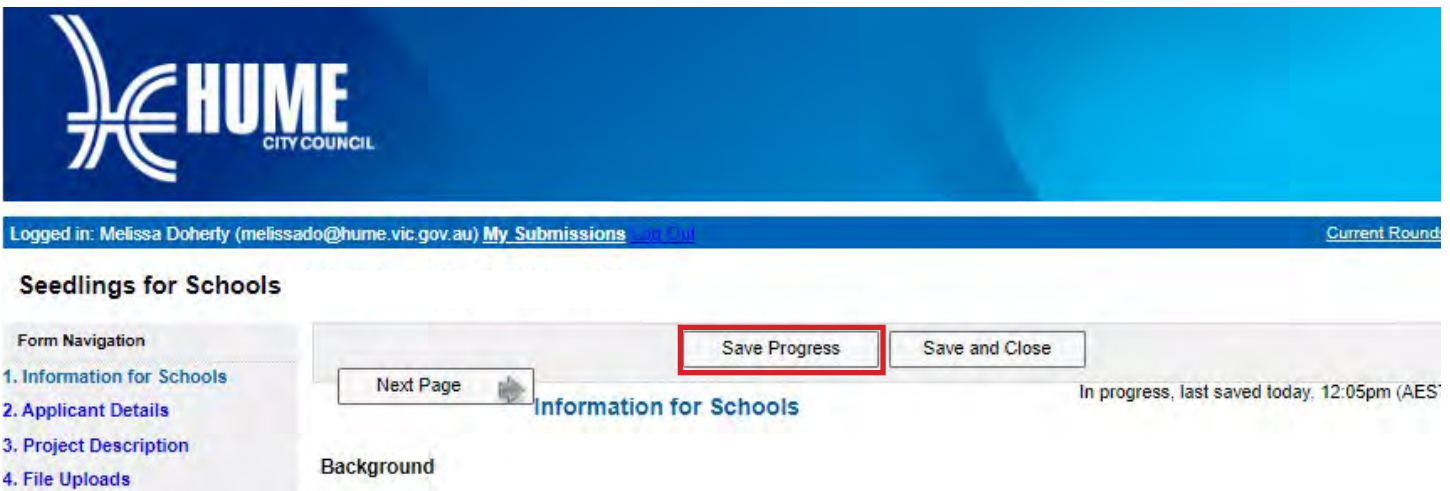
Preview the Form – If you would like to view the form before completing.

Download Preview Form – Download the form in PDF format to view before completing the online application.



Step 8 When you are ready click **Fill Out Now**. The application is relatively straightforward and easy to complete.

If you cannot finish the application in one go you can **Save Progress** and come back to the application at a later date.



Step 9 Once the application is completed, click **Submit**.

You will receive an acknowledgement email once submitted.