

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

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.

Not logged in Log in Seedlings for Schools	<u>Current Rounds</u>
Start a submission Preview the form Download preview form	
Submissions are now being accepted. Submissions close at 5:00PM 31 October 2020 (AEDT).	

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

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

Email Address:

Password:

Not logged in		Gain
Login or Register		
You must register before you can make an online submission.		
Registration gives you secure access to your forms allowing you I	to work on them over time rather than having to complete them all at once.	
It only lakes a moment to register and you can get started on your	r submission straight after registering.	
Fields marked with * must be completed		
Login	Register	
If you're already registered or have started an online form log in here.	If you haven't registered or started filling in a form, register here	
Email Address: *	Register	
Pasaword:		
Password.		





- *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.

HUME	
Logged in: Melissa Doherty (melissado@hume.vic.gov.au) My Submissions and Out	Current Rour
Seedlings for Schools	
Fill Out Preview The form Download preview form	

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.

Logged in: Melissa Doherty (meli	issado@hume.vic.gov.au) <u>My_Submiss</u> i	ions and Dut		Current Round
Seedlings for School	5			
Form Navigation		Save Progress	Save and Close	
1. Information for Schools	Next Page		In progress	s, last saved today, 12:05pm (AES
2. Applicant Details	Infor	mation for Schools		and a feature of the second second second
3. Project Description	Deskarsund			
4. File Uploads	Background			

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

You will receive an acknowledgement email once submitted.

For more information contact Council's Urban Biodiversity Officer Melissa Doherty on 9205 2466 or <u>melissado@hume.vic.gov.au</u>

