



HUME CITY COUNCIL

# Environmental Scholarship Guidelines

## 1. Scholarship aim

1.1. To build the capacity of Hume community members to drive positive environmental change by providing financial support for environmental education and capacity building via short courses or conferences.

## 2. Items to be funded

2.1. Scholarships will be administered via payment of 80 per cent of the course or conference fees, up to a maximum of \$1,500 excluding GST, per successful application.

2.2. Course fees for a short course delivered by a registered training organisation or Learn Local, short courses delivered by accredited organisations or conference registrations are eligible for funding.

2.3. Courses and conferences must focus on;

- conservation and land management,
- environment or sustainability,
- environmental community engagement or volunteering, or
- facilitating or building the environmental or sustainability focus of the community group.

## 3. Items not funded

3.1. Tertiary degrees and TAFE certificate courses (funding support for these courses are made available through other levels of government).

3.2. Travel or accommodation costs.

3.3. Books and materials such as computer equipment or course materials.



## 4. Information for applicants

- 4.1. Applications must be received at least two weeks prior to the deadline for the relevant course payment. Applicants are encouraged to lodge their application as early as possible.
- 4.2. Applications open on 1 July each year and remain open until the end of May the following year, unless total available scholarship money (\$8,000 per financial year) has been allocated.
- 4.3. Maximum amount per application is 80 per cent of fees up to a maximum of \$1,500 excluding GST.
- 4.4. Individual applicants can only receive one scholarship per financial year.
- 4.5. Priority will be given to applicants who have not received an Environmental Scholarship in the past 2 years.
- 4.6. Successful applicants agree to have their photographs taken and used for the purpose of promoting the scholarship.

## 5. Eligibility and assessment criteria

- 5.1. Applicants must be Hume residents (or be able to demonstrate substantial work, volunteering or studying in Hume).
- 5.2. Applicants who do not live in the municipality should be aware that preference will be given to applicants who do live in the municipality.
- 5.3. Applicants must be able to demonstrate their interest or involvement in environmental issues. Examples may include but are not limited to, living sustainably, gardening, eco-friendly transport, attending local environmental events, citizen science, volunteering or advocacy.
- 5.4. Applicants must be connected to local community groups, cultural groups or education providers in Hume and be willing to share their learnings with members of the Hume community.
- 5.5. Applicants must meet any eligibility requirements for the course or conference they are seeking to attend.





## 6. Advertising and promotion of this scholarship

6.1. Hume's Environmental Scholarships will be advertised broadly in Hume publications and programs including but not limited to, Hume e-News, Live Green e-News, Re-Source, Council website, via Hume's Enviro Champions, at Hume libraries, as well as Council and community Facebook pages.

6.2. By applying for a Hume Environmental Scholarship, you consent to the use of images or details from your scholarship being used for promotional purposes through Council channels listed above in 6.1.

## 7. Application process

7.1. Applicants must agree to these Guidelines. If unsure about eligibility, please contact Hume's Environment Community Development Officer (see below for details).

7.2. Applicants must complete an application as outlined on the Hume City Council website [hume.vic.gov.au/environmental-scholarships](http://hume.vic.gov.au/environmental-scholarships).

7.3. If assistance is required to complete an application, applicants can contact Council's Environment Community Development Officer for help.

## 8. Selection process and notification

8.1. Applicants will receive an email acknowledging receipt of the application.

8.2. Scholarship applications will be assessed against the eligibility criteria by the Environmental Community Development Officer or the Sustainability Engagement Officer and forwarded to the Coordinator of Sustainability Engagement for approval.

8.3. The Environment Community Development Officer, Sustainability Engagement Officer, and Coordinator of Sustainability Engagement will assess any possible Conflict of Interest in line with Council's Conflict of Interest Guide – Staff and report a Conflict of Interest using the Staff Disclosure of Interest Form. Should a Conflict of Interest occur, the application will be assessed by the Manager Community Health and Wellbeing and approved by the Director City Services and Living.

8.4. The Coordinator of Sustainability Engagement will seek to ensure equitable access across the municipality. If there are several applications from the same community group, demographic or geographical area a limited number of these applications may be approved to ensure access for others.



**8.5. Applicants who receive a Hume Environmental Scholarship and do not attend their training or conference must return the scholarship amount in full (or provide evidence of extenuating circumstances).**

**8.6. When the budget is fully expended the scholarship will close for the financial year and applications will no longer be accepted. This will be communicated via the website and online media.**

## **9. Payment of the scholarship**

**9.1. Scholarships will be distributed via the payment of a maximum of 80 per cent of course or conference fees to \$1,500 excluding GST.**

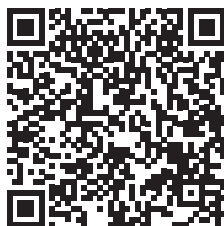
**9.2. Council will directly pay the organisation delivering the course. If this is not possible, the applicant must provide proof of payment to enable reimbursement of funds to occur. Reimbursement of funds to an applicant may take an extended period of time and require more information, such as banking details, to be supplied by the applicant.**

## **10. Presentation obligations**

**10.1. Scholarship recipients must make every reasonable attempt to attend and present at a celebration function, community workshop or alternative if requested by Council. A Council Officer will propose options for the successful applicants.**

## **11. Contact information**

**11.1. Environment Community Development Officer by  
email [environment@hume.vic.gov.au](mailto:environment@hume.vic.gov.au) or phone 0455 091 999**



**For more information scan QR code or visit  
[hume.vic.gov.au/environmental-scholarships](https://hume.vic.gov.au/environmental-scholarships)**