COMMUNITY GRANTS PROGRAM
FREQUENTLY ASKED QUESTIONS

Q. *How and when do I apply for Community Grants?*

Access to Hume Community grants is via the online SmartyGrants portal accessed though councils website. Hume offers a range of grant categories with varied open and closing dates, Please refer to our Community Grants website for more information: **www.hume.vic.gov.au/communitygrants**.

Q. *What are the Community Grant Categories?*

Year-round grant categories:

- Individual Development Grant
- Quick Response Grant
- 3064 Community Support Fund Grants
- Defibrillator Grant

Annual grant categories:

- Operational Grant
- Community Participation Grant
- Project Grant
- Partnership Grant
- Specialist Partnership Grant

Q. *Can someone from the Community Grants team help me with my application?*

The Community Grants team can only provide general information and advice on completing your application, this includes assistance setting up accounts, changing passwords, scanning and uploading required documentation. To maintain the fairness and integrity of the application process, applicants cannot be offered support in completing the wording of their applications.

Q. *Who do I contact if I'm having trouble using or submitting an application form?*

If you require help or support in using and/or submitting an application form on the SmartyGrants portal, please call **9205 2200** and request to speak to the Community Grants Officer or email your enquiry to **communitygrants@ hume.vic.gov.au**.

Q. *What should I include in my answers? Are there samples I can look at?*

You don't need to be an expert grant writer to write a great application! Usually, grant-makers really, really want to support you.

At Hume, we want to hear what makes your organisation special, why you are the best organisation to do what you do, and how it will help our community. It is helpful if you can be clear about what your project will achieve, and how you have the resource to do it.

Here are some sample answers that might get you thinking **https://www.fundingcentre.com.au/answersbank**

If you are interested in more about defining and explaining your organisation's mission and purpose, check out Simon Sinek's principle called The Golden Circle **https://simonsinek.com/commit/the-golden-circle**

Q. *How many applications can I submit?*

Council will only fund one application per organisation per funding round. Applications can be made to other parts of Council for different projects and initiatives, providing there is no outstanding debt to Council.

Q. *How long will the assessment take for Year-Round Grants?*

We aim for a four to six week turn-around for our year round grants.

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Q. *My organisation is not incorporated, can I apply? (All about Auspicing)*

You will need to be auspiced by an incorporated organisation to be eligible to apply.

- An auspice organisation must be incorporated and have an ABN.
- An incorporated organisation can auspice up to three community groups.
- 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.

Q. *Why do we need to show our community group has public liability insurance?*

Insurance is important for any group or organisation, and comes in many forms as it should be tailored to your needs. You can read more at Not For Profit Law **https://www.nfplaw.org.au/insurance**

All applicants for Hume City Council Community Grants must have adequate Public Liability Insurance. If your organisation does not, it must be auspiced by an organisation that does.

When getting quotes, it might be good to consider including the level of insurance, the region it covers, the type of activities you undertake and go to more than one broker to compare prices.

Q. *What would the best way to get public liability insurance?*

We can't give you specific advice, but Justice Connect have a great resource on this topic. We do recommend you shop around, as prices can vary from insurer to insurer.

Q. *What is a Profit and Loss Report?*

Some organisations will call it an Income Statement, some will call it a Profit and Loss, so what is it?

It is a summary of income and expenses for your business usually done monthly and annually. You can see an example as part of a Board's financial report here **https://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 **https://www.consumer.vic.gov.au**
- If your organisation is a registered Not-For-Profit, you are required to submit a Profit and Loss as part of your Annual Information Statement.

Hume City Council require a copy of your Annual Profit and Loss report for some grant categories.

Q. *If we received a grant last year and have not yet finished, can we apply for another grant this year?*

Applicants who have outstanding debt to Council and/or overdue acquittals from previous Community Grants funding are not eligible to apply however, 2020 grant recipients can apply for 2021 Annual Community Grants and COVID -19 Grants Program.

Q. *How do I receive the grant money if we are successful?*

All successful grant recipients will be required to complete and return a signed Funding Agreement, submission of a tax invoice/statement by supplier (if applicable) from your organisation if you are registered for GST for the grant amount awarded to Council prior to funds being disbursed at the annual community grants presentation.

www.hume.vic.gov.au/communitygrants

COMMUNITY GRANTS PROGRAM
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Q. *Is there a specific Arts and Culture grant round or does it fall within the overall community grant categories?*

For the Annual Grant round, there is no specific Arts & Culture category. But, for Covid-19 there is a special Arts Activation grant (up to $3,000) for individuals.

And, the Arts Awards are currently open (closes 18 May 2020) This is for up to $3,000 and is to support artists and help their professional development. Check the website for all the details.

Q. *Do you have to provide ACNC status as a not for profit?*

Registering with ACNC as a not-for-profit will give you tax deductible status and is a useful thing if you're a large organisation. **https://www.acnc.gov.au/for-charities/start-charity/not-profit.**

For our grants, you don't need to be a Not-For-Profit, you can also be a community organisation (incorporated) Please see the Clubs page on **Consumer Affairs Victoria's website**.

Another good resource is Not For Profit Law at **Justice Connect** - they have information on structure and all the legal side of running community organisations.

Please also see our questions on Incorporation and Auspicing.

Q. *Can Individuals apply?*

Individuals can apply under the Individual Development Grant and the COVID-19 Technology Access and Support and COVID-19 Arts Activation grants.

Q. *Are there any templates we can use when filling out grants?*

The online forms give you a lot of guidance, and include templates for budget (and project plans, risks and other things depending on the category). Most written sections have a word limit which will help you keep things concise

If you want to look at samples of good answers, head to this page at Our Community **https://www.fundingcentre.com.au/answersbank.**

Q. *Can an organisation apply for multiple categories?*

You can apply for one grant per program. So you can apply for one COVID-19 grant, one Annual Grant, and if relevant, one Year-Round grant over the next 12 months.

Q. *How do we demonstrate/prove that we have a strong Hume based community connection?*

For smaller grants, number of participants, or geographic reach is probably enough. But for larger grants we do ask that you demonstrate a connection to the community. Using supporting documents, referees or examples of your existing services, or data will help. Letters of support will also help. But please contact us if you want to discuss more.

Q. *Can I speak to a Councillor about my application?*

Canvassing a Councillor is not allowed, because they are the ones that actually assess, recommend and approve the grants, so it is a conflict of interest to try and influence a Councillor. Instead, you can speak to a Council Officer if you have questions.

COMMUNITY GRANTS PROGRAM
FREQUENTLY ASKED QUESTIONS

Q. *Does Council allow an incorporated organisation to use public liability of another organisation but not auspice?*

Council requirements are that the public liability insurance certificate needs to be in the name of the organisation who is applying (or the auspice organisation). If you need further information, please contact us on 9205 2200 and ask for our Community Grants Officer. Information is also available at **https://www.nfplaw.org.au/riskinsurance**

Q. *What makes a strong application?*

A strong application is one that has been thought through, there's been thinking around it particularly for the larger categories.

For the larger grants ($5,000 and above) the project plan has been incorporated into the application form this year as previously a lot of applications were missing project plans that showed how you plan to deliver a project.

Questions you should ask yourself are What does your project deliver to the community? How are you going to evaluate your project? What are the ongoing benefits? How will you sustain the project after the funding round? Making sure your budget is reasonable and has a level of detail is also important.

For smaller grants, it really is about supporting the community, so how are you going to connect with the community, and making sure all the required documentation is part of the application.

Q. *What are the most common mistakes groups make?*

The most common mistake is not answering the question being asked. The second most common mistake is not having the correct or required documentation.

We've built the forms so that you have to answer all questions, so we hope this will help people not miss sections, and do ask that you prepare all the correct documentation (like your Public Liability Insurance Certificate of Currency, and Profit & Loss statement) before your submit the application. Otherwise, we will need to contact you and wait for you to provide it, which delays your application from being assessed.

Q. *What makes a good budget?*

A good budget shows us that you've really thought about your project. So having a level of detail around what you actually need to spend money on is important. Please ALWAYS put a description of the item. Also, you need to make your budget balance. Your organisation may make money on certain services or events, but Council does not support profit-making activities.

Good example:

Income	$$	Expenditure	$$
Hume City Council Grant	2000	Venue Hire	500
Fundraiser	1000	Lighting and sound hire	1000
Donations	200	Costumes	500
		Transport	400
		Catering	200
		Equipment purchase	400
		Advertising	200

Bad example:

Income	$$	Expenditure	$$
Grant	2000	Event	2000

COVID-19 COMMUNITY GRANTS PROGRAM
FREQUENTLY ASKED QUESTIONS

Q. *When do the COVID-19 community grant applications close?*

COVID-19 grants are open now and are open until the money is exhausted, or until 28 August 2020, whichever is sooner.

Q. *Are COVID-19 Grants also for 2021 delivery?*

COVID-19 community grants are for immediate projects. Our "normal" Community Grants are for 2021 projects.

Q. *What are good ways groups can connect during COVID-19 restrictions?*

At the moment, a lot of groups are using online platforms like zoom, whatsapp, or even Microsoft Teams if available. You can use Facebook – you can actually call and video people in Facebook Messenger. Other ways might be like the old fashioned posting letters, Australia Post is still running, or picking up the phone and calling.

Q. *How long will the assessment take for COVID-19 grants?*

COVID-19 grants are being assessed as they come in so they will be available as soon as possible. We are aiming for a three-week turnaround from when the application is deemed 'eligible'. If we require more documentation, this might be delayed.

Q. *How much interest has there been in the COVID-19 community grants?*

There has been a lot of interest in the Technology Access and Support grant and we've got a couple of applications in each other category. We would like to see more, but we recognize that applications have not been open long yet and the larger grants take a bit longer to prepare.

Q. *Can I apply for a computer for my child who is currently remote-learning?*

Yes you can, through the **COVID-19 Community Grants Technology Access and Support Grant**.

Q. *Can you tell me more about the ENABLE SOCIAL ENTERPRISES deal with the Technology Access and Support grant?*

ENABLE SOCIAL ENTERPRISES are a local organisation that refurbish and recycle electronic waste. They have a set of high-quality refurbished laptops, with software, available. This presents better value for money than a lot of new products within the grant amount – instead of a half-sized ipad, you can get a fully-functioning laptop ready to go. If your application is successful, we'll organise what model Enable has to best suit your requirements.

Q. *I've never had a grant before – what is the process for receiving the money? And what happens next?*

So, first of all, you need to apply via our online form, and explain how COVID-19 has impacted you. You need to include supporting documents (as outlined in the Guidelines). When the application is received it is checked for accuracy, and that the documents we ask for are all attached. It then goes to an Assessment Panel who decide whether you will receive the Grant. Then, we issue you with a contract, called a Funding Agreement, which you will need to sign and return before we can transfer the agreed funding amount into your nominated account. By the end of the grant agreement period (which will be in your Funding Agreement) you must complete an 'acquittal' and attach receipts to show that the money was spent on what you applied for.