



HUME CITY COUNCIL
**2021 COMMUNITY
GRANTS PROGRAM
APPLICATION
GUIDELINES**

www.hume.vic.gov.au



COMMUNITY GRANTS APPLICATION GUIDELINES

To apply go to:

www.hume.vic.gov.au/communitygrants

For assistance please contact:

Community Grants Officer

Telephone: **(03) 9205 2200**

Email: **communitygrants@hume.vic.gov.au**

Interpreters are available on request.

CONTENTS

- 1 KEY DATES
- 1 GRANT STREAMS
- 2 WHAT IS COUNCIL'S COMMUNITY GRANTS PROGRAM?
- 3 WHO CAN APPLY?
- 3 WHAT DOCUMENTATION DO I NEED?
- 3 AUSPICING
- 4 WHAT WILL AND WON'T BE FUNDED
- 4 HOW MANY GRANTS CAN BE APPLIED FOR?
- 5 HOW TO APPLY?
- 6 INDIVIDUAL DEVELOPMENT GRANT
- 7 QUICK RESPONSE GRANT
- 8 DEFIBRILLATOR GRANT
- 9 3064 COMMUNITY SUPPORT FUND GRANT
- 10 COMMUNITY OPERATIONAL GRANT
- 10 COMMUNITY PARTICIPATION GRANT
- 11 PROJECT GRANT
- 12 PARTNERSHIP GRANT
- 13 SPECIALIST PARTNERSHIP GRANT (REDUCING GAMBLING HARM)
- 14 HOW WILL THE GRANT BE ASSESSED?
- 15 WHAT IF YOUR APPLICATION IS SUCCESSFUL?
- 15 WHAT IS EXPECTED OF SUCCESSFUL APPLICANTS?
- 15 FURTHER QUESTIONS?
- 16 WHERE TO FIND INFORMATION ABOUT TAXATION

KEY INFORMATION

KEY DATES

YEAR – ROUND GRANT PROGRAM	
Quick Response Grants	Open all year (until funds are exhausted)
Individual Development Grants	Open all year (until funds are exhausted)
3064 Community Support Fund Grant	Open all year (until funds are exhausted)
Defibrillator Grant	Open all year (until funds are exhausted)
ANNUAL GRANT PROGRAM	
Facebook live information session	6.30pm, 28 April 2020
Applications open	29 April 2020
Applications close	3 June 2020
Application assessments	June - August
Notifications	Late October 2020
Funding agreements	November 2020
Grant distribution	December 2020
Project Grant Round 2 applications	27 January - 28 February 2021

Due to concerns around the COVID-19 pandemic, Hume City Council advises all events, programs and workshops will be cancelled/postponed until further notice.

We will be offering a Facebook live information session on **28 April at 6.30pm**. This will be made available on our website, along with frequently asked questions after the event if you cannot view it online.

We will also be offering support sessions over the to help you complete your application online. Please contact us via phone on **9205 2200** or email communitygrants@hume.vic.gov.au

GRANT STREAMS				
Category	Maximum Amount	Open Dates	Who should apply?	page no.
Individual Development Grant	\$150 - \$750	Open all year	<ul style="list-style-type: none"> Individuals attending development opportunities that benefit the Hume community 	6
Quick Response Grant	Up to \$1,000	Open all year	<ul style="list-style-type: none"> Community groups that have an unforeseen funding need that does not fall within the annual grants timeframes Newly established community groups requiring support with start-up and establishment costs Community groups with unforeseen program or partnership opportunities that are time dependent 	7
Defibrillator Grant	Up to \$2,000	Open all year	<ul style="list-style-type: none"> Community groups or organisations that can demonstrate their need for a defibrillator 	8
3064 Community Support Fund	Up to \$1,000	Open all year	<ul style="list-style-type: none"> Incorporated not-for-profit organisations and community groups (including primary and secondary schools) who are supporting an individual or family 	9
Community Operational Grant	Up to \$1,000	29 April – 3 June 2020	<ul style="list-style-type: none"> Community groups and organisations requiring support with basic operating expenses including incorporation, insurance, catering and room hire fees Community groups and organisations requiring purchasing minor equipment associated with ongoing project 	10
Community Participation Grant	Up to \$2,000	29 April – 3 June 2020	<ul style="list-style-type: none"> Community groups and organisations requiring support with programs and activities designed to build the participation of the Hume community 	10
Project Grant	Up to \$5,000	Round 1 29 April – 3 June 2020	<ul style="list-style-type: none"> Organisations delivering new ideas, sustainable projects and collaborations that are of substantial benefit to the Hume community 	11
Partnership Grant	Up to \$10,000	29 April – 3 June 2020	<ul style="list-style-type: none"> Organisations delivering projects that clearly identify a need and embrace the principles of social justice, healthy living, lifelong learning, environmental sustainability, community safety and inclusion 	12
Specialist Partnership Grant - Reducing Gambling Harm	Up to \$10,000	29 April – 3 June 2020	<ul style="list-style-type: none"> Organisations delivering new and innovative services, programs and projects to prevent and reduce the harms related to gambling for residents living in Hume 	13

WHAT IS COUNCIL'S COMMUNITY GRANTS PROGRAM?

Hume City Council's vision is to be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

The Community Grants Program supports Council's vision and commitment to social justice.

Council is seeking applications from individuals, not-for-profit community groups and organisations that are based in Hume City or provide services, activities or projects for the Hume community.

WHY DOES COUNCIL HAVE A COMMUNITY GRANTS PROGRAM?

The Community Grants Program aims to:

- **Support** programs and activities consistent with Council's values and vision as identified in Council plans and strategies.
- **Provide** a variety of activities, programs and services that respond to community needs and create opportunities for active participation.
- **Assist** the establishment of new and innovative programs to enhance the development of community networks within Hume City.
- **Encourage** the development of programs and services to increase accessibility and inclusion for all members of the community in Hume City.

We particularly encourage projects that support:

- Aboriginal and Torres Strait Islander people
- Families and children
- Multicultural groups
- People with a disability
- Senior citizens
- Young people (0-24)
- Arts and culture
- Community health, safety and wellbeing
- Social inclusion
- Health promotion
- Healthy ageing and seniors
- Environmental sustainability
- Leisure and recreation
- Learning and skill development
- Sport and exercise

Council encourages applications that include activities consistent with Hume City Council's values and vision and those that support *Council Plan 2017-2021* and *Hume Horizons 2040*.

All Council documents can be found at www.hume.vic.gov.au then by selecting **About Us & Contact Details > Your Council > Media, Publications & Forms > Policies & Strategies > View Council Strategies**.

If do not have access to internet and require hard copy of Councils' Plans and Strategies, please contact the Community Grants Officer on 9205 2200.

Council looks forward to supporting many exciting, innovative and important community initiatives through the *2021 Community Grants Program*.

WHO CAN APPLY?

Applicants must:

- Be a Not-for-Profit community group or organisation - **Individuals may only apply under Individual Development Grant category.**
- Be incorporated or apply through an auspice arrangement.
- Run the activity or project from a location within Hume and/or show that it will substantially benefit residents of Hume City.
- Have no outstanding debts with Hume City Council.
- Be able to demonstrate that the applicant has minimal financial resources or a limited ability to fundraise for a proposed activity or project identified in the application (except Project and Partnership applications).
- Have satisfactorily acquitted previous projects funded under the Hume City Council's Community Grants Program.

WHAT DOCUMENTATION DO I NEED?

- Certificate of Incorporation or evidence of other legal status (If the applicant is not incorporated, they can apply through an Auspice Organisation. A letter confirming the auspice agreement must be attached with the application)
- ABN details or completed Statement by Supplier form
- Current Public Liability Insurance Certificate of Currency to cover the organisation/group's activities
- Quotes to support your budget i.e. For equipment hire or purchase, bus hire, advertising & promotion, flyers, posters etc.
- Incorporated groups and organisations must provide a copy of Profit and Loss statement. Australian Public Companies with ABN should provide most recently audited financial statements
- Bank details
- For Project and Partnership applications a referee report or letters of support to be included with application

AUSPICING

Where your group or organisation is ineligible to apply for a Community Grant, you may enter into an auspice agreement with another organisation.

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

Applicants must provide information of the auspice organisation including: their contact details, ABN and most recent financial report and evidence of an appropriate agreement between the applicant and the auspice organisation.

PLEASE NOTE:

- The decision to award grants is made by Hume City Council.
- The Council's decision is final and there is no review or appeal process.
- Hume City Council's Community Grants Program follows a competitive process and funds are awarded based on merit.
- Council reserves the right to re-categorise any application into the category it deems appropriate.
- Canvassing of Councillors is prohibited.
- Councillors and Council staff cannot act as referees as this could be an actual or perceived Conflict of Interest.
- Council may contact those organisations nominated as a referee in your application.
- Funding is provided for the term specified in the Funding and Service Agreement. Applicants are responsible for the future sustainability of their program or activity beyond the funding period in their program planning (for example, sponsorships or other fundraising activities).
- Council reserves the right to withdraw support from funded applicants if deemed non-compliant with Council policy or any written agreement entered into.

WHAT WON'T BE FUNDED ✘

- Alcohol licenses, tobacco and gambling related activities
- Applications that do not supply details of public liability insurance policies noting appropriate coverage for the proposed activities.
- Applications that fail to meet eligibility requirements and/or applications with incomplete and/or incorrect information/supporting documentation
- Project management or administration fees unless an external contractor is appointed
- Catering expenses which exceed 10% of the total funds requested (excluding the Operational Grant category)
- Projects that are for general fundraising and fundraising events, competitions, trophies, prizes or awards.
- For Project and Partnership Grants, operational costs and core business of the organisation (e.g. salaries for permanent staff, rent and insurance)
- Fixed/permanent equipment, building maintenance or capital improvements (such as heating or cooling systems, shade sails, solar panels)
- Activities that have already commenced and/or require retrospective funding
- Proposals that are inconsistent with the aims of the Community Grant Program or Council priorities
- Proposals that primarily address shortfalls in funding from other Local Governments, State and/or Federal Government
- Proposed activities, projects, programs and events that are owned and managed by Hume City Council

WHAT WILL BE FUNDED ✔

- **Operational Grants only** –
Basic operating expenses (E.g. Insurance, Incorporation costs, room hire fees, catering (i.e. tea and coffee, not catering for one-off event)
Small equipment purchases up to \$1000 (E.g. small sporting equipment for sporting clubs, kitchen equipment for social groups)
- **Defibrillator Grants only** - equipment only (Replacement parts and First Aid training will not be funded)

HOW MANY GRANTS CAN BE APPLIED FOR?

A not-for-profit community group or organisation can submit **ONE** application only under the 2021 Community Grants Program selected from the following categories:

- Community Partnership Grants
- Operational Grants
- Project Grants
- Partnership Grants

In addition, applications can be submitted for the following categories. Success in these categories will not impact eligibility for other categories:

- **Individual Development Grant** applicants can only be funded in this category once in 12 months.
- **Quick Response Grants** applicants can only be funded in this category once in 12 months.
- **Defibrillator Grant** applicants can only be funded once.
- **3064 Community Support Fund** Community service providers may submit multiple applications, however each must address a different individual or family.
- **Specialist Project Grant** (Reducing Gambling Harm) applicants can only be funded in this category once in 12 months.

HOW TO APPLY?

START

ELIGIBILITY

Confirm your group/organisation's eligibility to apply

GRANT CATEGORY

Identify the Grant Category you plan to apply for (see page 1)

only **ONE** application will be accepted under Annual Grants Program.

NEED MORE INFORMATION?

Discuss your application with the Community Grants Officer

SUPPORTING DOCUMENTS

Check what documents you need to go with your application

APPLICATION RESPONSES

When answering your grant application consider the following:

- Ensure you state clearly what your project is
- State clearly what you want to do, why the project is needed and how you will deliver it
- Ensure your budget is clear and realistic

*Examples can be found at:

<https://www.fundingcentre.com.au/answersbank>

SUBMIT ON TIME

Be aware of the closing date to ensure you submit on time. Applications **will not** be accepted after the round closes

It is an eligibility requirement for applicants for Project, Partnership and Specialist Partnership Grant **must** discuss their proposal with a Council Officer from the specific department that best aligns with their project.

(If you are unsure check with Community Grants Officer)

INDIVIDUAL DEVELOPMENT GRANT

GRANT AMOUNT: UP TO \$750 (OPEN ALL YEAR)

This grant is awarded to individuals to create opportunities for skills development, professional development, networking and learning, and skill sharing in Hume communities.

Funding in this category is available to support individuals with the costs associated with attending recognised opportunities that further their development. These opportunities must provide a clearly identified benefit to the Hume community.

Examples include:

- Arts and culture development and learning opportunities for artists active in Hume’s community
- Opportunities to participate in State, National and International forums that will bring new skills and knowledge to the Hume community
- Leadership and professional development opportunities that will help build the leadership capacity of the Hume community

Grant amounts will be allocated in recognition of the travel costs involved for each of the following locations:

- Regional opportunities: \$150
- National opportunities: \$400
- International opportunities \$750

ELIGIBILITY

Applicants must:

- Be a Hume resident.
- Provide evidence of selection from the relevant organisation.
- Demonstrate a strong commitment to their area of endeavour.
- Apply at least two months prior to the date of their event, or opportunity for which they are seeking funding.
- Have no outstanding debts with Hume City Council.
- Have satisfactorily acquitted any previous funding received by Hume City Council.

In addition:

- Applications for sporting events are ineligible under this program but may be eligible for Council’s Sports Aid Grants.
- Applicants will be funded only once per year for each level of this grant (local, regional, national, and international).

* Applications are accepted throughout the year until funds are exhausted

QUICK RESPONSE GRANT

GRANT AMOUNT: UP TO \$1,000 (OPEN ALL YEAR)

Quick Response Grants have been designed to support newly established community groups and community groups with emerging or unexpected needs and opportunities. This category aims to fill a gap in funding for community groups requiring assistance outside of the annual grant timelines.

Council will accept applications from:

- Newly established community groups requiring support with start-up and establishment costs
- Community groups that have an urgent and unforeseen funding need that does not fall within the annual grants payment timeframes

ELIGIBILITY

Applicants must:

- | | |
|--|---|
| <ul style="list-style-type: none">▪ Be a not-for-profit community group or organisation▪ Run the activity or project from a location within Hume and/or show that it will substantially benefit residents of Hume City.▪ Be able to demonstrate they have minimal financial resources or a limited ability to fundraise for the activity or project identified in the application.▪ Have no outstanding debts with Hume City Council. | <ul style="list-style-type: none">▪ Have satisfactorily acquitted previous funding received by Hume City Council.▪ Be incorporated or auspiced (see page 3). |
|--|---|

* Applications are accepted throughout the year until funds are exhausted

** Please note, applicants will be notified of the outcome within 6 weeks of receipt of their application along with supporting documents

*** Acquittals will be due within 3 months of funds being awarded unless otherwise approved by Council.

**** Successful applicants for Quick Response Grants will be eligible for categories in the Annual Grant Round.

DEFIBRILLATOR GRANT

GRANT AMOUNT: UP TO \$2,000 (OPEN ALL YEAR)

The Defibrillator Grants are one-off grants designed to support community organisations and community groups to purchase defibrillators that may assist in saving the life of an individual during cardiac arrest. Replacement parts and First Aid training will not be funded.

ELIGIBILITY

Applicants must:

- Demonstrate a need for access to a defibrillator in the delivery of their activities.
- Propose a location for a defibrillator (must be within Hume City) where the group meets at least fortnightly.
- Demonstrate that there is no access to a defibrillator or similar emergency medical assistance within the vicinity of where the group meets regularly.
- Be a not-for-profit community group or organisation.
- Have no outstanding debts with Hume City Council.
- Have satisfactorily acquitted previous funding received from Hume City Council.
- Be incorporated or auspiced (see page 3).

* Applications are accepted throughout the year until funds are exhausted

** Please note, applicants will be notified of the outcome within 6 weeks of receipt of their application along with supporting documents

*** Acquittals will be due within 3 months of funds being awarded unless otherwise approved by Council.

3064 COMMUNITY SUPPORT FUND GRANT

GRANT AMOUNT: UP TO \$1,000 (OPEN ALL YEAR)

This grant is time-limited (2019- 2023) and is funded by contributions from a Craigieburn-based gambling venue.

The 3064 Community Support Fund Grants have been established to respond to community need and reduce barriers to access and/or engagement for people residing in Craigieburn and surrounds that have the postcode 3064.

Applications can be made by incorporated not-for-profit organisations and community groups (including schools) who are supporting an individual or family.

Examples of local community needs include: mobility aids; assistive technologies; support for participation in local community based social, educational, leisure; health and wellbeing programs or activities.

ELIGIBILITY

Applicants must:

- Be incorporated and not-for-profit organisations or community groups (inclusive of schools) who are supporting an individual or family.
- Be based in Hume City, and/or deliver services in Hume City.
- Identify a proposal to assist an individual or family residing within postcode 3064 experiencing hardship and/or barriers to access and participation in the Hume Community as identified by the applicant.
- Apply on behalf of an individual or family.
- Be responsible for all reporting and acquittal requirements.
- Give 100% of funding to the identified individual or family.
- Have an urgent need that cannot be met by the affected individual or family.
- Show that the applicant cannot meet this need through other funding sources including other grant programs (including those from government agencies).
- Have no outstanding debts with Hume City Council.
- Have satisfactorily acquitted any previous funding received by Hume City Council.
- Distribute and acquit funds in accordance with the funding requirements.

Applicants must not:

- Propose a program to assist a recipient of this grant category from previous rounds.
- Propose a program that will duplicate or top-up existing services or grant programs (for example, emergency relief, or other support/programs from Government agencies).

Please note:

- Applicants can submit multiple applications on behalf of different individuals or families. However, individuals and families may only receive one grant per five-year period.
- A single application can seek up to a maximum of 5 grants. These must be from different families i.e. one family cannot receive multiple grants.

* Applications are accepted throughout the year until funds are exhausted

COMMUNITY OPERATIONAL GRANT

GRANT AMOUNT: UP TO \$1,000 (ANNUAL GRANT)

Operational Grants support the day-to-day operational activities of community groups including incorporation fees, catering (tea/coffee), room hire fees.

Applicants can apply to purchase minor equipment associated with an ongoing project to help improve health, wellbeing and connection in the community. Examples include: fitness and sporting equipment, gardening tools, musical equipment, laptops to support local groups, books and resources to young children.

ELIGIBILITY

Applicants must:

- Be a not-for-profit community group or organisation.
- Must meet in Hume and or show that it will substantially benefit residents of Hume City.
- Provide quotes for items (e.g. Insurance, room hire, electronic and other equipment).
- Have no outstanding debts with Hume City Council.
- Have satisfactorily acquitted previous funding received by Hume City Council.
- Be incorporated or auspiced (see page 3).

COMMUNITY PARTICIPATION GRANT

GRANT AMOUNT: UP TO \$2,000 (ANNUAL GRANT)

Community Participation Grants support groups and organisations to run programs and activities that encourage community participation and involvement, promote leadership and develop a strong sense of belonging. This includes health and wellbeing projects that improve and encourage active lifestyles.

Examples:

- Community forums and workshops focusing on community issues and priorities (e.g. Social Justice)
- The delivery of a community art project
- Events and festivals (e.g. NAIDOC Week, Reconciliation Week, Cultural Diversity Week, International Women's Day)
- Sustainability projects
- Youth projects, trainings and excursions

*** A maximum of \$600 can be used for event/project related operational costs such as: room and venue hire fees, catering etc.**

ELIGIBILITY

Applicants must:

- Be a not-for-profit community group or organisation.
- Run the proposed activity or project from a location within Hume and/or show that it will substantially benefit residents of Hume City.
- Be able to show that the applicant has minimal financial resources or a limited ability to fundraise for the activity or project.
- Have no outstanding debts with Hume City Council.
- Have satisfactorily acquitted any previous funding received by Hume City Council.
- Be incorporated or auspiced (see page 3).

PROJECT GRANT

GRANT AMOUNT: UP TO \$5,000 (OPEN TWICE A YEAR)

Project Grants are designed to encourage new ideas, development of locally-led initiatives or projects and collaborations that provide significant benefit to the Hume community. Project Grants are funded for a 12-month period.

Rounds are open as follows:

Round 1 29 April - 3 June 2020

Round 2 27 January - 28 February 2021

***Applications should align closely with Hume City Council Plans, Strategies and Policies (see page 2).**

***If an application for this grant is successful, the applicant will be ineligible to apply under this category for the next 12 months.**

Project Grant proposals could include, but are not limited to:

- Piloting a new service or program
- Research to investigate an emerging need
- Enhance access to programs and information development of a partnership proposal
- A feasibility study to investigate a service or project proposal
- A joint project between two community groups/organisations

ELIGIBILITY

Applicants must:

- Be an incorporated not-for-profit community group or organisation.
- Have no outstanding debts with Hume City Council.
- Have a proven ability to manage large scale projects.
- Give a detailed Project Plan.
- Discuss the proposal with a Council Officer whose portfolio most aligns with the theme or content of your project proposal. The Council Officer you have spoken to must be named in your application.
- Run the activity or project from a location within Hume and/or show that it will substantially benefit residents of Hume City.
- Have satisfactorily acquitted any previous funding received by Hume City Council.
- Engage with Council in the design of their project
- Demonstrate in kind or cash contribution that equates to half the value of the grant request. For example, if you ask for \$5,000, you must show a contribution of at least \$2,500 (cash or in-kind).

PARTNERSHIP GRANT

GRANT AMOUNT: UP TO \$10,000 PER YEAR FOR 3 YEARS (\$30,000 TOTAL) (ANNUAL GRANT ROUND)

Partnership Grants are for projects that clearly address a significant need and embrace the principles of social justice, healthy living, lifelong learning, environmental sustainability, community safety and inclusion.

Applicants for a Partnership Grant must be established organisations that have a proven record in the provision of quality programs and services. These organisations must provide evidence of the need for the project and demonstrate their capacity to resource and deliver projects.

***Applications must align closely with Hume City Council Plans, Strategies and Policies (see page 2).**

Competitive proposals will:

- Not duplicate an existing service
- Give a detailed program budget and give quotes for any proposed services or equipment purchases
- Be innovative and strengthen community wellbeing
- Encourage inclusion and accessibility to their service
- Be of benefit and give valuable support to the Hume community

Funding will be for a period of up to three years. To meet the funding criteria for subsequent years, applicants must show how the first year has met the milestones outlined in the project plan and justify the need for additional funding.

ELIGIBILITY

Applicants must:

- | | |
|--|--|
| <ul style="list-style-type: none">▪ Be an incorporated not-for-profit community group or organisation.▪ Have no outstanding debts with Hume City Council.▪ Demonstrate an ability to manage large scale projects.▪ Discuss the proposal with a Council Officer whose portfolio most aligns with the theme or content of your project proposal. The Council Officer you have spoken to must be named in your application.▪ Run the activity or project from a location within Hume and/or show that it will substantially benefit residents of Hume City. | <ul style="list-style-type: none">▪ Have satisfactorily acquitted any previous funding received by Hume City Council.▪ Give a detailed Project Plan.▪ Demonstrate how the project will be made fully sustainable upon cessation of Council funding.▪ Engage with Council in the design of their project.▪ Demonstrate in kind or cash contribution that equates to half the value of the grant request. For example, if you ask for \$10,000, you must show a contribution of at least \$10,000 (cash or in-kind). |
|--|--|

* Hume Neighbourhood Houses and Learning Centres are not eligible to apply for Partnership Grants.

SPECIALIST PARTNERSHIP GRANT

(Reducing Gambling Harm)

GRANT AMOUNT: UP TO \$10,000 FOR UP TO 2 YEARS

This grant is time-limited (2019- 2023) and is funded by contributions from a Craigieburn-based gambling venue.

The Specialist Partnership Grant (Reducing Gambling Harm) is for new and innovative services, programs and projects to prevent and reduce the harms related to gambling for residents living in Hume.

Applications for the Specialist Partnership Grant (Reducing Gambling Harm) can be made by established not-for-profit organisations, schools or universities that have a track record in the delivery of services, programs, projects or research that focus on the prevention and reduction of harms from gambling.

The Specialist Partnership Grant (Reducing Gambling Harm) category is available in three funding streams:

STREAM 1: At Risk: To fund services, programs, projects or research that target specific community groups who are associated with a greater risk of gambling harm, including, but not limited to, older persons, young adults, socially isolated persons, people with disabilities and groups that have been identified through National and International research.

STREAM 2: Normalization: To fund services, programs, projects or research that disrupt the “normalization” of gambling, including, but not limited to, poker machines, sports betting, online or app-based gambling. For example, this could include public communications and messaging campaigns.

STREAM 3: Take-up of services: To fund services, programs or projects that increase the uptake of services or extend the reach of services for Hume residents in order to address the harms to those directly affected or indirectly affected by gambling.

ELIGIBILITY

Applicants must:

- Discuss their proposal with Council's Community Development Coordinator by calling 9205 2200 prior to submission.
- Be an incorporated and not-for-profit organisation (inclusive of schools and universities) that has a track record (or demonstrated ability) in the delivery of services, programs or projects that focus on the prevention and reduction of harms from gambling.
- Applicants that require an auspice are ineligible.
- Demonstrate in kind or cash contribution that equals the value of the grant request. For example, if you ask for \$10,000 you must show a contribution of at least \$10,000 (cash or in kind).
- Provide evidence (quotes, staff timesheets) to support the project budget, including evidence to support matching funding.
- Have no outstanding debts with Council.
- Have satisfactorily acquitted any previous funding received by Hume City Council.
- Run the funded activity or project from a location within Hume which will substantially benefit residents of Hume.
- Engage with Council in the design of their project and be prepared to share the project's findings and learnings with Council at regular intervals.

HOW WILL THE GRANT BE ASSESSED?

Council assesses each application on merit. Eligible applications will be assessed using the criteria listed below. For application materials for each grant category refer to www.hume.vic.gov.au/communitygrants

% OF SCORE	CRITERIA (What you need to tell us)	MEASURE (How we assess it)
20%	<p>Who is delivering the activity / project?</p> <ol style="list-style-type: none"> Who does the group / organisation represent and what do they do? Is the group / organisation based within Hume City? Will this activity / project benefit residents of Hume? 	<ul style="list-style-type: none"> To what extent does the group benefit the local community and residents? How many local people are likely to benefit from the project? Will the project promote opportunities for people to participate in community life?
40%	<p>Why is the proposed activity / project needed? What do you hope to achieve?</p> <ol style="list-style-type: none"> Why is the project / activity important? What are the expected outcomes of the project? How will you know if these outcomes have been achieved? 	<ul style="list-style-type: none"> Are the outcomes of the project clearly identified and do they contribute to one of the areas of focus of the grants program? Is there a clear link between the community need, the community outcomes and the activities that will be delivered? How will the applicant evaluate the outcomes of the project?
40%	<p>What do you need to do to deliver the project?</p> <ol style="list-style-type: none"> What are the planned activities? What is your budget? How will you manage the budget? 	<ul style="list-style-type: none"> Is the project well planned and achievable within the timeframe? Is the budget clear and realistic? Is the project financially viable and does it demonstrate sound management?

Please note:

- These are example questions, refer to the online Application Form for questions appropriate for each category
- The Defibrillator Grant is assessed on the basis of need and location

All submitted applications will be put through the following assessment process:

ASSESSMENT PROCESS

- Eligibility checks will be conducted by the Community Grants team based on the Community Grants Policy and Guidelines. *Only applications that meet the eligibility criteria will continue to the next assessment stage.
- All eligible applications are assessed by an internal multi-disciplinary assessment panel.
- The applications recommended for funding will be presented for review / approval by Council.
- Endorsement at Ordinary Council Meeting.
- Unsuccessful applications will be notified in writing and give feedback about the application at the request of the applicant.

WHAT IF YOUR APPLICATION IS SUCCESSFUL?

- All applicants will be informed of the outcome of their grant request in writing.
- If your proposal is successful you will receive a Letter of Offer with a Funding Agreement document.
- The Funding Agreement document will set out the terms on which Council is prepared to make the grant available.
- All successful applicants must enter into an agreement with Council as a condition of the receipt of grant monies.
- To accept the grant offer you must complete, sign and return the Funding Agreement document to Council, accepting the terms and conditions, together with your Tax Invoice if your organisation is registered for GST.
- Grant monies will not be paid until after the return of the signed Funding Agreement.
- Once all requirements are met, cheques for the Annual Grant round will be distributed at the 2021 Community Grants Presentation on **Wednesday 9 December 2020**.
- Payment for all other categories will be via EFT within three weeks of Council receiving a signed Funding Agreement.

WHAT IS EXPECTED OF SUCCESSFUL APPLICANTS?

If you receive a grant from Council you will be expected to:

- Attend the Community Grants Awards Presentation evening on Wednesday 9 December 2020 (Annual Grants).
- Spend the money for the purpose outlined in the Funding Agreement.
- Acknowledge Council's support in any advertisements, flyers or other activities used to.
- Tell people about the funded activity or project. Please note, evidence of acknowledgment will be required.
- Submit an Acquittal/Accountability Report that shows how the grant money was used, as set out in the Funding Agreement document.
- Return any unspent funds to Council unless written consent has otherwise been granted by Council.

As part of its accountability process Council reserves the right to audit any and all community grant recipients for compliance with the grant conditions and expenditure of grant monies received.

FURTHER QUESTIONS?

If you experience any technical difficulties with your online application or have any further questions contact:

Community Grants Officer

Telephone: **9205 2200**

Email: **communitygrants@hume.vic.gov.au**

Marked: **Attention Community Grants Officer**

If you require a larger print version of this information kit please contact the Community Grants Officer on **9205 2200**.

WHERE TO FIND INFORMATION ABOUT TAXATION

An ABN refers to an Australian Business Number issued by the Australia Tax Office. If your organisation has an ABN, it must be included in your application.

The holder of the ABN is either:

- Registered for the Goods and Services Tax (GST) or
- Not Registered for the Goods and Services Tax (GST)

If your organisation is successful and **Registered for Goods and Services Tax (GST)**, you must provide Council with a Tax Invoice together with your signed Funding Agreement document before payment will be made. The Tax Invoice must show the full amount of funds allocated plus an additional 10% for the GST.

Example:

Grant awarded	\$2,000
GST	\$200
TOTAL	\$2,200

If your organisation is successful and **Not Registered for Goods and Services Tax (GST)**, you are required to provide Council with your signed Funding Agreement document only. Council will pay the grant amount allocated. No extra amount will be paid for GST.

WHAT TO DO IF YOU DON'T HAVE AN ABN

(This does not apply for Individual Development Grant applicants)

If your organisation does not have an ABN you are requested to complete Statement by Supplier Form and lodge it together with your application. You can obtain a copy from the Australian Taxation Office's (ATO) website:

www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/

Please note if you do not have an ABN and do not supply this form, Council is obliged to take 46.5% of the grant allocated and send this to the ATO.

For information about taxation please contact the ATO on **13 28 66** between 8am and 6pm Monday-Friday or visit www.ato.gov.au

If you want to talk to a tax officer and require an interpreter, call the Translating and Interpreting Service on **12 14 50** for assistance.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you have access to TTY or modem equipment, phone the Speech to Speech Relay Service on **1300 555 727**.



