

HUME CITY COUNCIL

# 2023 Community Grants Program Application Guidelines

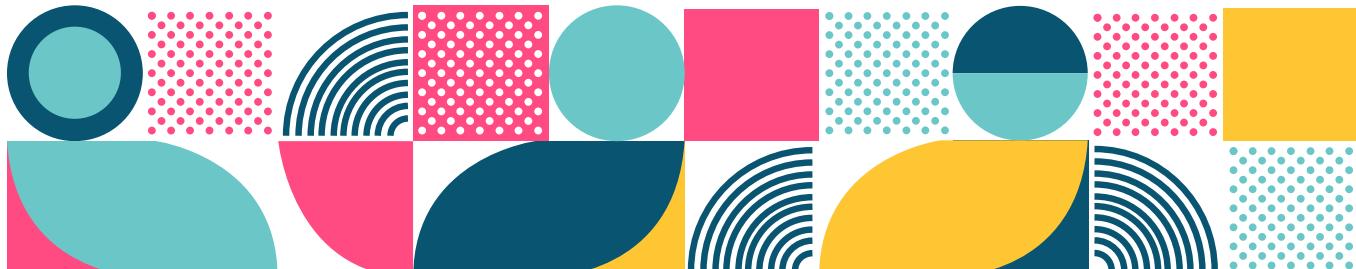
[hume.vic.gov.au](http://hume.vic.gov.au)



 HUME  
CITY COUNCIL

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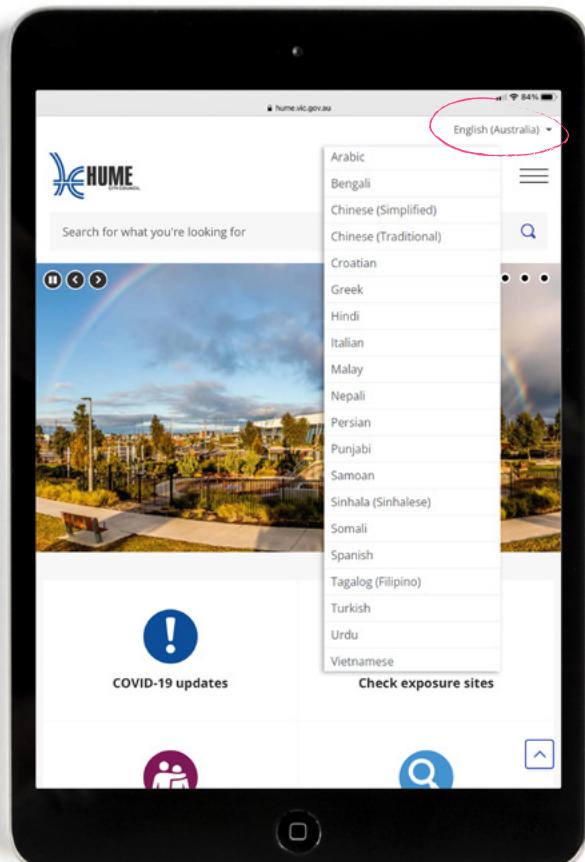


# Community Grants Application Guidelines

## We welcome your interest in our Community Grants Program.

If you're ready to apply for a grant, go straight to: [www.hume.vic.gov.au/communitygrants](http://www.hume.vic.gov.au/communitygrants)

Otherwise, please read our guidelines to help you prepare your application.



## Questions and Support

### Print too small?

For a larger print version of these guidelines please contact our Community Grants Officer (see below).

### Need translation services?

Our website is easily translatable into many languages. [www.hume.vic.gov.au](http://www.hume.vic.gov.au)

If you need an interpreter to discuss your grant application please use HumeLink to contact us.

### Technical difficulties?

If you have any technical challenges with your online application, contact our Community Grants Officer for assistance.

Phone: (03) 9205 2749

Email: [communitygrants@hume.vic.gov.au](mailto:communitygrants@hume.vic.gov.au)

## HumeLink

Multilingual telephone information service

**Enquiries 9205 2200**

للمعلومات باللغة العربية	9679 9815
جیدئنہ کیلئے ۹۶۷۹ ۹۸۰۹	9679 9809
Za informacije na bosanskom	9679 9816
Za informacije na hrvatskom	9679 9817
Για πληροφορίες στα ελληνικά	9679 9818
Per avere informazioni in italiano	9679 9819
За информације на српском	9679 9820
Para información en español	9679 9821
Türkçe bilgi için	9679 9822
Muốn biết thông tin tiếng Việt	9679 9823
<b>For other languages...</b>	<b>9679 9824</b>

# What you need to know

## Key dates

Year - Round Grant Program	Closing Dates
Individual Development Grants	Open all year (until funds are exhausted)
Quick Response Grants	Open all year (until funds are exhausted)
Defibrillator Grant	Open all year (until funds are exhausted)
3064 Community Support Fund	Open all year (until funds are exhausted)

### Annual Grant Program

#### Includes:

- Community Operational Grant
- Community Participation Grant
- Project Grant
- Partnership Grant
- Specialist Partnership Grant (Reducing Gambling Harm)

<b>Applications open</b>	<b>25 May 2022</b>
<b>Applications close</b>	<b>30 June 2022</b>
Notifications	October
Project Grant Round 2 open	1 - 31 November 2022

### Need support?

Check our website for videos outlining the categories and frequently asked questions.

We also offer support sessions to help you complete your application.

Application Support Sessions	Closing Dates
Craigieburn Global Learning Centre	Wednesday 1 June 2022
Broadmeadows Community Hub	Thursday 2 June 2022
Sunbury Global Learning Centre	Friday 3 June 2022

Please check for any date changes or other updates at: [www.hume.vic.gov.au/communitygrants](http://www.hume.vic.gov.au/communitygrants)

Remember to leave plenty of time to prepare your application.

To arrange a session or discuss your application, please contact us.

Community Grants Officer

Phone: (03) 9205 2749

Email: [communitygrants@hume.vic.gov.au](mailto:communitygrants@hume.vic.gov.au)

# About our Community Grants program

Hume City Council aims to be a leader in achieving social, environmental and economic outcomes by connecting our proud community and celebrating the diversity of Hume.

We are committed to social justice. Community Grants help to encourage civic engagement, social participation and community wellbeing.

We seek applications from individuals, not-for-profit community groups and organisations based in Hume City, or providing services, activities or projects for the Hume community.

## Why do we have a Community Grants program?

Hume City Council has a Community Grants program to support:

- programs and activities consistent with our values and vision.
- programs, activities, and services that respond to proven needs and create opportunities for community participation.
- groups to try new and innovative community programs and activities.
- increased accessibility and inclusion for all members of the community.

Community Grants are just one way Council provides support to the community. You can find out about the variety of community development, volunteering, youth, health, learning and leisure events and programs from our [website](#) or you can email [communitydevelopment@hume.vic.gov.au](mailto:communitydevelopment@hume.vic.gov.au).

And you can read more about Council's values and vision, plans and strategies on our [website](#)

To access hard copies of any Council's Plans and Strategies (if you don't have internet), contact the Community Grants Officer on 9205 2749.

## What we fund ✓

We encourage projects that support:

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

We'd also like to encourage projects that help the community re-engage, manage and recover from the Covid-19 pandemic.

**We look forward to supporting many exciting, innovative, and important community initiatives through our 2023 Community Grants Program.**

Our website has lots of resources – you can find:

- videos with frequently asked questions
- links to samples of profit and loss statements
- application responses
- SmartyGrants user guide
- other helpful information

In 2022 we also introduced Hume Grant Finder ([grantguru.com.au](http://grantguru.com.au)) to help individuals, community groups and businesses find grants from organisations all across Australia. You can search directly, or create an account to save favourite searches, use the calendar and get regular updates to help you keep up to date with all things grants.

## What we won't fund X

To make sure Community Grant funding lines up with Council's values and vision, there are some things we don't fund. Please refer to the following list to ensure that your activities meet the criteria before you apply.

What's not funded	Notes
<b>Alcohol licenses, tobacco and gambling related activities</b>	These activities do not align with our Health and Wellbeing Plan
<b>Catering expenses which are more than 10% of the total funds requested for all grants except Operational.</b>	<p>This means that any grant money you use towards catering should be a modest amount and cover simple catering for your group (e.g. food and drinks for group meetings).</p> <p>A catered event would likely use up more than 10% of your funding, so it would not be covered.</p>
<b>Projects that are for general fundraising and fundraising events, competitions, trophies, prizes or awards.</b>	We are not saying that your group can't fundraise, have competitions or award prizes, but because we are granting public funds, we can't financially support fundraising activities.
<b>Fixed/permanent equipment, building maintenance or capital improvements (such as heating or cooling systems, shade sails, solar panels, portable buildings etc.).</b>	<p>Our funding is focused towards community activities and projects, rather than any infrastructure for community groups/organisations. You can look for grants from other sources to support these activities by using Hume Grant Finder <a href="http://www.humecc.grantguru.com.au">www.humecc.grantguru.com.au</a></p>
<b>Activities that have already started and/or need retrospective funding.</b>	<p>If you've already completed a project or staged an event, or you've commenced work on a project (beyond initial planning/scoping), you won't be eligible for a Community Grant for that project/activity.</p> <p>For example, if you run a 20 week activity, and you apply for week 10-20 because you've run out of money, we can't fund that.</p>
<b>Projects that address shortfalls in funding from other Local Governments, State and/or Federal Government.</b>	<p>Our Community Grants support unique projects, activities, and events. We encourage groups to seek funding from other sources to help create the best projects and activities.</p> <p>However, we won't fund projects that have run out of money part-way through, been defunded by other organisations or use Council funds to 'top up' existing projects.</p>
<b>Activities, projects, programs and events that are owned, managed or already funded by Hume City Council.</b>	Hume City Council's activities, projects, programs, and events are already funded through the annual budget process, therefore won't be funded through Community Grants.
<b>Projects that don't meet the aims of the Community Grant Program or Council priorities.</b>	<p>We outline the aims and priorities for our Community Grants in the sections:</p> <ul style="list-style-type: none"> <li>■ <a href="#"><u>Why do we have a community grants program?</u></a></li> <li>■ <a href="#"><u>What we fund</u></a></li> </ul> <p>Please read this and consider whether or not your project meets these aims/priorities.</p>

What's not funded	Notes
<b>Personal expenses (i.e. petrol, utility bills, phone bills that aren't in the group's name or aren't incurred by the group).</b>	<p>Our Community Grants funding benefits the whole community. They're not designed to fund personal expenses, even if those personal expenses relate to group activities.</p> <p>For example, if you drive your car to a group meeting, you wouldn't be able to use grant funding to cover your personal fuel expenses. However, if the group needed to travel together for a group-related event, it may be feasible for grant funding to cover transport expenses. This needs to be included in your application budget.</p> <p>Or, if you have done some admin at home for your community group, you would not be eligible to use grant funding to pay your electricity bill. But if your group is renting a space, it is feasible to pay the rent and electricity for the space with grant funds.</p>
<b>Applications that don't have Public Liability Insurance. (If you don't have Public Liability Insurance, please contact Council for a list of providers.)</b>	<p>We will only fund groups covered by Public Liability Insurance (PLI). PLI ensures that your group is covered in the event of an accident, injury or damage to property while your group is running an activity. For more information on why Public Liability Insurance is a requirement, please refer to <a href="#">Why Do We Need Public Liability Insurance?</a></p> <p>First time applicants for Quick Response and Operational grants do not have to show PLI at time of applying, but if successful, need to have it to sign their agreement.</p>
<b>Applications that don't meet eligibility requirements.</b>	<p>Each grant has unique eligibility requirements which are listed in this document under each grant type. If you as an individual applicant, or as a group, don't meet the eligibility requirements listed for the grant type you seek, you can't be considered.</p>
<b>Applications with incomplete or incorrect information or supporting documents.</b>	<p>When completing your online application, you'll be asked to upload supporting documents. It's important you ensure your documents are correct and complete, otherwise they will not support your application.</p> <p>We try to follow up on incorrect or missing documentation, but we cannot guarantee we'll be able to (and are not obliged to do this) so we strongly encourage you to check your documents, and suggest getting people from your group to check over the documents before you upload and submit them.</p>
<b>Also, for Project and Partnership Grants, any costs that are not directly related to this project or covered by ongoing funding from another source. e.g. core costs such as salaries for permanent staff, project management or administration fees, rent and insurance.</b>	<p>Our Community Grants are specifically designed to support our community members. With limited pools of funds available, our grants are not available to fund those items listed (salaries, administration fees etc.).</p> <p>As an example, if you are expanding your project or idea, new or increased salaries/fees can be funded for the duration of the proposed project, but existing staff cannot.</p>

Applications must be submitted via SmartyGrants. Incomplete applications will not be considered. As part of receiving a Community Grant, you need to submit a detailed Acquittal/Accountability Report that shows how you used the grant money. If you have spent the money on ineligible items or activities, Council requires grant monies to be returned.

# Application Process

## Which grant should I apply for?

The table below provides a handy overview of each grant category. For more detailed information on each grant, go to the page number listed next to your grant.

<b>Category</b>	<b>Maximum Amount</b>	<b>Open Dates</b>	<b>Who should apply?</b>	<b>page no.</b>
<b>Individual Development Grant</b>	\$150 - \$750	Open all year (until funds exhausted)	<ul style="list-style-type: none"> <li>▪ Individuals attending development opportunities, where the outcomes will benefit the Hume community</li> </ul>	20
<b>Quick Response Grant</b>	Up to \$1,000	Open all year (until funds exhausted)	<ul style="list-style-type: none"> <li>▪ Community groups with an unforeseen funding need that falls outside of the annual grants timeframes</li> <li>▪ Newly established community groups requiring support with start-up and establishment costs</li> <li>▪ Community groups with unforeseen program or partnership opportunities</li> </ul>	21
<b>Defibrillator Grant</b>	Up to \$2,000	Open all year (until funds exhausted)	<ul style="list-style-type: none"> <li>▪ Community groups or organisations that can demonstrate their need for a defibrillator</li> </ul>	22
<b>3064 Community Support Fund</b>	Up to \$1,000 x 5	Open all year (until funds exhausted)	<ul style="list-style-type: none"> <li>▪ Community groups (including schools) and incorporated not-for-profit organisations who support individuals or families residing within the 3064 postcode, to enhance engagement and reduce access barriers. Examples include funding for mobility aids, assistive technologies; participation in local community based social, educational, leisure, health and wellbeing programs or activities</li> </ul>	22
<b>Community Operational Grant</b>	Up to \$1,500	25 May - 30 June 2022	<ul style="list-style-type: none"> <li>▪ Community groups and organisations needing support with basic operating expenses including incorporation, insurance, catering and room hire fees</li> <li>▪ Community groups and organisations needing to purchase minor equipment for an ongoing project</li> </ul>	23

<b>Category</b>	<b>Maximum Amount</b>	<b>Open Dates</b>	<b>Who should apply?</b>	<b>page no.</b>
<b>Community Participation Grant</b>	Up to \$3,000	25 May - 30 June 2022	<ul style="list-style-type: none"> <li>▪ Community groups and organisations needing support with programs and activities designed to build participation in the Hume community</li> </ul>	23
<b>Project Grant</b>	Up to \$5,000	Round One: 25 May - 30 June 2022  Round Two: 1 - 30 November 2022	<ul style="list-style-type: none"> <li>▪ Organisations delivering new ideas, sustainable projects and collaborations that are of substantial benefit to the Hume community</li> <li>▪ Pilot new ideas that lead to projects that can be developed to support future applications for longer term funding</li> </ul>	24
<b>Partnership Grant</b>	Up to \$10,000 for up to three years	25 May - 30 June 2022	<ul style="list-style-type: none"> <li>▪ Organisations delivering projects that clearly address a local need, with a focus on: social justice, healthy living, lifelong learning, environmental sustainability, community safety or inclusion</li> </ul>	25
<b>Specialist Partnership Grant (Reducing Gambling Harm)</b>	Up to \$10,000 for up to 2 years	25 May - 30 June 2022	<ul style="list-style-type: none"> <li>▪ This grant is for new and innovative services, programs and projects to prevent and reduce the harms related to gambling for residents living in Hume</li> <li>▪ It will be awarded to established not-for-profit organisations, schools or universities with a track record in delivering services, programs, projects or research that focus on the prevention and reduction of harms from gambling</li> </ul>	26

**Need to speak to a Council Officer about your grant?**

Call us on 9205 2749 or email [communitygrants@hume.vic.gov.au](mailto:communitygrants@hume.vic.gov.au).

Please leave plenty of time.



# Who can apply?

Before you apply, check that you meet the below criteria.

Applicants must:

- Be a Not-for-Profit community group or organisation\* (or for the Individual Development Grant be an individual attending a development opportunity where the outcomes will benefit the Hume community)
- Be incorporated or apply through an auspice arrangement (see sections: '[What does it mean to be incorporated?](#)' & '[What is auspicing?](#)' for more information)
- Run the activity or project from a location within Hume and/or show that it will benefit residents of Hume City
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted previous projects funded under the Hume City Council's Community Grants Program. (This does not apply if your group/organisation has not received funding from Hume City Council in the past.)

\* Individuals may only apply under the Individual Development Grant category.



# How many grants can I apply for?

Your group or organisation may apply for (and be awarded) more than one grant, as long as the grants fall into the different grant streams. See the boxes below.

So, you could apply for a grant listed in box A and a grant listed in box B, but not two grants from box A, or two from box B.

## A) Annual Grants (once-yearly)

- Community Operational Grant
- Community Participation Grant
- Project Grant
- Partnership Grant
- Specialist Partnership Grant (Reducing Gambling Harm)

## B) Year-round grants (any time of year)

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

## Please note:

- Defibrillator Grant applicants can only be funded to a group once ever.
- There are two rounds of the Project Grant. If you are successful in Round One you are not eligible for Round Two.
- 3064 Community Support Fund Community service providers are permitted to submit multiple applications (to assist multiple community members).

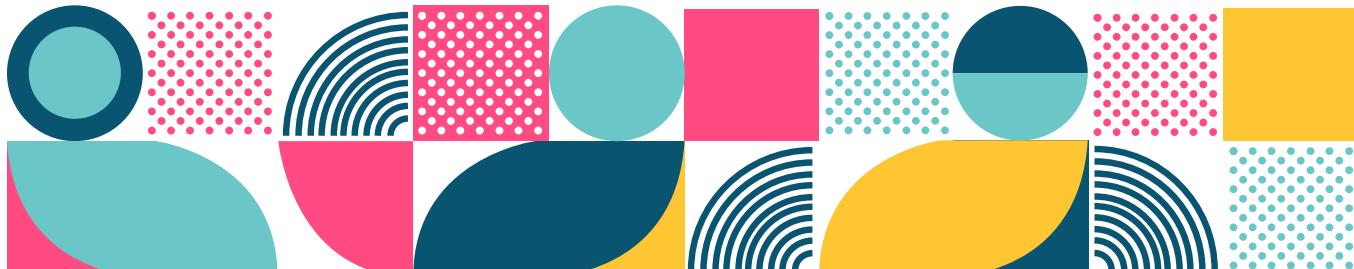
# What documentation do I need?

We want you to have the best chance possible to receive grant funding. Please ensure you supply the following supporting documentation with your grant application, so that we can consider your application.

- Certificate of Incorporation of your group/organisation, or evidence of other legal status. (If your group/organisation is not incorporated, you can apply for a grant through an Auspice Organisation. If you do this, you need to supply a letter confirming the auspice agreement. Attach this to the application. See [What is auspicing?](#)
- ABN details or completed Statement by Supplier form for your group/organisation
- A Public Liability Insurance Certificate of Currency, to cover your group/organisation's activities (First time applicants for Quick Response and Operational grants do not have to show PLI at time of applying, but if successful, will have to have it when signing the funding agreement)
- 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 their Profit and Loss statement. This can be the same as what you prepare yearly for Consumer Affairs Victoria. Australian Public Companies with an ABN should provide their most recently audited financial statements
- Bank details for your group/organisation (so that you can receive payment)
- For Project and Partnership applications, referees or letters of support

## Important things to remember

- Hume City Council's Community Grants Program is a competitive process and funds are awarded based on merit
- We reserve the right to re-categorise any application into the category we deem appropriate
- Our decision is final. There is no review or appeal process
- Canvassing of Councillors is prohibited. This means that you can't contact a Councillor and ask them to put in a good word, or help you get your grant approved
- Councillors and Council staff (and their immediate family members) must declare any involvement in your organisation so that perceived Conflict of Interest can be determined
- Councillors and Council staff cannot act as referees, as this could be an actual or perceived Conflict of Interest.
- We may contact any organisations nominated as a referee in your application
- We provide funding for the term specified in the Funding and Service Agreement. You or your group is responsible for the future sustainability of your program or activity beyond the funding period in your program planning (for example, sponsorships or other fundraising activities)
- We reserve the right to withdraw support if you do not comply with Council policy or any written agreement entered into. This includes the return of funds or variations to Agreements



# How do I apply?

## 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 (stream A)

## NEED MORE INFORMATION?

Discuss your application with the Community Grants Officer on (03) 9205 2749 or [communitygrants@hume.vic.gov.au](mailto:communitygrants@hume.vic.gov.au)

## SUPPORTING DOCUMENTS

Check which documents you need to go with your application

## USE THE SMARTYGRANTS FORM

Go to the [Hume City Community Grants Program webpage](#) and select the grant you wish to apply for. Once in the grant page, select **APPLY NOW** to begin your application in SmartyGrants

Remember to save your progress in SmartyGrants every 10-15 mins. For more help, see the SmartyGrants Help Guide for Applicants which can be found at our website [www.hume.vic.gov.au/communitygrants](http://www.hume.vic.gov.au/communitygrants)

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)

## 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, how you will deliver it , and how you will measure its success
- 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

# Completing your online application

When you are ready to submit your grant application, you'll use an online program called SmartyGrants.

SmartyGrants lets you complete sections of your application in stages, save your progress and return to it later (you don't need to do it all at once). Your application will be stored online, so there's no need to save it to your computer.

## Important notes on using the SmartyGrants online form

SmartyGrants is user friendly, but please keep the following in mind.

- It's helpful to read the [SmartyGrants Help Guide for Applicants](#) before you start the application form
- Allow plenty of time to complete your online application, so that if you run into difficulties, you can receive support from a Community Grants Officer (9205 2749) before the closing date
- As part of completing the form, you need to upload supporting documents. Files must be no greater than 25mb but are best kept under 5mb each
- If you aren't familiar with uploading files, please see if someone in your group knows how, or contact our Community Grants Officer (9205 2749)
- Please ensure the supporting documents you upload are the appropriate documents required for your application. See [What documentation do I need](#) for information on the documents you need to supply

To avoid losing your work, remember to regularly save your progress in SmartyGrants every 10-15 minutes, as the form logs you out after 30 minutes of inactivity.



# What happens next

## How we assess grants

We assess eligible applications using the criteria listed below and funding is awarded based on merit.

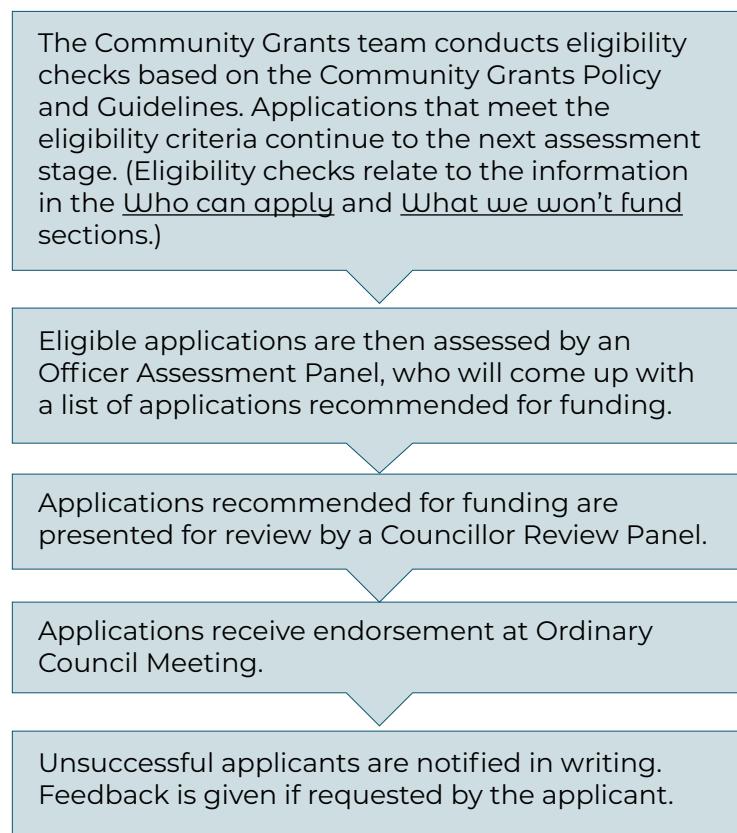
% OF SCORE	CRITERIA (What you need to tell us)	MEASURE (How we assess it)
20%	<b>Who</b> is delivering the activity / project? <ol style="list-style-type: none"> <li>Who does the group / organisation represent and what do they do?</li> <li>Is the group / organisation based within Hume City?</li> <li>Will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

### Please note:

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

# Assessment process

The Assessment Process involves several stages, which is why it takes a little time before you find out the outcome of your application.



# If your application is successful

- You'll be informed of the outcome of your grant application in writing.
- If your proposal is successful, you'll receive a Letter of Offer with a Funding Agreement document.
- The Funding Agreement sets out the terms on which Council is prepared to make the grant available.
- The Funding Agreement includes a Recipient Created Tax Invoice (RCTI). This means you aren't required to send a tax invoice to Council, regardless of whether or not you're registered for GST.
- If you're successful, you must enter into an agreement with Council before any money can be paid.
- To accept the grant offer, you must complete, sign and return the Funding Agreement to Council, accepting the terms and conditions.
- Grant monies will be paid by EFT after the return of the signed Funding Agreement.
- You will be invited to attend the 2023 Community Grants Presentation on Thursday 15 December 2021.

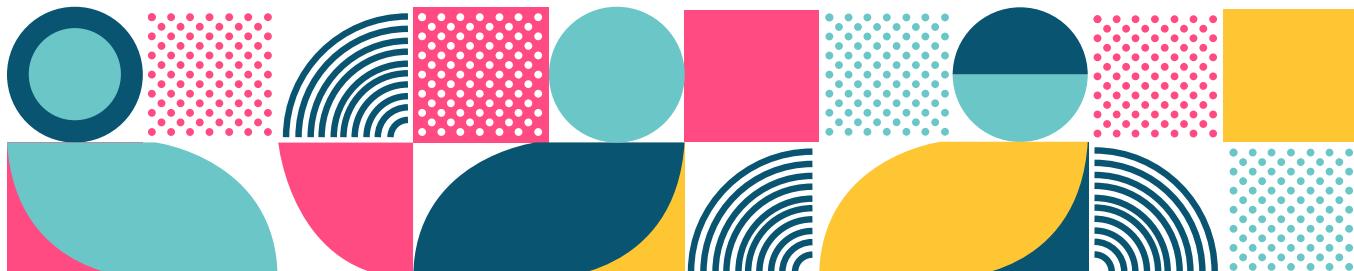
(Note that if you are applying in partnership with an Auspice Organisation, funding will be paid to that organisation, who will then distribute to your group/organisation as agreed in your Auspice agreement.)

# Your responsibilities

If you receive a grant from Council, you'll be expected to:

- Spend the money for the purpose outlined in your application and Funding Agreement.
- If your plans change (timing / budget / project), you need to submit a variation request to Council, and have it approved, before you make any changes to your project.  
If you spend the grant differently than your application / Funding Agreement without approval, Council will ask for all grant monies to be returned.
- Submit an Acquittal/Accountability Report that shows how the grant money was used, as set out in the Funding Agreement.
- Return any unspent funds to Council, unless written consent to extend the program and/ or allocate funds to an activity has otherwise been granted by Council.
- Acknowledge Council's support in any advertisements, flyers or other activities used to promote the project.
- Tell people about the funded activity or project. Please note, evidence of promotion will be required in your acquittal.

As part of the Community Grant accountability process, we reserve the right to audit any and all Community Grant recipients for compliance with the grant conditions and expenditure of grant monies received.



# Frequently asked questions

## What does it mean to be incorporated?

When your group is incorporated, it means it has its own legal identity, separate from its members. Activities occur in the group's name, rather than in the names of individual members.

As an example, if an unincorporated group needs to rent a property or arrange insurance, an individual member would need to sign under their name, placing them at personal financial risk.

An incorporated group can instead do this under the group name, which shares and reduces the risk to individual members.

Your community group may not want to become incorporated, particularly if you only ever handle small amounts of money, and have no need to enter into legal agreements. However, many grants are unavailable to unincorporated groups, and this is why auspicing is suggested in these situations.

For more information on incorporation, refer to the following helpful guides:

- Justice Connect's Not-for-profit-Law website: [How to decide whether your group should incorporate](#).
- Consumer Affairs Victoria's guide for clubs and community groups: [Should your club incorporate?](#)

## What is auspicing?

You can approach a larger organisation to partner with your community group/organisation to fund a grant. This is helpful if you are otherwise ineligible for the grant (for example if your group is not incorporated.)

The 'auspice organisation' takes responsibility (legal and financial) of the grant on your group's behalf. They will sign your grant agreement, receive and distribute grant funds under the grant agreement, ensure activities or events are completed, and submit accountability and evaluation reports on your behalf. Your group/organisation will still be known as the 'grant recipient'.

### Important information on auspice organisations:

- The auspice organisation you choose must be incorporated and have an ABN.
- 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.

If you choose to apply for a grant as part of an auspice agreement, you need to provide the auspice organisation's contact details, ABN, their most recent financial report, and evidence outlining your agreement with them.

## Taxation - does my group need an ABN?

Your group may need to supply an ABN as part of your application.

An ABN refers to an Australian Business Number issued by the Australian Taxation Office (ATO). 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)

It's a good idea for any incorporated group to register for an ABN. You can read more at the ATO website [www.ato.gov.au/business/registration](http://www.ato.gov.au/business/registration).

## What if my group doesn't have an ABN?

If your organisation doesn't have an ABN, you're requested to complete a Statement by Supplier Form and lodge it together with your application. The form is available on the Australian Taxation Office's (ATO) website: [www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/](http://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/)

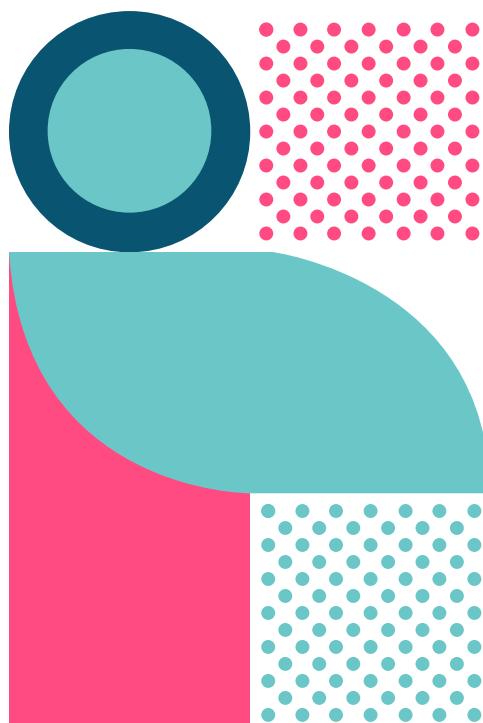
Please note, if you don't have an ABN and don't supply this form, we're obliged to take 46.5% of the grant allocated and send this to the ATO.

For information about taxation, contact the ATO on 13 28 66 between 8am and 6pm Monday-Friday, or visit [www.ato.gov.au](http://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.

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.



## Why do we need public liability insurance?

We understand that Public Liability Insurance (PLI) may cost a significant amount, however the risks of not having PLI could cost your group much more.

Your community group/organisation will most likely interact with the public as part of running your activities or events. While it's unlikely anything will go wrong, mishaps can occur, and a member of the public could be injured or a property damaged.

PLI protects your group/organisation against the liability to pay damages for a bodily injury, death, or for property damage that occurs as a result of an activity you run. It also covers the legal costs you would face if you had to defend a claim for bodily injury or property damage.

Because of the enormous potential costs your group could face if something went wrong and you didn't have PLI, we only fund groups who manage the risk by having PLI.

### **Why doesn't Hume Council's Public Liability Insurance cover us?**

Hume Council has taken out its own very specific PLI policy, which covers specific activities and locations. The Community Grants program funds community-led events and activities and therefore is outside the scope of Council's PLI.

### **Can you organise our Public Liability Insurance for us?**

There are many variables when calculating PLI, such as the type of activities being run, how many activities take place, and where. Therefore each group is unique and needs to have its own PLI.

### **We don't have Public Liability Insurance yet, can we still apply?**

To help new groups apply for grants, you are able to apply for our Quick Response and Operational Grant before you have PLI but if your application is successful, you must prove you have PLI by the time you sign your contract, or you won't receive the money.

We're happy to help if you need a list of possible Insurance providers. Contact our Community Grants Officer on 9205 2749.

### **IMPORTANT NOTE:**

PLI doesn't cover everything you may expect it to. You may need separate insurance when required, such as volunteers insurance to cover volunteers in the event of an injury claim, or building and contents insurance, to cover damage to a property in your organisation's control (if you're renting a space).

## What is an income and expenditure statement?

Whether it's called an Income and Expenditure Statement or a Profit and Loss report, this is a summary of income and expenses for your group that shows how much money has actually been spent against what type of activity. i.e. \$150 on catering for five events, \$200 on printing, \$300 on advertising, \$2,600 on wages. You can see an example as part of a Board's financial report here [www.ourcommunity.com.au](http://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 report as part of your Annual Statement

[www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations](http://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations)

If your organisation is a registered Not-For-Profit with ACNC, you are required to submit a Profit and Loss as part of your Annual Information Statement. [www.acnc.gov.au/for-charities/annual-information-statement](http://www.acnc.gov.au/for-charities/annual-information-statement)

### Do you have a question we haven't covered?

Check our website [www.hume.vic.gov.au/communitygrants](http://www.hume.vic.gov.au/communitygrants) for translated videos outlining the categories and frequently asked questions or contact the Community Grants Officer on 9205 2749 or [communitygrants@hume.vic.gov.au](mailto:communitygrants@hume.vic.gov.au).



# YEAR GRANT CATEGORIES

## Individual Development Grant

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

Apply for this grant if you are an individual wanting support with creating opportunities for skills development, professional development, networking and learning, and skill sharing in Hume communities.

Funding supports you with the costs to attend recognised opportunities that further your development. These opportunities must provide a clearly identified benefit to the Hume community.

#### Examples include:

- Leadership and professional development opportunities that will help build the leadership capacity of the Hume community
- Skills development and learning opportunities for people who volunteer with local community groups and are 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

#### Grant amounts allocated in recognition of travel costs are as follows:

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 your event or opportunity for which you seek funding
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted any previous funding received by Hume City Council, if applicable
- Applications for sporting events are ineligible under this program but may be eligible for Council's Sports Aid Grants
- You may be funded only once per year

#### Please note:

- Applications are accepted throughout the year until funds are exhausted
- You will be notified of the outcome within 6 weeks of a fully completed application (one that includes all required supporting documents)

# Quick Response Grant

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

Quick Response Grants support new community groups, and community groups with emerging or unexpected needs and opportunities outside of the annual grant timelines. You will need to explain why your application is urgent or unforeseen.

### We accept applications from:

- Newly established community groups requiring support with start-up and establishment costs
- Community groups with an urgent and unforeseen funding need that falls outside of the annual grants' payment timeframes

For example:

- COVID reopening costs; your group has not met for two years and needs to invest in Covid-safe equipment, reopen a bank account or re-register with a peak body (and cannot wait for the Annual grant round)
- Your organisation receives a large and sudden increase to rental fees, and if you can't pay it, you can't run your programs
- Your group is offered the chance to participate in a national event that you didn't plan on, and need help meeting costs (eg attending the National Eisteddfod or the Pan-Pacific Calisthenics Competition)
- You are a new group, with a different purpose to any existing group in Hume and want to formalise your organisation by paying for Incorporation, insurance and initial bank fees.

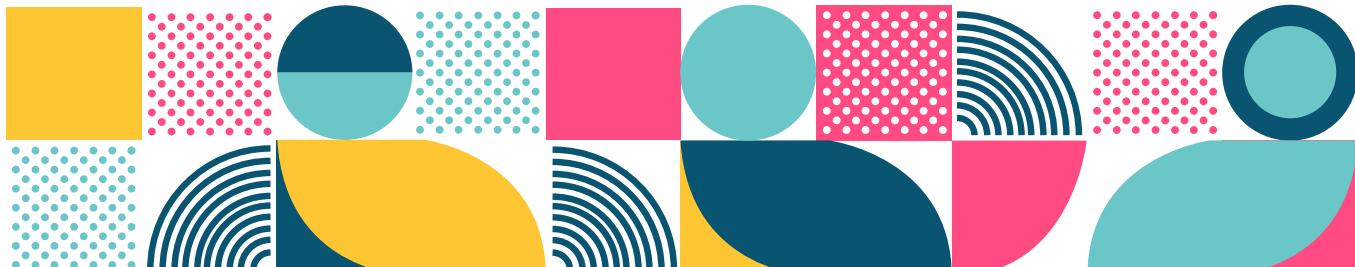
## ELIGIBILITY

### Applicants must:

- 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 explain the urgency of the need
- Be able to show 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
- Have satisfactorily acquitted previous funding received by Hume City Council (if applicable)
- Be incorporated or auspiced (see [What is auspicing?](#))

### Please note:

- Applications are accepted throughout the year until funds are exhausted.
- You will be notified of the outcome within 6 weeks of a fully completed application (one that includes all required supporting documents).
- If you are a first-time applicant, you do not need to show proof of Public Liability Insurance when applying. If your grant is successful, you will need to supply a copy at time of contracting.
- Acquittals are due within 3 months of funds being awarded, unless otherwise approved by Council.
- Successful applicants for Quick Response Grants are eligible to apply under any category in the Annual Grant Round



# Defibrillator Grant

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

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.

### ELIGIBILITY

#### **Applicants must:**

- Demonstrate a need for access to a defibrillator in the delivery of their activities
- Propose a location for the defibrillator (within Hume City) where the group meets at least fortnightly
- Demonstrate that there is no access to a defibrillator or similar emergency medical assistance in or near 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 [What is auspicing?](#))

#### **Please note:**

- Applications are accepted throughout the year until funds are exhausted.
- You will be notified of the outcome within 6 weeks of a fully completed application (one that includes all required supporting documents)

**Please note, Council-owned venues should already have Defibrillator machines in place. If you are unsure where they are, please speak to the relevant Venue Manager or Sport & Recreation Officer. If you are unsure who that is, please contact our Customer Service Centre on (03) 9205 2200 or [contactus@hume.vic.gov.au](mailto:contactus@hume.vic.gov.au)**

# 3064 Community Support Fund Grant

## GRANT AMOUNT: UP TO \$5,000 (\$1,000 per person) (OPEN ALL YEAR)

This grant is funded by contributions from a Craigieburn-based gambling venue to community support fund and respond to community need and encourage participation in community life for people who live in the 3064 postcode. This includes Craigieburn, Donnybrook, Kalkallo, Mickleham and Roxburgh Park.

You can apply for this grant if you are an incorporated not-for-profit organisations or community groups (including schools) supporting an individual or family with a local community need.

Examples of local community needs include: mobility aids; support to pay for someone's school fees, counselling services, gaps in medical support (i.e. hearing aids, back brace etc), unforeseen expenses/bills or participation in social, leisure, health and wellbeing programs.

### ELIGIBILITY

#### **Applicants must:**

- Be incorporated and not-for-profit organisations or community groups (including schools) who are supporting an individual or family
- Apply on behalf of an individual or family.
- The individual or family must reside within postcode 3064
- The individual or family must have an unforeseen need/hardship

Your organisation will be:

- Be responsible for all reporting and acquittal requirements
- Give 100% of funding to the identified individual or family
- Have no outstanding debts with Hume City Council
- Have satisfactorily acquitted any previous funding received by Hume City Council

#### **Please note:**

- Applicant organisations can submit applications on behalf of up to 5 individuals or families per form.
- Each individual/family is assessed individually and on the merits as outlined in the application
- Individuals and families must not have received a 3064 Community Support grant before

# ANNUAL GRANT CATEGORIES

## Community Operational Grant

### **GRANT AMOUNT: UP TO \$1,500 (ANNUAL GRANT)**

These grants support the day-to-day operational activities of community groups who are working on ongoing projects that help improve health, wellbeing and connection in the community.

#### **Examples include:**

- Incorporation fees
- Insurance costs
- Catering (small-scale ongoing catering, such as tea/coffee, not catering for one-off events)
- Room hire fees
- Small equipment purchases up to \$1,500 (e.g. small sporting equipment for sporting clubs, kitchen equipment for social groups, 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
- Meet in Hume and/or show that the grant 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, if applicable
- Be incorporated or auspiced (see What is auspicing?)

To be eligible, equipment cannot be fixed/permanent items (see What we won't fund)

Equipment ownership must be retained by the group i.e. if a group purchases a laptop for the treasurer to use, and the treasurer retires, the laptop must be returned to the group.

## Community Participation Grant

### **GRANT AMOUNT: UP TO \$3,000 (ANNUAL GRANT)**

These 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
- Cultural events and festivals (e.g. NAIDOC Week, Reconciliation Week, Cultural Diversity Week, International Women's Day)
- Sustainability projects
- Youth projects, training and excursions

**\*A maximum of half the funding amount (\$1,500) can be used for event/project related operational costs such as: room and venue hire fees, insurance costs, catering, equipment related to the project 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 (if applicable)
- Be incorporated or auspiced (see page What is auspicing?)

# 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** 25 May – 30 June 2022

**Round 2** 1-30 November 2022

### \*Applications should align closely with Hume City Council Plans, Strategies and Policies

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

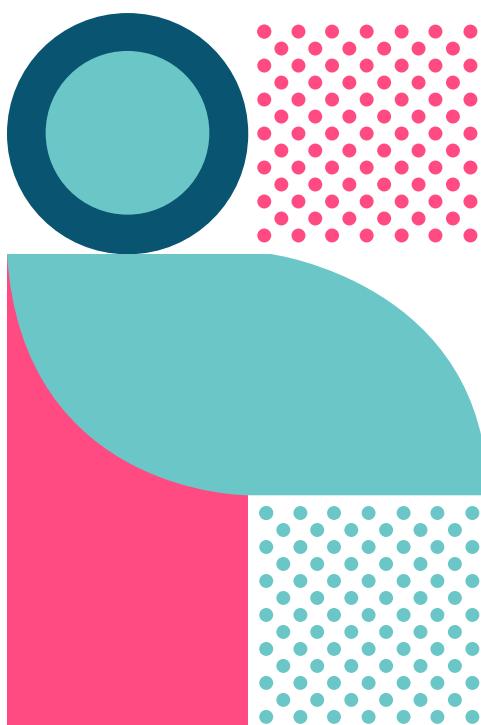
- Piloting a new service or program
- Research to investigate an emerging need
- Enhancing access to programs and information development of a partnership proposal
- A feasibility study to investigate a service or project proposal
- A joint project between two community groups/organisations

## 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 us a detailed Project Plan
- Discuss the proposal with a Council Officer whose portfolio most aligns with 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 (if applicable)
- 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)
- Projects can be for up to six or twelve months

**\*Please check our [website](#) for the list of Council Officers who are nominated to help with your application. Leave plenty of time so that the Officer can make an appointment with you.**



# Partnership Grant

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

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.

You can apply for a Partnership Grant if you are an established organisation with a proven record in the provision of quality programs and services. You must provide evidence of the need for the project and demonstrate your capacity to resource and deliver projects.

### \*Applications must align closely with Hume City Council Plans, Strategies and Policies

#### 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

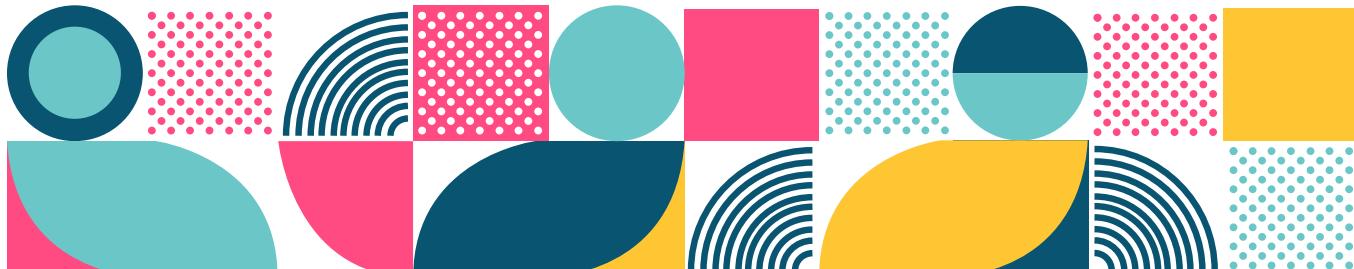
Funding will be for a period of up to three years. To meet the funding criteria for subsequent years, applicants must show how the first year has met the milestones outlined in the project plan and justify the need for future-years funding.

## ELIGIBILITY

### Applicants must:

- 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 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.
- Give a detailed Project Plan
- Demonstrate how the project will be made fully sustainable upon cessation of Council funding
- 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)

**\*Please check our [website](#) for the list of Council Officers who are nominated to help with your application. Leave plenty of time so that the Officer can make an appointment with you.**



# Specialist Partnership Grant

## (Reducing Gambling Harm)

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

This grant 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.

You can apply for the Specialist Partnership Grant (Reducing Gambling Harm) if you are an established not-for-profit organisations, schools or university with 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 “normalisation” 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 to address the harms to those directly affected or indirectly affected by gambling.

### ELIGIBILITY

#### Applicants must:

- 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
- 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)
- Discuss the proposal with a Council Officer whose portfolio most aligns with your project proposal. The Council Officer you have spoken to must be named in your application\*
- 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

\*Please check our [website](#) for the list of Council Officers who are nominated to help with your application. Leave plenty of time so that the Officer can make an appointment with you.





## Hume City Council

1079 Pascoe Vale Road, Broadmeadows  
PO Box 119, Dallas, Victoria 3047  
Telephone 9205 2200 Facsimile 9309 0109

### Customer Service Centres

Open Monday to Friday  
8am–5pm

**Broadmeadows**  
1079 Pascoe Vale Road

**Craigieburn**  
75-95 Central Park Avenue

**Sunbury**  
44 Macedon Street

**contactus@hume.vic.gov.au**  
**hume.vic.gov.au**

## HumeLink

Multilingual telephone  
information service

**Enquiries 9205 2200**

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Za informacije na bosanskom	9679 9816
Za informacije na hrvatskom	9679 9817
Για πληροφορίες στα ελληνικά	9679 9818
Per avere informazioni in italiano	9679 9819
За информације на српском	9679 9820
Para información en español	9679 9821
Türkçe bilgi için	9679 9822
Muốn biết thông tin tiếng Việt	9679 9823
For other languages...	9679 9824

