



# **EMPOWERING COMMUNITIES**

## **HUME EMPOWERING COMMUNITIES FUNDING GUIDELINES 2022 - 2024**

## CONTENTS

Hume Empowering Communities Initiative	2
Types of funding	3
Who can apply?	4
What will we fund?	4
What wont we fund?	4
Submitting your proposal	5
How do I apply?	7
Helpful resources	7
Important things to remember about our grants	8
How we assess grants:	9
• Quick Response Grants	9
• Innovation Grants	10
• Impact Grants	11
Assessment Process	12
If your application is successful	13
Information sessions	14
Frequently Asked Questions	15

## THE HUME EMPOWERING COMMUNITIES PROGRAM

This initiative has been funded through the Building Safer Communities – Empowering Communities program, which is administered by the Department of Justice and Community Safety (DJCS). Empowering Communities funding aims to support community designed and delivered initiatives that take an evidence informed, innovative approach to address local issues impacting on crime and perceptions of safety.

The Hume Empowering Communities Program aims to support the community to undertake evidence-informed, innovative initiatives to address issues impacting on crime and perceptions of safety and build community capability to address these issues in Hume.

The common goal of the Hume Empowering Communities Program, developed by the Hume Empowering Communities Action Group is that:

**Children entering adolescence (8-14 years) develop and maintain life skills, engage in school, and have safe, stable and nurturing relationships with parents and/or caregivers.**

The key objectives of the initiative are:

- Opportunities to develop life skills in a family and school/community context.
- Connection to culturally responsive family and legal services.
- Support for school transitions and individual learning needs.

Identified target cohorts for funded projects/activities:

- Culturally and linguistically diverse (CALD) young people and families
- Young people and families from newly arrived/refugee backgrounds
- First Nations young people and families
- Young people in out of home care
- Young people impacted by trauma

All funding applications need to show evidence of how they will respond to the common goal and key objectives of the initiative.

### **Hume Empowering Communities Action Group**

The Hume Empowering Communities Action Group is responsible for supporting the implementation of the initiative within the community and will be the main decision making body for funded activities.

The group has worked with the community to establish the common goal, objectives and target cohorts for the funding.

The Hume Empowering Communities Action Group includes key organisations from across Hume who provide expertise and connections to the Hume community.

We welcome your interest in the Hume Empowering Communities Grants Program. If you're ready to apply for a grant, go straight to: [www.hume.vic.gov.au/Your-Council/Grants-awards-and-funds](http://www.hume.vic.gov.au/Your-Council/Grants-awards-and-funds)

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

## TYPES OF FUNDING

The Hume Empowering Communities Initiative has a total funding pool of \$550,000 (January 2022 – June 2024) for local projects that respond to the common goal and key objectives.

There are three funding streams:

STREAM	AMOUNT	KEY DATES	FUNDING TYPE
<b>Quick Response Stream</b>	Up to \$20,000	<p><b>Funding opens:</b> 6 December 2021</p> <p><b>Funding closes:</b> 24 January 2022</p> <p>Projects/activities need to start 1 March 2022 and be completed by 30 December 2022.</p>	<p>Small pilot projects/activities that:</p> <ul style="list-style-type: none"> <li>• address crime prevention and community safety.</li> <li>• respond to the common goal and key objectives of the initiative.</li> <li>• demonstrate evidence of immediate impact in the Hume community.</li> </ul>
<b>Innovation Stream</b>	Up to \$50,000	<p><b>Funding opens:</b> 6 December 2021</p> <p><b>Funding closes:</b> 24 January 2022</p> <p>Projects/activities need to start 1 March 2022 and be completed by 30 December 2022.</p>	<p>Larger projects/activities that:</p> <ul style="list-style-type: none"> <li>• demonstrate innovation and test new, more effective approaches to improve community safety and crime prevention.</li> <li>• respond to the common goal and key objectives of the initiative.</li> </ul>
<b>Impact Stream</b>	Up to \$200,000	<p><u>Round 1</u></p> <p><b>Funding opens:</b> 6 December 2021</p> <p><b>Funding closes:</b> 24 January 2021</p> <p>Projects/activities need to start 1 March 2022 and be completed by 30 June 2024.</p> <p><u>Round 2</u></p> <p><b>Funding opens:</b> 7 November 2022</p> <p><b>Funding closes:</b> 2 December 2022</p> <p>Projects/activities need to start 10 January 2023 and be completed by 30 June 2024.</p>	<p>Larger projects/activities that:</p> <ul style="list-style-type: none"> <li>• are developed and delivered over a 30-month period.</li> <li>• can demonstrate significant impact on community safety and crime prevention in Hume.</li> <li>• respond to the common goal and key objectives of the initiative.</li> </ul>

## WHO CAN APPLY?

Applicants must:

- Be a not-for-profit community group or organisation based in Hume.
- Run the proposed activity or project from a location within Hume and/or show that it will substantially benefit young people, families and/or the community in Hume.
- 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.
- Have strong governance and ability to accept funding.
- Have appropriate insurances that include Public Liability Insurance.
- Be a Child Safe organisation.
- Show capacity to work with 8-14 year olds (within a family/school context) from the identified target cohorts.

If your organisation is not incorporated, it must have an auspice agency. You will need their financial and taxation details. If you want to know more about Auspicing please click here

<https://www.nfplaw.org.au/auspicing>

## WHAT WE WILL FUND

All projects must:

- Demonstrate evidence of how the project/activity will address the common goal and key objectives of the Hume Empowering Communities Initiative.
- Be evidence-informed (i.e. address an identified need/s).
- Be innovative and test new approaches.
- Be completed within agreed timeframes and funding.
- Be delivered within Hume i.e. for individuals who live in Hume (but can also be for people who work, study, play in and visit Hume).
- Be impactful (with broad reach) and should cater to the identified cohort.
- Use a partnership approach and have evidence of integration.
- Be sustainable and develop a good understanding of how further funding can be leveraged to ensure sustainable outcomes.
- Use problem-solving methodology.
- Demonstrate engagement with young people.

## WHAT WE WON'T FUND

- Organisations that are not based within Hume.
- Projects or activities that are core services of State or Federal Government including Victoria Police or schools for example.
- Initiatives that do not focus or directly benefit the Hume community.
- More than one application by an applicant under the any category in a financial year.
- Activities that have already commenced for which retrospective funding is sought.
- Applications submitted after the closing date.
- Purchase of equipment, uniforms or capital expenditure.
- Costs associated with the purchase or maintenance of vehicles of any kind.
- Overseas or interstate travel.

- Costs that duplicate the funding responsibility of other state or local government agencies (such as family violence, mental health, or drug and alcohol support for example) or that could be funded through other government grant programs.
- Development of software applications (apps).

## SUBMITTING YOUR PROPOSAL

Remember to leave plenty of time to prepare your application.

Before completing this application, you must read:

- Hume Empowering Communities Application Guidelines.
- SmartyGrants Help Guide for Applicants.

**Your group or organisation may only apply for (and be awarded) one grant in each funding round.**

### 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.

Incorporated groups and organisations must provide a copy of their Profit and Loss statement. Australian Public Companies with an ABN should provide their most recently audited financial statements.

(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 [www.nfplaw.org.au/auspicing](http://www.nfplaw.org.au/auspicing)

- Bank details for your group/organisation (including a Bank Statement with your legal bank account number for payment to be made).
- 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 for the duration of your project/activity.
- Quotes to support your budget for items you intend to purchase, i.e. for resources, bus hire, advertising & promotion, flyers, stationery etc.
- Letters of support for the project/activity from organisations connected to Hume
- Project Plan and Evaluation Plan Template (available on SmartyGrants)

### Using SmartyGrants

When you are ready to submit your Hume Empowering Communities 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.

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

- Whilst using SmartyGrants, you should remember to regularly **save your application** by clicking the 'Save Progress' button every 10-15 minutes which appears at the top of your screen as the form logs you out after 30 minutes of inactivity.
- Please review your application before submitting. You will not be able to change it after it has been submitted.
- As part of completing the form, you need to upload supporting documents. 'File Upload' allows applicants to upload one or more file attachments in their application. The recommended size of a file must be no bigger than 5mb. If you aren't familiar with uploading files, please see if someone in your group knows how, or contact our Hume Empowering Communities Project Officer (tel 9205 2200 – email address: ).
- 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 the Hume Empowering Communities Project Officer (tel 9205 2200) before submissions close.
- Please ensure the supporting documents you upload are the appropriate documents required for your application. See **What documentation do I need** section on page 5 for information on the documents you need to supply.
- Submit your application by **5pm on the closing date:**

Quick Response Stream	Monday 24 January 2022
Innovation Stream	Monday 24 January 2022
Impact Stream	Round 1 – Monday 24 January 2022 Round 2 – 2 December 2022

### Need support?

We offer support to help you complete your application using SmartyGrants.

Contact the Hume Empowering Communities Project Officer.

Telephone: (03) 9205 2200

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

## HOW DO I APPLY?

Follow these steps to ensure your application is submitted correctly.

Step 1	Check your eligibility	Confirm your group/organisation's eligibility to apply. Refer to the <b>Who can apply</b> section on page 4 for eligibility criteria.
Step 2	Choose your grant category	Identify the Grant category you plea to apply for: <ol style="list-style-type: none"> <li>1. Quick Response Stream</li> <li>2. Innovation Stream</li> <li>3. Impact Stream</li> </ol> Refer to the <b>Types of Funding</b> section on page 3 for more information.
Step 3	Get more information	Attend a Hume Empowering Communities Information Session to hear more about the initiative and how to apply for funding.  Refer to the <b>Information Sessions</b> section on page 13 for more session dates. Alternatively, speak to the Empowering Communities Project Officer on 9205 2200
Step 4	Arrange your supporting documents	Check what documents you need to submit with your application.
Step 5	Apply for a grant	Go to the Hume City Council <a href="#">webpage</a> and select the grant you wish to apply for. Once in the grant page, select APPLY NOW to begin your application in SmartyGrants.
Step 6	Consider your application responses	When answering your grant application consider the following: <ul style="list-style-type: none"> <li>• Ensure you state clearly what your project/activity is</li> <li>• State clearly what you want to do, why the project is needed and how you will deliver it</li> <li>• Ensure your budget is clear and realistic</li> </ul> *Examples can be found at: <a href="http://www.fundingcentre.com.au/answersbank">www.fundingcentre.com.au/answersbank</a>
Step 7	Submit on time	Be aware of the closing date to ensure you submit on time. Applications will not be accepted after the round closes.

## HELPFUL RESOURCES

Some useful references to support your application can be found here:

[Hume 0-24 Framework](#)

[Safe in Hume – Our Community Safety Plan](#)

[Crime Statistics Agency Victoria](#)

[Hume City demographic profile](#)

[id data – demographic resources](#)

<https://www.crimeprevention.vic.gov.au/resources/crime-prevention-evaluation-toolkit>

<https://ccyp.vic.gov.au/child-safe-standards/>



## IMPORTANT THINGS TO REMEMBER ABOUT OUR GRANTS

- The decision to award grants is made by the Hume Empowering Communities Action Group. The Assessment Panel comprises of independent members of the Hume Empowering Communities Action Group. The Assessment Panel will make recommendations to the Hume Empowering Communities Action Group for approval based on how well an application meets the funding criteria and addresses the common goal and objectives.
- The Hume Empowering Communities Grants Program is a competitive process and funds are awarded based on merit. The decision is final. There is no review or appeal process.
- The Empowering Communities Assessment Panel reserves the right to include information about the application provided by local evaluators or experts in the decision-making process.
- We reserve the right to re-categorise any application into the category we deem appropriate.
- If a party considers a dispute has arisen in the grants application process, that party, through its authorised representative, must send a notice to [humeempoweringcommunities@hume.vic.gov.au](mailto:humeempoweringcommunities@hume.vic.gov.au) within 7 days of advice of notional outcomes. Notification must list the issues in dispute, the impact on the applicant's interests, any relevant background information, and the outcome desired. On receipt of the notification, the authorised representatives must meet with nominated members of the Hume Empowering Communities Action Group within 7 days to attempt to resolve the Dispute.
- Canvassing of representatives or staff from Hume City Council or the Department of Justice and Community Safety or members of the Hume Empowering Communities Action Group is prohibited. For example, this means that you can't contact a Hume Councillor or staff member and ask them to put in a good word, or help you get your grant approved.
- Hume City Council Councillors, Council staff, members of the Hume Empowering Communities Action Group or staff from the Department of Justice cannot provide letters of support for your application, as this could be an actual or perceived Conflict of Interest.
- 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).
- Successful applicants will enter into a Funding Agreement with Hume City Council as the Lead Agency of the Hume Empowering Communities Initiative. We reserve the right to withdraw support or ask for funds to be returned if you do not comply with any written agreement entered into.

## HOW WE ASSESS GRANTS

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

QUICK RESPONSE STREAM		
% OF SCORE Weighting	CRITERIA What you need to tell us	MEASURE How we assess it
CRITERIA 1 20% weighting	<p>How does your project/activity respond to the Hume Empowering Communities common goal and what will be the outcome of the project/activity?</p> <p>Who are the expected beneficiaries of this project/activity?</p>	<p>How does the project/activity respond to the common goal?</p> <p>To what extent does the project/activity benefit the local community and target cohort/s?</p> <p>How many people are likely to benefit from the project/activity?</p>
CRITERIA 2 20% weighting	Evidence of identified need.	<p>How has the applicant identified the need for the project/activity?</p> <p>What sources of evidence are used?</p>
CRITERIA 3 20% weighting	What is the project/activity and how will it be delivered?	<p>Is there a clear link between the need, the outcomes and the activities that will be delivered?</p> <p>Has a clear project plan that outlines objectives and deliverables been included?</p>
CRITERIA 4 20% weighting	How will your organisation ensure outcomes are achieved and evaluated?	<p>How will the applicant evaluate the outcomes of the project?</p> <p>Does the plan clearly outline key outcomes/impacts of the project/activity, data collection tools and evaluation methodology?</p>
CRITERIA 5 10% weighting	How will young people, families and/or community will be engaged in the development and delivery of the project/activity?	Are the outcomes of the project clearly identified and what are the strategies that will be used to ensure do they contribute to engagement of young people and families?
CRITERIA 6: 10% weighting	Project Budget	<p>Is the project well planned and achievable within the timeframe?</p> <p>Is the budget clear and realistic?</p> <p>Is the project financially viable and does it demonstrate sound management?</p>

INNOVATION STREAM		
% OF SCORE Weighting	CRITERIA What you need to tell us	MEASURE How we assess it
CRITERIA 1 10% weighting	<p>How does your project/activity respond to the Hume Empowering Communities common goal and what will be the outcome of the project?</p> <p>Who are the expected beneficiaries of this project/activity?</p>	<p>How does the project/activity respond to the common goal?</p> <p>To what extent does the project/activity benefit the local community and target cohort/s?</p> <p>How many people are likely to benefit from the project/activity?</p>
CRITERIA 2 20% weighting	<p>Evidence of identified need.</p> <p>How does your project/activity demonstrate innovation?</p>	<p>How has the applicant identified the need for the project/activity?</p> <p>What sources of evidence are used?</p> <p>How does the project/activity demonstrate innovation?</p>
CRITERIA 3 20% weighting	<p>What is the project/activity and how will it be delivered?</p>	<p>Is there a clear link between the need, the outcomes and the activities that will be delivered?</p> <p>Has a clear project plan that outlines objectives and deliverables been included?</p>
CRITERIA 4 20% weighting	<p>How will your organisation ensure outcomes are achieved and evaluated?</p>	<p>How will the applicant evaluate the outcomes of the project?</p> <p>Does the plan clearly outline key outcomes/impacts of the project/activity, data collection tools and evaluation methodology?</p>
CRITERIA 5 10% weighting	<p>How will young people, families and/or community will be engaged in the development and delivery of the project/activity?</p>	<p>Are the outcomes of the project clearly identified and what are the strategies that will be used to ensure do they contribute to engagement of young people and families?</p>
CRITERIA 6: 10% weighting	<p>How will the project/activity be developed and delivered in partnerships with others to ensure diversity of local needs and interests and considered?</p> <p>What is your organisation or group's experience in delivering crime prevention, community development and/or community engagement activity in partnership with other key organisations?</p>	<p>How does the project/activity work in partnership with young people, families and the community?</p> <p>What is the role of partners in the delivery of the project/activity?</p> <p>Which other groups or organisations are you working with to meet local needs and interests?</p> <p>List previous crime prevention, community development and/or</p>

		engagement programs that your organisation or group has delivered in the past.
CRITERIA 7: 10% weighting	Project Budget	<p>Is the project well planned and achievable within the timeframe?</p> <p>Is the budget clear and realistic?</p> <p>Is the project financially viable and does it demonstrate sound management?</p>

IMPACT STREAM		
% OF SCORE Weighting	CRITERIA What you need to tell us	MEASURE How we assess it
CRITERIA 1 10% weighting	<p>How does your project/activity respond to the Hume Empowering Communities common goal and what will be the outcome of the project?</p> <p>Who are the expected beneficiaries of this project/activity?</p>	<p>How does the project/activity respond to the common goal?</p> <p>To what extent does the project/activity benefit the local community and target cohort/s?</p> <p>How many people are likely to benefit from the project/activity?</p>
CRITERIA 2 20% weighting	<p>Evidence of identified need.</p> <p>How does your project/activity demonstrate innovation?</p>	<p>How has the applicant identified the need for the project/activity?</p> <p>What sources of evidence are used?</p> <p>How is the project/activity innovative?</p>
CRITERIA 3 20% weighting	<p>What is the project/activity and how will it be delivered over 30 months?</p>	<p>Is there a clear link between the need, the outcomes and the activities that will be delivered?</p> <p>How will the project/activity be sustained beyond the funding period?</p>
CRITERIA 4 20% weighting	<p>How will your organisation ensure outcomes are achieved and evaluated?</p>	<p>How will the applicant evaluate the outcomes of the project?</p> <p>Does the plan clearly outline key outcomes/impacts of the project/activity, data collection tools and evaluation methodology?</p>
CRITERIA 5 10% weighting	<p>How will young people, families and/or community will be engaged in the development and delivery of the project/activity?</p>	<p>Are the outcomes of the project clearly identified and what are the strategies that will be used to ensure engagement of young people and families?</p>

<p>CRITERIA 6: 10% weighting</p>	<p>How will the project/activity be developed and delivered in partnerships with others to ensure diversity of local needs and interests and considered?</p> <p>What is your organisation or group's experience in delivering crime prevention, community development and/or community engagement activity in partnership with other key organisations?</p>	<p>How does the project/activity work in partnership with young people, families and the community?</p> <p>What are the role of partners in the delivery of the project/activity?</p> <p>What groups or organisations are you working with to meet local needs and interests?</p> <p>List previous crime prevention, community development and/or engagement programs that your organisation or group has delivered in the past.</p>
<p>CRITERIA 7: 10% weighting</p>	<p>Project Budget</p>	<p>Is the project well planned and achievable within the timeframe?</p> <p>Is the budget clear and realistic?</p> <p>Is the project financially viable and does it demonstrate sound management?</p>

## ASSESSMENT PROCESS

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

<p><b>STAGE 1</b></p>	<p>The Hume Empowering Communities grants team conducts eligibility checks based on the Guidelines. Applications that meet the eligibility criteria continue to the next assessment stage. (Eligibility checks relate to the information in the <b><i>Who can apply</i></b> and <b><i>What we won't fund</i></b> sections.)</p>
<p><b>STAGE 2</b></p>	<p>Eligible applications are then assessed by the Hume Empowering Communities Assessment Panel, who will come up with a list of applications recommended for funding.</p>
<p><b>STAGE 3</b></p>	<p>Applications recommended for funding are presented for review and approval by the Hume Empowering Communities Action Group.</p>
<p><b>STAGE 4</b></p>	<p>Successful applicants will be informed in writing and will receive a Letter of Offer with a Funding Agreement document.</p> <p>Unsuccessful applicants are notified in writing. Feedback is given if requested by the applicant.</p>

## IF YOUR APPLICATION IS SUCCESSFUL

- You'll be informed of the outcome of your grant request in writing.
- You'll receive a Letter of Offer with a Funding Agreement document.
- The Funding Agreement document sets out the terms on which the grant is made available to you.
- The Funding Agreement pack now 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.
- You must enter into an agreement before any money can be paid.
- To accept the grant offer, you must complete, sign and return the Funding Agreement document accepting the terms and conditions.
- Grant monies will be paid by EFT after the return of the signed Funding Agreement. (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.)

### **What's expected if my application is successful?**

If you receive a grant from the Hume Empowering Communities Initiative, you'll be expected to:

- Spend the money for the purpose outlined in your application and Funding Agreement.
- If your plans change (timing/budget/activity), you need to submit a variation request, and have it approved, before you make any changes to your project/activity. If you spend the grant differently than your application/Funding Agreement without approval, you will be asked to return the funding.
- Submit an Acquittal/Financial Report that shows how the grant money was used, as set out in the Funding Agreement document. You will also need to show proof that money was spent i.e. receipts or financial reports.
- Return any unspent funds unless written consent has otherwise been granted by the Hume Empowering Communities Initiative.
- Acknowledge the Hume Empowering Communities Initiative and Victorian Government support in any advertisements, flyers or other activities used to promote the project/activity.
- Tell people about the funded activity or project. Please note, evidence of promotion will be required in your acquittal.
- As part of the Hume Empowering Communities Grant accountability process, we reserve the right to audit any and all grant recipients for compliance with the grant conditions and expenditure of grant monies received.

## INFORMATION SESSIONS

Information sessions about how to apply for a Hume Empowering Communities Grant will be held:

- 6-7pm Thursday 9 December 2021
- 3-4pm Thursday 16 December 2021
- 6-7pm Tuesday 11 January 2022
- 2-3pm Thursday 13 January 2022

We encourage your group or organisation to attend one of these sessions before making your application.

The Hume Empowering Communities team will be available at the sessions to answer any questions you may have.

Please join the Information Sessions via zoom on Council's [website](#)

## 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 will 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: [www.justiceconnect.org.au](http://www.justiceconnect.org.au)
- Consumer Affairs Victoria's guide for clubs and community groups: [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

### WHAT IS AUSPICING?

You can approach a larger organisation to partner with your community group/organisation to fund a grant.

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 be known as the 'grant recipient'.

#### ***Why choose an auspice arrangement?***

You may consider an auspice arrangement with another organisation if your group/organisation is ineligible to apply for a Hume Empowering Communities Grant (for example, if your group is not incorporated).

You may also wish to take advantage of the infrastructure, skills and management of an established organisation, especially if your group does not have experience with applying for and managing grants.

#### ***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.

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

There are many variables when it comes to the calculation of PLI, such as the type of activities being run, how many activities or events take place, and the location in which they occur. Each group is unique and needs to have insurance that matches its activity therefore it is important that the group organises their own PLI.

We're happy to help if you need a list of possible Insurance providers. Contact our Hume Empowering Communities Project Officer on 9205 2200.

**Important note:** PLI doesn't cover everything you may expect it to. It's important that you understand your PLI policy, and take out separate insurance when required, such as volunteers insurance to cover volunteers in the event of an injury claim, or 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? OR A PROFIT AND LOSS REPORT?**

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 on the Our Community Website. [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 as part of your Annual Statement.

[www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

[www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporatedassociation/annual-statement](http://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporatedassociation/annual-statement)

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)

### **WHAT DOES "IN KIND" MEAN?**

"In kind" means items, resources or time that has been donated. i.e. Someone might give you room hire for free, but it would be worth \$300 if you had to pay for it. That counts as in-kind income (but also an in-kind cost). Adding in kind costs to your budget shows the value your group bring to the project, rather than just the cash cost.

**Important note:** Lots of groups rely on volunteer hours to deliver projects; if you are going to include this as an in-kind cost, please value it at \$30 per hour.

## NEED FURTHER ASSISTANCE?

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

Please contact us with any questions you may have about the Hume Empowering Communities Initiative.

Hume Empowering Communities Project Officer

Telephone: (03) 9205 2200

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

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

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.

A poster for HumeLink, Hume City Council's multilingual telephone information service. The poster is teal and white. It lists phone numbers for various languages:

Language	Phone Number
General enquiries	Telephone 9205 2200
المعلومات باللغة العربية	9679 9815
සේවාවේ විද්‍යුත් දුරකථන අංකය	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
Za informacije na srpskom	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