

[View and Navigate the Application Form](#)

Follow the link to Hume City Council's 2014 Community Grants application

<http://hume.smartygrants.com.au/cg2014>

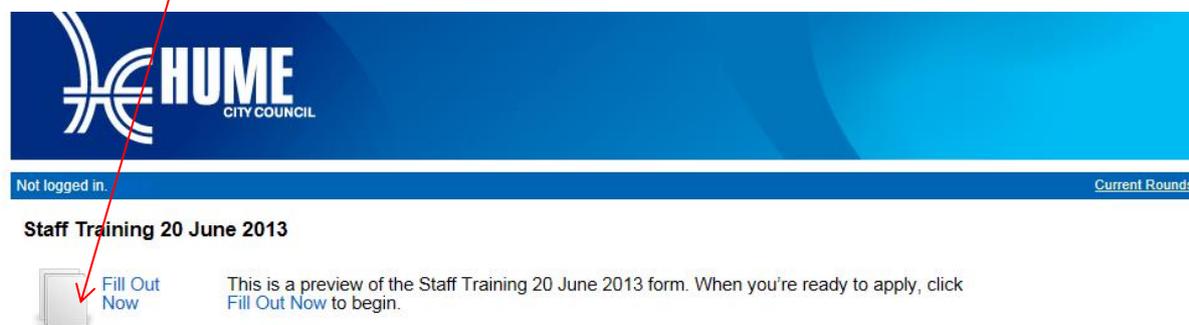
When you first access the Hume City Councils SmartyGrant online system you will be presented with the following options:

[Start a Submission or Preview the Form](#)

To preview the entire application form and view the questions asked in the application, simply click **Preview the Form**.



You **CANNOT** fill out the form while in preview mode. To complete the application you need to **Fill Out Now**.



[Register and Apply](#)

After you click **Start a Submission** on the home page or **Fill Out Now** on the preview page you will be directed to the **Login or Register** page.

In order to enable you to complete the form, you must first have an account with Hume City Council SmartyGrants online system. Your account details are used solely for the purpose of enabling you to complete your application form and in case we need to contact you.

Once you have registered an account, you will use the same username and password for any additional applications you may create in the future at Hume City Council or any other organisation using SmartyGrants.

New Users

If you do not have an account you will need to provide your details here. Press the **Continue** button. You will then need to confirm your password through an email that will be sent to you confirming your **Login** details



Registration Complete

Thankyou, your registration is complete.

We have registered you as:

Name: Joe Blog
Organisation: Melbourne Airport
Email: J.Blog@melbourneairport.com

Please use these details to log in when you start a new submission.



Login or Register

You must register before you can make an online submission.

Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.

It only takes a moment to register and you can get started on your submission straight after registering.

Fields marked with * must be completed.

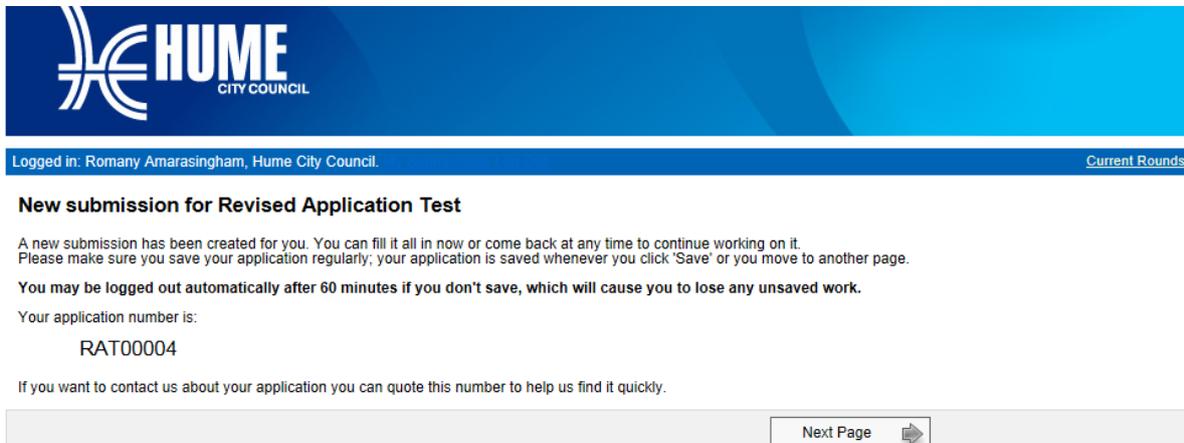
The image shows two side-by-side forms. The 'Login' form on the left has fields for 'Email Address:' and 'Password:', a link for 'Forgotten your password?', and a 'Log In' button. The 'Register' form on the right has fields for 'Your Name: *', 'Organisation: *', 'Email Address: *', and 'Password: *', along with a 'Continue' button. A red arrow points from the 'Log In' button in the left form to the 'Continue' button in the right form.

Login or Existing Users

Simply fill in your details and **Login**.

If you already have a SmartyGrants account and have forgotten your password click on the link **Forgotten your password** to have your password emailed to you.

You will be given a unique application number, quote this number if you require assistance or wish to discuss your online application. Click **Next Page**.



Make sure you **regularly save** your work. You will automatically be logged out if you do not save your work over a 60 minute period.

USEFUL INFORMATION

The following commands can be found on the application form.



Using these commands you can navigate between the different pages of your form. You can also **Save your Progress**, or **Save and Close** your form in order to return to it at a later date.

You can quickly jump to various pages in the application form using the navigation commands **Previous Page** and **Next Page**.

Some questions may ask you to enter a date. Click on the calendar icon below and select your date.

PT1 - 1.1 What is the project start date? *

 Must be a date between 20/12/2013 and 30/6/2014

1. INTRODUCTION

Navigation Panel

A navigation panel appears on the left hand side of every screen. By clicking on any page within the panel you are able to move directly to that page.

The screenshot displays the Hume City Council online application interface. At the top, the Hume City Council logo is visible on the left, and the user is logged in as Alana Talbot. The page title is "Test of Master 14 June 2013 12:30pm — TM00002". A navigation panel on the left lists 19 application steps, with "1. Introduction" selected. The main content area shows the "Introduction" page, which includes a welcome message, instructions on preparing and completing the application, and information about submitting the application. At the top of the main content area, there are buttons for "Save Progress", "Save and Close", and "Next Page".

**MAKE SURE YOU READ THROUGH THE INTRODUCTION PAGE AND
THEN CLICK NEXT PAGE.**

2. APPLICANTS DETAILS

Begin to fill out the application form and remember to regularly save your information.

All questions marked with a **red asterix *** are **required questions** and these must be completed. You will not be able to submit your application if you have not responded to all of the **required questions**.

**MAKE YOUR WAY THROUGH THE APPLICATION PAYING ATTENTION TO THE
OUTLINED QUESTIONS BELOW.**

Applicant Details

The Applicant is defined as the Community Organisation or Group applying for funding

2.1 Applicant Organisation or Group Name *

This is the Name of the Community Organisation or Group applying for funds (The Applicant)

A response to this question is required.

The Applicant is the community organisation or group you are applying on behalf of, **NOT** an individual's name.

3. APPLICATION DETAILS CONTINUED

2.10 Is the Applicant not-for-profit? *

- Yes
 No, the applicant is not eligible for a grant

[Clear](#)

Select one option only

A response to this question is required.

You **MUST** be a not-for-profit community organisation or group to be eligible for any Community Grant. If you have answered No, you are not eligible for Hume City Councils 2014 Community Grants.

2.11 Is the Applicant Incorporated? *

- Yes, go to question 2.12
 No. The applicant is limited to applying for a Community Activity Grant only. Refer to the 2014 Community Grants Program Information Kit for further information.
 Other:

[Clear](#)

If other not-for-profit legal entity, go to question 2.13

A response to this question is required.

If you are **NOT** an Incorporated community organisation or group, you can only apply for a Community Activity Grant.

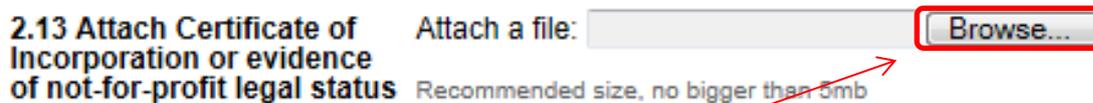
An unincorporated applicant is eligible to apply for a 'one-off grant' provided the group has not received funding under the 2012 or subsequent Community Grants Programs. If successful, the applicant must be incorporated to be eligible for future funding.

Make sure you attach a copy of your Certificate of Incorporation or other evidence of not-for-profit legal status.

Attaching Files

If you are attaching files, you need to allow for sufficient time for the file to be uploaded to the page. You should **NOT** navigate to another page until the file has been successfully attached, otherwise the file upload will be cancelled.

It is strongly recommended you try to keep files under 5 megabytes.

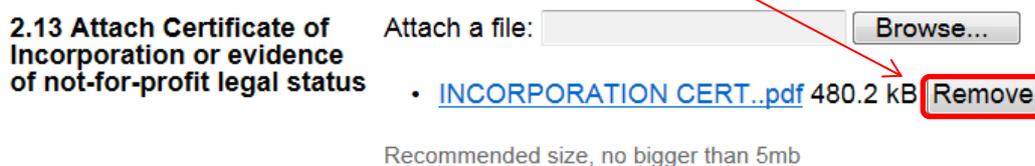


To attach a file simply follow these steps:

Click on the **Browse** function, and then choose the file you wish to upload and select.

The file will begin to upload and the progress bar will be filled in as the file is uploaded.

When the upload is completed, the progress bar will disappear and a link to the uploaded file will be available, along with the option to **Remove** the file.



Applicant Australian Business Number

2.14 Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Organisation Name	
Status	
Type of Organisation	
Is registered for GST?	
Is a Charity?	Type
Is a Deductible Gift Recipient (DGR)?	
Tax Concessions	
Registered Address	

Must be an ABN

Insert your ABN number and click **Lookup** – this will automatically populate the fields and look like the following:

Applicant Australian Business Number

2.14 Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	14 854 354 856
Organisation Name	Hume City Council
Status	Active
Type of Organisation	Local Government Entity
Is registered for GST?	Yes
Is a Charity?	No Type Not a charity
Is a Deductible Gift Recipient (DGR)?	Yes
DGR Fund	HUME GLOBAL LEARNING VILLAGE GIFT AND SPONSORSHIP FUND
Tax Concessions	No tax concessions
Registered Address	3047 VIC

Information current as at 12:00am on 13 Jun

Must be an ABN

Auspice

2.15 Do you have an auspice organisation? *

- Yes, the use of an Auspice is restricted to Community Activity Grant applicants only and subject to eligibility. Refer to the 2014 Community Grants Program Information Kit.
 - No
- [Clear](#)

* Required Field

If you click **YES**, you will be asked in the following page to complete a series of details about your Auspice Organisation.

If you click **NO**, the Auspice page will be **(Not Applicable)** to you. Continue to click through to the next page **Taxation and Banking**.

4. AUSPICE DETAILS

Auspice Details

The use of an Auspice is only permitted in support of a Community Activity Grant application and subject to eligibility. If you nominate an Auspice Organisation, you are required to provide a letter from the Auspice Organisation, indicating its willingness to take responsibility for the activity or project.

If successful, any funds will be paid to the Auspice.

2.17 Has the Auspice agreed to take responsibility for the activity or project as detailed within this application? *

- Yes, go to question 2.17.1
- No, for auspicing to proceed you must obtain consent and provide evidence of agreement from your Auspice Organisation

[Clear](#)

Select one option only

A response to this question is required.

2.17.1 Attach evidence provided by your Auspice *

Attach a file:

Recommended size, no bigger than 5 mb

Make sure you attach as your evidence, an agreement letter from your Auspice stating they are willing to take responsibility for the activity or project and for grant funds to be deposited into the Auspice bank account.

Continue to work through the Auspice questions and providing the relevant information.

5. TAXATION AND BANKING

Taxation & Banking

Taxation Requirement

Council is required to withhold 46.5% of any grant funds issued if, you do not provide one of the following:

- A valid Australian Business Number (ABN)

or

- A completed Statement by a supplier form

A Statement by a supplier form can be obtained from the Australian Taxation Office at <http://www.ato.gov.au/content/38509.htm>

3.1 Attach completed Statement by a supplier form

Attach a file:

Recommended size, no bigger than 5mb

To apply for a 2014 Community Grant, you must have either a valid Australian Business Number (ABN) or a completed Statement by a supplier form.

A Statement by a supplier form is a requirement of the Australian Tax Office and details the reasons why you have not provided an ABN. If you do not provide either an ABN or Statement by a supplier form Council is required to withhold 46.5% of any grant funding.

3.2 Official Bank Account Name *

A response to this question is required.

* Required Field

Please provide the bank account **name of your community organisation, group or Auspice, NOT** an individual's name. A bank account number is **NOT** required in this answer.

6. ORGANISATION/GROUP INFORMATION

Organisation/Group Information

4.1 Briefly describe your Organisation/Group? *

Word count: 0 words

For example: the Organisation/Groups' purpose, how many members, general activities, where and how often you meet. Maximum 200 words

A response to this question is required.

Tell us about your community organisation or group. What do you do? What is your purpose and what are your general activities? How many members do you have? Where do you meet and how often?

4.2 To help Council assess your application, provide information about your current financial position and/or attach the documents requested in questions 4.3, 4.4 and 4.5

Word count: 0 words

Maximum 200 words

4.3 Annual Report including Financial Statement

Attach a file: Browse...

Recommended size, no bigger than 5mb

4.4 Most recent Income and Expenditure Statement

Attach a file: Browse...

Recommended size, no bigger than 5mb

4.5 Most recent Bank Statement

Attach a file: Browse...

Recommended size, no bigger than 5mb

Council requires information about your community organisation or group's financial situation to be able to assess your application. To assist Council in this process, provide a written explanation in question 4.2 and/or attach the required documentation requested in questions 4.3, 4.4 and 4.5

7. YOUR GRANT PROPOSAL

Your Grant Proposal

5.1 Which grant category are you applying for? *

- Community Activity Grant
 Innovation

[Clear](#)

You can apply for one grant only. Refer to the 2014 Community Grants Program Information Kit for further information.

- Partnership Tier 1
 Partnership Tier 2

You may only select **ONE** grant category to apply for.

The grant category you select will enable you to complete the required questions for that category **ONLY**. The other funding categories will show as **(Not Applicable)**.

For example, if you select Partnership Tier 1 you will only be able to answer the questions in this category. The Community Activity, Innovation and Partnership Tier 2 categories will show as (Not Applicable) and you will not have access to these questions.

MAKE SURE YOU HAVE SELECTED THE CORRECT CATEGORY FOR YOUR FUNDING APPLICATION

8 & 9 ASSESSMENT – ASSESMENT CONTINUED

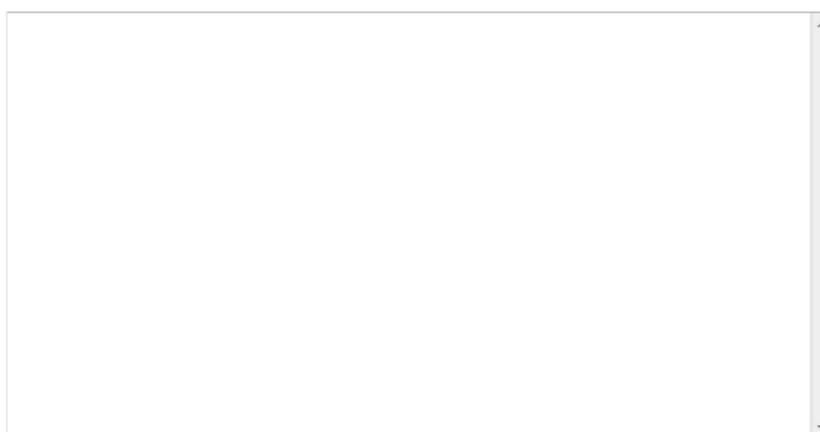
You will be asked to answer four questions in this section that relate to the activity or project you are intending to deliver. **Why? What? Who? How?** These are all required questions and must be completed in no more than **400** words per question.

Why?

When answering the following question, ensure your application:

- Explains the need or issue that the application seeks to address
- Is supported by data and information
- Is informed by local knowledge
- Is consistent with Council's Vision and Council Plans

6.1 Why is the activity or project needed? Weighting 30% *



Word count: 0 words
Maximum 400 words

A response to this question is required.

10. ASSESSMENT CONTINUED

If you are applying for Innovation or Partnership grants you **MUST** provide further details in relation to question 6.4 in the space provided. The more that Council receives about the activity or project, the stronger the application.

Innovation & Partnership Further Information

Provide further information in relation to question 6.4 *How will the activity or project be delivered?*

Your application must demonstrate:

- That complex proposals will be managed by a project management group, with the ability to source the required expertise for the project
- Ability to attract external resources and support to enable the project to be sustainable over time
- A method and measurers to evaluate the project's processes and/or outcomes
- Provide evidence of ability to provide co-funding contribution (Partnership Tier 2 Only)

6.4.1 Additional information forming part of the 30% weighting attributed to question 6.4 *How will the project be delivered?* *

Word count: 0 words
Maximum 400 words

A response to this question is required.

Discussion

All applicants for Innovation, Partnership Tier 1 & Tier 2 Grants **MUST** speak with the appropriate Council Officer, prior to submitting their application.

In the first instance, direct your call to the Community Grants Officer on **9205 2200** who will then refer you to the relevant Department representative, to discuss your application in more detail with you.

It is important that you record the name of the Council Officer and date of discussion. Confirm with the Council Officer that you will be recording their name to ensure the person you are speaking with is most appropriate to your application.

Discussion

Refer to the sections entitled, *What is an Innovation Grant?* or *What is a Partnership Grant?* in the *2014 Community Grants Program Information Kit*.

Both Innovation and Partnership Grant applicants **must** contact the Council's Community Grants Officer on **9205 2200** prior to submission. Your proposal will then be referred the appropriate Council Officer for discussion. If a discussion with the appropriate Council Officer does not take place, the application will be deemed ineligible.

6.5 Name the Council Officer you discussed your project with *

Council Officers Name

A response to this question is required.

6.5.1 When did the discussion take place? *

Date of discussion

A response to this question is required.

The grant category you selected in question 5.1 will enable you to complete the required questions for your selected category and will show the other grant categories as **(Not Applicable)**.

For example, if you selected **Community Activity Grant** you will only be able to answer the questions in this category. The **Innovation and Partnership** categories will show as **(Not Applicable)** and you will not have access to these questions.

MAKE SURE YOU HAVE SELECTED THE CORRECT CATEGORY FOR YOUR FUNDING APPLICATION.

11. COMMUNITY ACTIVITY FUNDING

ONLY complete if you are applying for a **Community Activity Grant**

All activities or projects **MUST** be delivered between 19/12/2013 and 31/12/2014

CA1.1 What is the activity or project start date?



Must be a date between 19/12/2013 and 30/6/2014

CA1.2 What is the activity or project end date?



Must be a date prior 31/12/2014

Provide details of the activity or project for which funding is sought and answer all required questions

12. COMMUNITY ACTIVITY BUDGET

ONLY complete if you are applying for a **Community Activity Grant**

Provide details of your estimated budget expenditure in the table provided. To add more rows click on **ADD MORE**. To delete a row click **REMOVE LAST**

Budget

CA4. How will you spend the grant?

For example:

Venue Hire: Hume GLC Broadmeadows 1 hour per week @ 40 weeks per year \$ 760

Expenditure *	Amount \$
<input type="text"/>	\$ <input type="text"/>
A response to this question is required.	
<input type="text"/>	\$ <input type="text"/>
	\$0.00

* Required Field

13. INNOVATION FUNDING

ONLY complete if you are applying for an **Innovation Grant**

All activities or projects **MUST** be delivered between 19/12/2013 and 31/12/2014

CA1.1 What is the activity or project start date?


Must be a date between 19/12/2013 and 30/6/2014

CA1.2 What is the activity or project end date?


Must be a date prior 31/12/2014

Provide details of the project for which funding is sought and answer all questions required

14. INNOVATION BUDGET

ONLY complete if you are applying for a Innovation Grant

Provide details of your estimated budget income and expenditure in the table provided. To add more rows click on **ADD MORE**. To delete a row click **REMOVE LAST**

Innovation Budget

IN 4. Budget

Income	\$	Expenditure	\$
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
	\$0.00		\$0.00
<input type="button" value="Remove Last"/>			
<input type="button" value="Add More..."/>			

* Required Field

15. PARTNERSHIP TIER 1 FUNDING

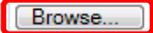
ONLY complete if you are applying for a **Partnership Tier 1 Grant**

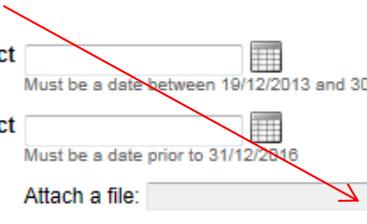
You **MUST** submit a Project Plan with your application, a template is available on the Council website to assist you http://www.hume.vic.gov.au/About_Us/Grants/Community_Grants

The completed Project Plan must then be **attached** to your application

PT1 - 1.1 What is the project start date? * 
Must be a date between 19/12/2013 and 30/6/2014

PT1 - 1.2 What is the project end date? * 
Must be a date prior to 31/12/2016

PT1 - 1.3 Attach your Project Plan * Attach a file: 
Recommended size, no bigger than 5mb



FUNDING PERIOD

Select the period of funding sought below. You may only select **ONE** option.

Funding Period

PT1 - 2.1 What is the period for which funding is sought? *

1 Year only; 2014
 2 Years; 2014 and 2015
 3 Years; 2014, 2015 and 2016

[Clear](#)
Select one option only

Provide details of the project for which funding is sought and answer all questions required.

17. PARTNERSHIP TIER 2 FUNDING

ONLY complete if you are applying for a **Partnership Tier 2 Grant**

You **MUST** submit a Project Plan with your application, a template is available on the Council website to assist you http://www.hume.vic.gov.au/About_Us/Grants/Community_Grants

The completed Project Plan must then be **attached** to your application

PT1 - 1.1 What is the project start date? * Must be a date between 18/12/2013 and 30/6/2014

PT1 - 1.2 What is the project end date? * Must be a date prior to 31/12/2016

PT1 - 1.3 Attach your Project Plan * Attach a file: **Browse...**
Recommended size, no bigger than 5mb

FUNDING PERIOD

Indicate the period of funding sought by selecting the relevant box below. You may only select **ONE** option.

Funding Period

PT1 - 2.1 What is the period for which funding is sought? *

1 Year only; 2014
 2 Years; 2014 and 2015
 3 Years; 2014, 2015 and 2016

[Clear](#)
Select one option only

Provide details of the project for which funding is sought and answer all questions required.

19. REFERREE & PRIVACY STATEMENT

You **MUST** supply the name of at least one organisation that will act as a Referee for your application

Provide all relevant contact information as requested in this section

It is **IMPORTANT** that you read the Privacy Statement at the end of this section which details how Council will manage the information you have provided, in accordance with our Community Grants Policy.

Privacy Statement

Council is collecting the personal information contained within this application for the purpose of enabling you to participate in the Hume City Council's Community Grants Program. This information will be disclosed to members of Council's Community Grants Assessment Panels and not to any other party except as required by law. If you fail to provide this information, Council cannot consider your application under the Community Grants Program. You may access this information by contacting Council on 9205 2200.

* Required Field

20. DECLARATION / CERTIFICATION

It is **IMPORTANT** that you read and agree to the information in this section. Once you have done so, select that you have agreed to the terms and conditions.

I have read and agree to the above terms and conditions Yes [Clear](#)

Authorised Person *

Title First Name Last Name

This is the person who is authorised to sign the Community Grant Funding Agreement

Authorised Position *

Submission Date *

* Required Field

Include the name of the Authorised Person for this application. This is the person who is authorised to **SIGN** a Funding Agreement.

21. REVIEW

We highly recommend that you review your application before submitting. If you have not answered all required responses, you will see the following message.

Review Form

Your form has not been submitted yet. Please review and correct any errors you find.

Click the **Submit** button when you're ready to submit this form.

This form must be submitted before 9:00PM 18 June 2013.

Application Form Navigation	Download PDF Close Submit
1. Introduction	Some changes to your application are required before you can submit it. Check the highlighted items and fix them before you submit your application.
2. Applicant Details	Introduction
3. Applicant Details Continued	Introduction
4. Auspice Details	Welcome to Hume City Council's online funding application service.
5. Taxation & Banking	Preparation for a funding application
6. Organisation/Group Information	Please read the 2014 Community Grants Program Information Kit prior to submitting your application.
7. Your Grant Proposal	The 2014 Community Grants Program Information Kit is available on Hume City Council's website at http://www.hume.vic.gov.au/2014infokit check change
8. Assessment	

You **MUST** complete all required responses before you can submit your application. If you have not completed a required response a prompt will show.

2.1 Applicant Organisation or Group Name

This is the Name of the Community Organisation or Group applying for funds (The Applicant)

A response to this question is required.

[Go to page](#)

You may also wish to download a copy of your application at any stage before your submit by selecting the **Download PDF**.

The screenshot shows the Hume City Council logo at the top left. Below it, a navigation bar indicates the user is logged in as Alana Talbot. The main content area displays the title 'Test of Revised Copy of Master 17 June 2013 9am — RT17JUNE00002' and a message: 'Submissions are now being accepted. The round closes at 9:00PM 18 June 2013 (AEST - Melbourne time)'. Underneath, the 'Review Form' section is visible, including the same instructions as in the first screenshot. At the bottom, the 'Application Form Navigation' bar shows the 'Download PDF' button highlighted with a red box, with a red arrow pointing to it from the text above.

When you have completed your application, select the **SUBMIT** command

Logged in: Alana Talbot, Hume City Council. [Current Rounds](#)

Test 18 June Revised 4:15pm — RTest00002

Submissions are now being accepted. The round closes at 6:00PM 19 June 2013 (AEST - Melbourne time).

Review Form

Your form has not been submitted yet. Please review and correct any errors you find.
Click the Submit button when you're ready to submit this form.
This form must be submitted before 6:00PM 19 June 2013.

Application Form Navigation

1 Introduction

Previous Page Download PDF Save and Close **Submit**

You will then see the following screen to let you know Hume City Council has received your application.

Logged in: Joe Blog, Melbourne Airport. [Current Rounds](#)

Thank you

Your form has been received.

Application Number: RTest00003

We will review it and contact you. You can return to this site at any time to view your submitted form, but now that it is submitted it cannot be changed online. If you need to notify us of changes, please contact us directly.

 Hume City Council acknowledges the Gunung-William-Balluk people's living culture and unique role in the life of this region.
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IF YOU EXPERIENCE DIFFICULTIES PLEASE CONTACT THE COMMUNITY GRANTS OFFICER ON TELEPHONE 9205 2200