



**HUME CITY COUNCIL  
2025 ARTS  
GRANTS PROGRAM  
APPLICATION GUIDELINES**

# ACKNOWLEDGMENT OF TRADITIONAL OWNERS

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Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi-wurrung, which includes the existing family members of the Gunung-Willam-Balluk clan, as the Traditional Custodians of this land. Council embraces Aboriginal and Torres Strait Islander living cultures as a vital part of Australia's identity and recognises, celebrates and pays respect to Elders past, present and future.

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# CONTENTS



## KEY DATES

### ANNUAL GRANTS

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Applications open **9am**  
**3 February 2025**

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Applications close **5pm**  
**11 March 2025**

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# GETTING STARTED

Thanks for your interest in the Arts Grants Program.

If you are ready to apply for a grant, go straight to: **[hume.vic.gov.au/artsgrants](https://www.hume.vic.gov.au/artsgrants)** Otherwise, please read these guidelines to help you prepare your application.

### Questions and support

Questions about your application or technical difficulties with your online application? Please contact our Arts Team for assistance.

### Telephone:

0427 123 394

### Email:

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

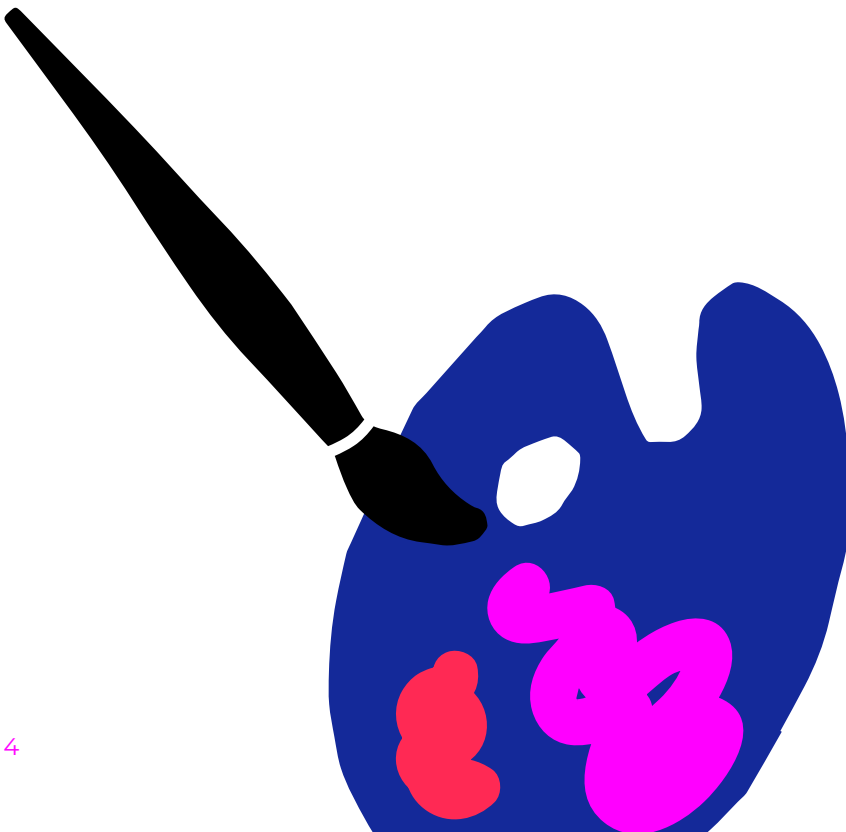
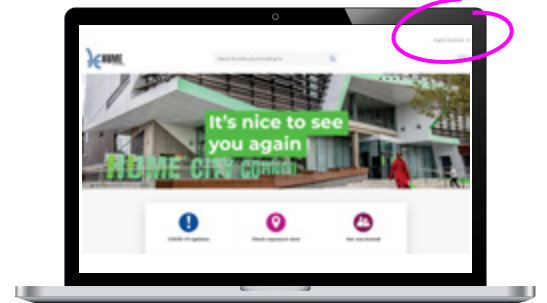
### Print too small?

An accessible word version of this kit is available online.

### Need translation services?

Translation services are available via Humelink at [www.hume.vic.gov.au](https://www.hume.vic.gov.au). Just set your language in the top right corner (see picture below).

You can also select a translated summary of this document from the Arts Grant page on Hume's website.



# ABOUT THE ARTS GRANTS PROGRAM

The Arts Grants program supports the vision of the *Hume Creative Community Strategy 2020-2025* that creative expression connects the people and communities of Hume, creating opportunity, building wellbeing, connection and belonging.

The Arts Grants program will assist local artists and creative practitioners to sustainably improve their **practice capability** and **economic viability**, helping to create more visible and accessible arts and cultural practice in Hume.

This program is intended for applicants who have demonstrated a strong commitment to their chosen arts or heritage practice.

This may include literature, music, theatre, musical theatre, opera, dance, heritage, circus, comedy, photography, puppetry, arts festivals, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.

The program will prioritise projects and initiatives that:

- Engage and develop practice capability for Hume artists and communities.
- Support the development of creative economic participation.
- Support environmental sustainability in Hume.

- Address a range of social justice barriers and engage members of the community who are more likely to face barriers to participation including:

- Aboriginal and Torres Strait Islander peoples,
- young people,
- people of culturally and linguistically diverse backgrounds,
- LGBTIQ+ people,
- people living with disabilities.

## GRANTS AVAILABLE

CATEGORY	MAXIMUM AMOUNT	WHO SHOULD APPLY?	PAGE NO.
Creative Activity Grants	Up to \$3,000	Individuals or organisations that deliver small to medium scale projects, support emerging artistic practice, develop and test new ideas, or help create new work.  Individuals attending development opportunities or purchasing equipment.	p. 8
Creative Project Grants	Up to \$20,000	Individuals or organisations which deliver projects that can demonstrate significant public outcomes.  Projects that can demonstrate significant benefit to the arts sector and/or community.	p. 9

# DATES & ELIGIBILITY



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

## APPLICATIONS OPEN

9am Monday  
3 February 2025

## APPLICATIONS CLOSE

5pm Tuesday  
11 March 2025

### INDIVIDUALS APPLICANTS MUST:

- Have a strong commitment to their chosen arts or heritage practice demonstrated through evidence of performance, public presentation, or documentation of a body of creative work. This may include literature, music, theatre, musical theatre, opera, dance, heritage, circus, comedy, puppetry, arts festivals, photography, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Be a resident of Hume City.
- Have no outstanding grant acquittals or outstanding debts owing to Hume City Council.
- Not have received funding in the 2024 Arts Grants round.

### ORGANISATIONS APPLICANTS MUST:

- Have a strong record of achievement in the arts sector. This includes literature, music, theatre, musical theatre, opera, dance, heritage, circus, comedy, puppetry, arts festivals, photography, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Be based in Hume City and/or run the proposed activity or project from a location within Hume City, and/or show that it will substantially benefit residents of Hume City.
- Have no outstanding grant acquittals or outstanding debts owing to Hume City Council.
- Not have received funding in the 2024 Arts Grants round.

### AUSPICING

Groups that do not have a legal structure (eg. Incorporated Entity), and individuals applying for the Creative Project Grant must apply through an auspice arrangement.













Auspicings means that an organisation that is incorporated applies on your behalf and takes responsibility for meeting and fulfilling the grant expectations.

More details listed on page 15.

**Note: Successfully receiving an Arts Grant does not exclude you from applying for the Hume Community Grants program.**

# WHAT WE WON'T FUND X

This list is not exhaustive, and Council will make the final decision on what is deemed to be ineligible expenditure.

WHAT'S NOT FUNDED?	
Alcohol licenses, tobacco, gambling related activities and activities at gambling venues.	
Projects that are for general fundraising and fundraising events, competitions, prizes or awards.	
Fixed/permanent equipment and capital improvements (such as portable buildings and artist studio).	
Activities that have already started and/or need retrospective funding.	
Fees associated with tertiary education qualifications.	
Shortfalls in funding from other local, state and/or federal governments.	
Activities, projects, programs and events that are owned, managed or already funded by Hume City Council.	
Projects that do not meet the aims of the Arts Grants Program or Council priorities.	
Personal expenses (i.e. petrol and phone bills).	
Applications that do not meet eligibility requirements.	
Schools, Neighbourhood Houses, and other community organizations are not eligible for funding. Artists paid to deliver projects in partnership with above listed entities are eligible to apply.	
Activities that may compromise Council's reputation, image, probity or ability to fulfill its functions and responsibilities.	

Applications without adequate Public Liability Insurance (PLI).

Most projects will require Public Liability Insurance. You will not require PLI if you meet ALL of the following criteria:

- You are applying as an individual.
- You are running the project alone (ie. not paying anyone to work for you, and there are no other people involved in your project either paid or unpaid).
- You are using the grant for the sole purpose of purchasing materials, equipment or training from existing providers.

# GRANT CATEGORIES

## CREATIVE ACTIVITY GRANTS

### Grant Amount: Up To \$3,000

Apply for this grant if you are an individual or organisation with a small to medium scale project, you are wanting to attend professional development opportunities or purchase equipment to support your craft.

This category is ideal for projects that support emerging artistic practice, develop and trial new ideas and support the generation of new work.

Funding also supports the costs to attend recognised opportunities and purchase of equipment to further develop your creative practice.

### TO BE ELIGIBLE, APPLICANTS MUST:

- Have a strong commitment to their chosen arts or heritage practice demonstrated through evidence of performance, public presentation, or documentation of a body of creative work. This includes literature, music, theatre, musical theatre, opera, dance, circus, heritage, comedy, puppetry, arts festivals, photography, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Be a resident of Hume City (individuals).
- Have a recognised legal structure (organisations) (ie. company or incorporated association).
- Have no outstanding grant acquittals or outstanding debts owing to Hume City Council.





## CREATIVE PROJECT GRANTS

### **Grant Amount: Up To \$20,000**

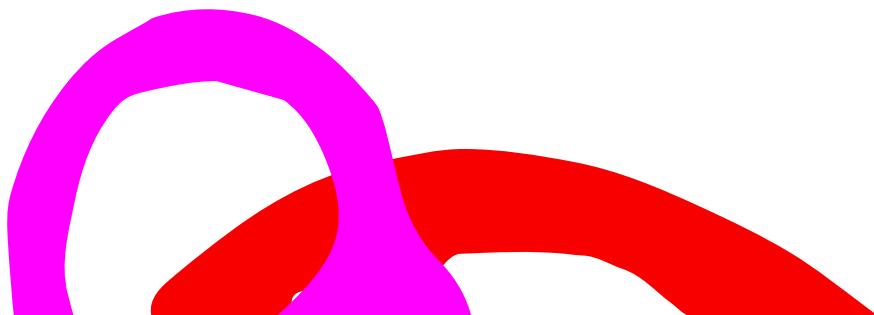
Apply for this grant if you have a larger scale project that can demonstrate significant benefit to the arts sector and/or community. This category requires demonstrated partnerships, matched funding, and public outcomes of significance.

Matched funds are at a ratio of 1:3 - for every \$3 applied for from Council, the applicant must demonstrate a contribution of at least \$1 (cash or in-kind).

### **TO BE ELIGIBLE, APPLICANTS MUST:**

- Have a strong record of achievement in the arts sector. This includes literature, music, theatre, musical theatre, opera, dance, circus, heritage, comedy, puppetry, arts festivals, photography, visual arts and crafts, Aboriginal and Torres Strait Islander arts, community arts, and experimental arts.
- Have a recognised legal structure (organisations) (ie. company or incorporated association) or be auspiced (see p.6).
- Be Hume-based and/or run the proposed activity or project from a location within Hume and/or show that it will substantially benefit residents of Hume City (organisations).
- Have no outstanding grant acquittals or outstanding debts owing to Hume City Council.

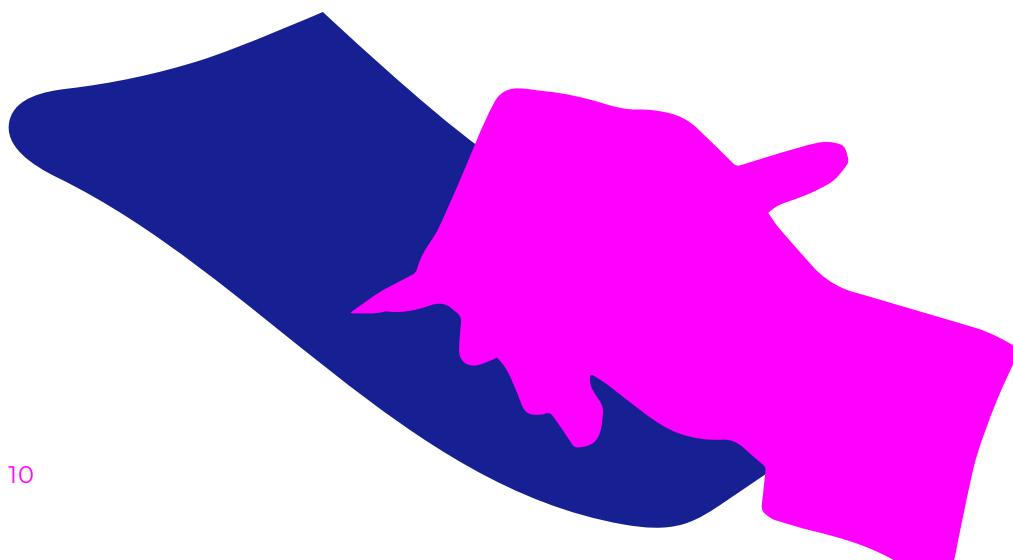
**Individuals applying for  
the Creative Project  
Grant must apply through  
an auspice arrangement.**

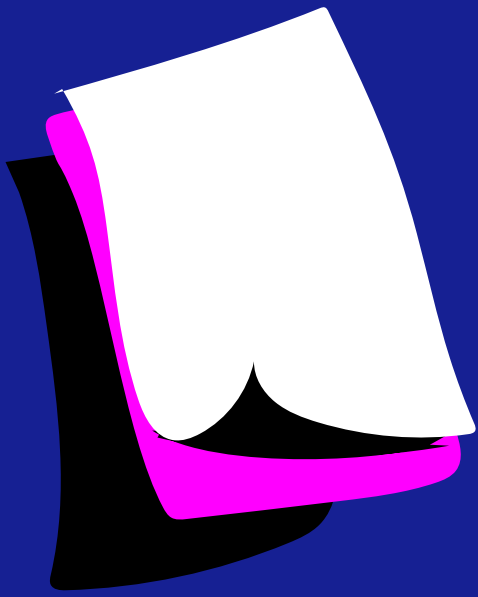


# HOW WE ASSESS GRANTS

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%	<p><b>Who is delivering the activity / project?</b></p> <ol style="list-style-type: none"> <li>1. What do you do? What is your creative record?</li> <li>2. Are you based within Hume City?</li> <li>3. Will this activity / project benefit residents of Hume City?</li> </ol>	<ul style="list-style-type: none"> <li>• To what extent does the project benefit your arts practice, the Hume arts community and residents?</li> <li>• How many local people are likely to benefit from the project?</li> <li>• Will the project promote opportunities for people to participate in the arts?</li> </ul>
40%	<p><b>Why is the proposed activity / project needed? What do you hope to achieve?</b></p> <ol style="list-style-type: none"> <li>1. Why is the project / activity important?</li> <li>2. Does the project have a high level of artistic / creative merit?</li> <li>3. What are the expected outcomes of the project?</li> <li>4. How will you know if these outcomes have been achieved?</li> </ol>	<ul style="list-style-type: none"> <li>• Does the proposed creative activity represent a high level of artistic or creative capability or originality?</li> <li>• Are the outcomes of the project clearly identified and do they contribute to one of the areas of focus of the grants program?</li> <li>• How will the applicant evaluate the outcomes of the project (Creative Project Grants)?</li> </ul>
40%	<p><b>What is the project?</b></p> <ol style="list-style-type: none"> <li>1. What are the planned activities?</li> <li>2. What is your budget?</li> <li>3. How will you manage the project and the budget?</li> </ol>	<ul style="list-style-type: none"> <li>• Is the project well planned and achievable within the timeframe?</li> <li>• Is the budget clear and realistic?</li> <li>• Is the project financially viable and does it demonstrate sound management?</li> </ul>






# WHAT DOCUMENTATION DO I NEED?


*To have the best chance possible, please ensure you supply the following supporting documentation with your grant application.*

-  For groups/organisations, you will need to provide evidence of your legal status (ie. certificate of incorporation or business registration). 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.


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-  ABN details or completed Statement by Supplier form for your group/organisation.


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-  Public Liability Insurance is required to cover your organization's activities for the duration of the grant period, unless you are applying as an individual and meet the exemption criteria on page 7. If unavailable at the time of application, this certificate must be provided before funds can be released.


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-  Quotes to support your budget (ie. for equipment hire or purchase, venue hire, training and professional development courses, advertising and promotion, flyers, posters etc.).


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-  Bank details for your group/organisation (so that you can receive payment).


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-  For Creative Project Grants, a referee report or letters of support. Note that Council may contact referees, so ensure their contact details are correct.

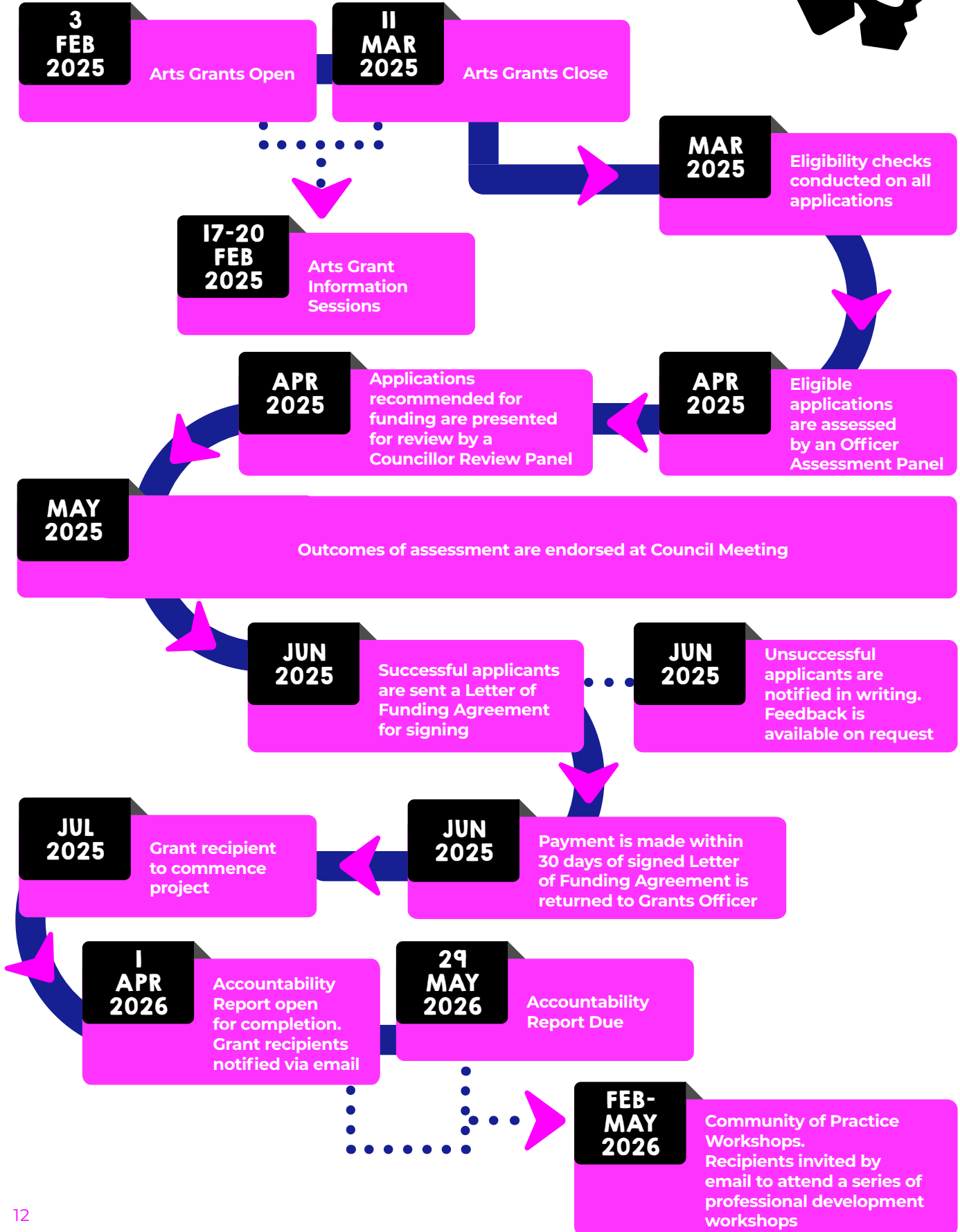
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-  Artistic support material: links to your website or a link to 3 minutes of video material and a maximum of three A4 pages can be uploaded as a PDF or Word document.

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-  Individuals will need to provide proof of residency (ie. drivers licence or utility bill with a residential address in Hume City).

# GRANT LIFECYCLE



# IMPORTANT THINGS TO REMEMBER ABOUT THE GRANTS PROCESS

➤ The decision to award grants is made by Hume City Council. Council's decision will be final. There is no review or appeal process.

➤ Hume City Council's Arts Grants Program is a competitive process and funds are awarded based on merit.

➤ Canvassing of Councillors is prohibited. This means that you cannot contact a Councillor and ask them to help you get your grant approved.

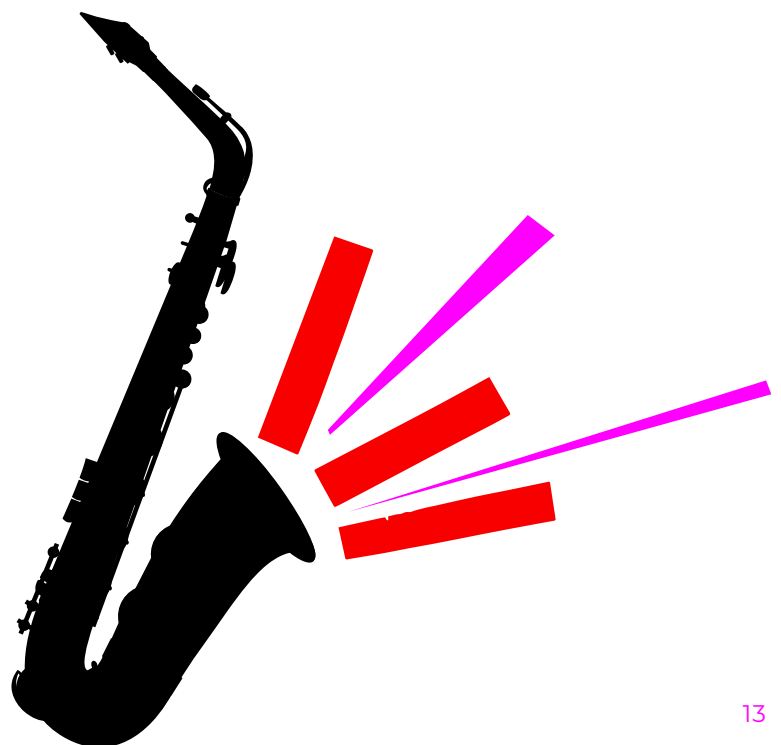
➤ Staff and Councillors of Hume City Council are not permitted to apply, either as individuals or as part of a group/organisation. If you are a relative of a staff or Councillor, you may be eligible. Officers will check your relationship for conflict of interest.

➤ Staff and Councillors of Hume City Council cannot act as referees as this could be an actual or perceived conflict of interest.

➤ Council provides funding for the term specified in the Funding Agreement. You or your group is responsible for the future sustainability of your program or activity beyond the funding period.

➤ Council reserves the right to withdraw support if you do not comply with Council policy or any written agreement entered into.

➤ To ensure equity of distribution Council reserves the right to award full or partial funding amounts at Council's discretion.



# IF YOUR APPLICATION IS SUCCESSFUL ✓

- You will be informed of the outcome of your grant request in writing.
- If your proposal is successful, you will receive a Letter of Offer with a Funding Agreement document.
- If you are successful, you must enter into a Funding Agreement with Council before any money can be paid (via electronic fund transfer).
- 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.
- You will need to provide Council with evidence of Public Liability Insurance unless you meet the exemption criteria on p. 7

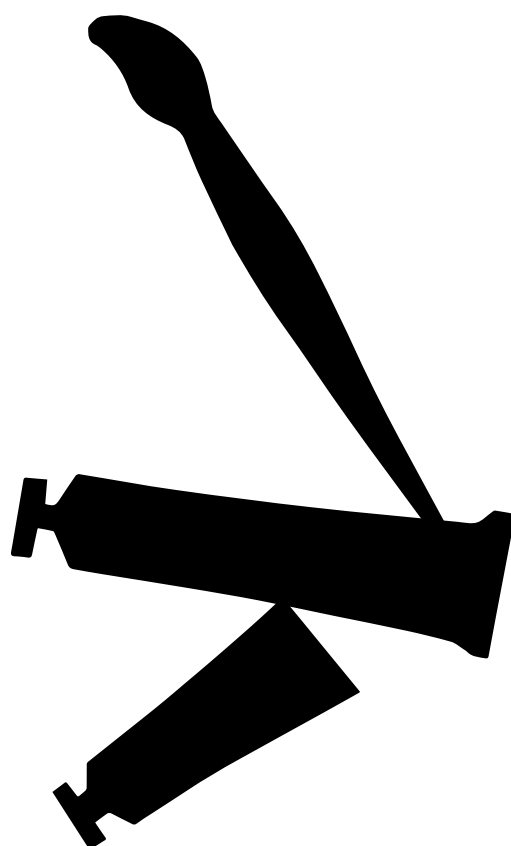
**Accountability Reports are due by Friday 29 May 2026 unless otherwise approved by Council.**

## WHAT IS EXPECTED OF ME (OR MY GROUP) IF SUCCESSFUL?

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

- Attend a series of up-to-six professional development workshops with other practice leaders in Hume City. Sessions may be a combination of online or in-person.
- 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.
- Submit an Accountability Report that shows how the grant money was used, as set out in the Funding Agreement document.
- Return any unspent funds to Council, unless written consent has otherwise been granted by Council.
- Provide Council, through the Arts Grants Officer, with updates on any public outcomes, planned events or performances, and provide opportunities for Councillors / Council Officers to attend (as relevant).

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



# FAQ

## WHAT IF MY PLANS CHANGE?

**If your plans (timing/activities/budget) change from what you said in your application, you must contact us to seek approval.**

We will then assess your new plans against the original criteria and if approved, you will be given a Variation to your Funding Agreement.

If you spend the grant differently to your application/Funding Agreement **without approval**, Council will ask for all grant monies to be returned.

## WHAT DOES IT MEAN TO BE INCORPORATED?

When you or your organisation 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.

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?

The 'auspice organisation' takes responsibility (legal and financial) of the grant on your 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 report on your behalf. You or your organisation will still be known as the 'grant recipient'.

If you choose to apply for a grant as part of an auspice agreement, you need to provide all their details in your application, and evidence that you have an agreement with them.

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

## DO I NEED AN ABN?

When you or your group has a turnover of more than \$75,000 a year you may need to have an ABN as you may collect and pay GST.

It's a good idea 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 I DON'T HAVE ABN?

If you or your organisation doesn't have an ABN, you must 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/)

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).

## DO I NEED PUBLIC LIABILITY INSURANCE (PLI)?

PLI protects your group 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.

Most projects will require Public Liability Insurance. You will not require PLI if you meet ALL of the following criteria:

- You are applying as an individual.
- You are running the project alone (ie. not paying anyone to work for you, and there are not other people involved in your project either paid or unpaid).
- You are using the grant for the sole purpose of purchasing materials, equipment or training from existing providers.

## WHY DOESN'T COUNCIL'S PLI COVER US?

We have our own PLI policy, which covers specific activities and locations. The Arts Grants program funds community-led events and activities and therefore is not covered by Council's PLI.

## CAN YOU ORGANISE PLI FOR ME/US?

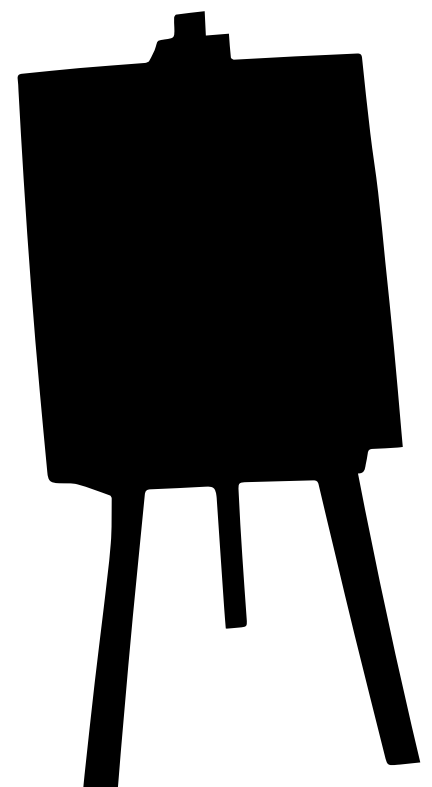
No, each group is unique and needs to have its own PLI.

## CAN I APPLY FOR OTHER HUME CITY COUNCIL GRANTS?

Yes, you are eligible for our other grants, as long as you are applying for a different activity, and meet all of the grant requirements. Read the guidelines carefully and contact us to check.

## WHAT IS "IN-KIND"?

In-kind means any contribution you (or others) make for free, that you would otherwise have to pay for. e.g. volunteer hours, free venues, free advertising etc. Including your in-kind amount in your budget shows us the full scale of your activity, and how much you're contributing.



# INFORMATION SESSIONS



## ONLINE SESSION

### MONDAY 17 FEBRUARY, 6PM -7PM

Email [artsandculture@hume.vic.gov.au](mailto:artsandculture@hume.vic.gov.au) to receive a Zoom link

## BROADMEADOWS

### TUESDAY 18 FEBRUARY, 6PM -7PM

Broadmeadows Library at Hume Global Learning Centre – Broadmeadows  
1093 Pascoe Vale Rd, Broadmeadows

## CRAIGIEBURN

### WEDNESDAY 19 FEBRUARY, 6PM -7PM

Gee Lee-Wik Doleen Gallery at Hume Global Learning Centre - Craigieburn,  
75-95 Central Park Ave, Craigieburn

## SUNBURY

### THURSDAY 20 FEBRUARY, 6PM-7PM

Sunbury Gallery at Hume Global Learning Centre – Sunbury,  
44 Macedon St, Sunbury

**No bookings are required for the in-person information sessions.**

**We are committed to ensuring our programs can be accessed by all, if you have specific access requirements or any queries please contact [artsandculture@hume.vic.gov.au](mailto:artsandculture@hume.vic.gov.au) or 0427 123 394**

# GET IN TOUCH

## HumeLink

Multilingual telephone information service

Enquiries **9205 2200**

المعلومات باللغة العربية	9679 9815
بخدمتہ کیلئے اردو ڈائل	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
For other languages...	9679 9824



## HUME CITY COUNCIL

PO Box 119, Dallas,  
Victoria 3047



## PHONE

0427123394



## EMAIL

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



## WEBSITE

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



## CUSTOMER SERVICE CENTRES

Open Monday to Friday  
8am-5pm

### BROADMEADOWS

1079 Pascoe Vale Road

### CRAIGIEBURN

75-95 Central Park Avenue

### SUNBURY

44 Macedon Street

