

Community Grant Application - September 2019

Form Preview

Community Grant Application

Who is this form for?

This form is for applicants who wish to apply for a Community Grants with requests from \$1 000 and up to \$5 000.

Should you require assistance completing your application, contact the Grants Officer on 03 6238 2132 or grants@hobartcity.com.au.

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [SmartyGrants applicant FAQs](#).

BEFORE YOU BEGIN

Please ensure that you read and understand the [Guidelines](#) for this grant. This will help you understand if your project is eligible and what kind of information the assessors need to know to make their decision.

You may also find the following useful in developing your application:

- [Social Inclusion Strategy 2014-2019](#)
- [Multicultural Strategy 2014-2019](#)
- [Youth Strategy 2014-2019](#)
- [Children and Families Strategy 2014-2019](#)
- [Positive Ageing Strategy 2014-2019](#)
- [Equal Access Strategy 2014-2019](#)
- [Housing and Homelessness Strategy 2016-2019](#)

Venue and Equipment Hire

All grant applications must be for cash only. The City of Hobart does not provide in-kind support for City venues, equipment hire, fees or permits through this grant program.

It is the responsibility of the applicant to ensure that all venue, equipment bookings, or any associated charges for fees or permits (private, commercial or City owned) required for the project are managed by the applicant.

All venue, equipment hire, fees, or permits that are critical to your project should be itemised in your budget, with confirmation and quotes attached as 'support material'.

For information about City of Hobart venues and equipment, read [A Guide to Hobart's Creative Places](#) or visit [Creating Spaces](#) for more information and hire costs.

Navigating the application form

We recommend reading through the whole form first.

Please start filling in the form at the beginning and work your way through as your answers will effect what areas of the form you can access.

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Be sure that you save as you go. You can come back to your saved form any time before the application close date.

On the left side of every screen you will find a contents box. This links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

Saving your draft application

If you wish to leave a partially completed application, press 'save' and log out. When you log back in and click on the 'My Submissions' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download' button at the bottom of the application navigation panel.

Submitting your application

You will find a **Review and Submit** button at the bottom of the navigation panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed.

Once you have submitted your application, no further editing or uploading of support materials is possible. Under certain circumstances you may be allowed to make edits, corrections or provide additional information but only prior to the grant round closing.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then you should presume that your submission has not been submitted. To confirm, please call our office on 03 6238 2132.

Attachments and support documents

You may need to upload/submit attachments to support your application. The documents will have to be saved to your computer or storage device in order to upload them.

You need to allow enough time for each file to upload before trying to attach another file and to ensure your application loads before the round closes. We recommend trying to keep files to an appropriate size - the larger the file, the longer the upload time.

Completing an application in a group/team

A number of people can work on an application using the same log in details as long as only one person is working at a time. Ensure you save as you go.

Spell check

Most internet browsers (including Firefox v2.0 and above, Safari, and Google Chrome) have spell checking facilities built in. You can switch this function on or off by adjusting your browser settings.

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Eligibility

* indicates a required field

This section aims to help you understand if you are eligible for the Grant.

In order to be eligible, your application must:

- be for a project or a part of an ongoing program
- be for a project that is to occur in 2020.
- align with at least one of the objectives in the strategic and planning documents that are referenced in this application
- be for a project that has not received any other grant from the City of Hobart within the same financial year
- seek support for a project that is to take place within the Hobart municipal area
- not be from an applicant who has an outstanding City of Hobart acquittal.
- be for a project that does not have the potential to make a significant profit
- not be seeking donations or fundraising for core or recurrent operations of the applicant
- not be to pay for existing debt or items purchased before a grant offer is made
- not make a request for support that includes:
 - ongoing administration or operational costs
 - capital works
 - construction of or improvements to buildings
 - remission of rates
 - activities which have already occurred or commenced
 - the delivery of national conferences and/or seminars
 - support of individual pursuits or professional development unless there is a public outcome
- not be for the purchase of equipment unless that equipment is essential for the delivery of the project
- must align with the City of Hobart's Community and Culture Strategies in relation to any sporting or recreation projects

I confirm I have read and understood the eligibility criteria, and this application meets all the grant requirements. *

Yes

The Grant will only be given to a government agencies or enterprise in limited circumstances. If you are a government agency or enterprise, please select one of the following options that best describes you.

- This question does not apply to me
- Tasmanian Museum and Art Gallery
- Royal Tasmanian Botanical Gardens
- An accredited school
- A government business enterprise
- Australian, Tasmanian, or Local government agency or body

If this question does not apply to you, please select "This question does not apply to me"

Applicant Details

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* indicates a required field

What type of applicant are you? *

Individual

Applicant *

Individual Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Application from unincorporated Individuals or Groups

If you are an individual or unincorporated group (e.g. clubs, societies, etc.) you will need to auspice your grant. Please refer to the grant guidelines for more information.

You will be prompted to enter the Auspice Organisation's details in the next section.

Applicant Details

Street Address

Address

Mobile Phone Number

Must be an Australian phone number.

Postal Address

Address

Email

Must be an email address.

Website

Must be a URL.

Phone Number

Must be an Australian phone number.

Have you, your group or your organisation received a grant from the City of Hobart before? *

Yes

No

Auspice Organisation

For an unincorporated organisation (including non-for-profit organisations) or group of individuals or individuals applying for this grant please provide details of your auspice organisation.

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Auspice Organisation *

Organisation Name

Please provide the auspice organisation's 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	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice Contact Person *

First Name

Last Name

Auspice Contact Person Position *

Auspice Primary Address

Address

Any, but at least one field is required.

Auspice Primary Contact Phone Number *

Must be an Australian phone number.

Auspice Primary Contact Email *

Must be an email address.

Auspice Primary Website

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Must be a URL.

Please upload correspondence confirming your auspice agreement *

Attach a file:

Incorporated Organisation Details

Head of Organisation *

First Name

Last Name

Head of Organisation Position *

Please upload the current Board membership and/or organisational structure *

Attach a file:

Please provide your organisation's 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	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Project Details

* indicates a required field

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Project Title *

Briefly describe your project. If successful this description will be used in our media release, reports and marketing material of upcoming events. Please write a succinct summary introducing the assessors to your project. *

Word count:

Must be no more than 75 words.

Try to describe what your event, project or activity is in a way that someone who isn't associated with your application would understand, with emphasis on type of activity, location and people involved or targeted. There is more opportunity to describe your project further in the application.

Please provide a more detailed description of your project and why it is important or timely to you or your organisation. *

Must be no more than 250 words.

Describe the specific issue or need you want to address

Please describe how your project will be delivered? (This section allows you to provide information about the way the goals of your project/event/activity will be achieved). *

Word count:

Must be no more than 150 words.

This is to provide details of the actual event or project.

Start Date *

Must be a date and between 1/1/2020 and 31/12/2020.

If your intended activity or project starts after 31 Dec 2019 please apply to Round 2 of this program.

End Date *

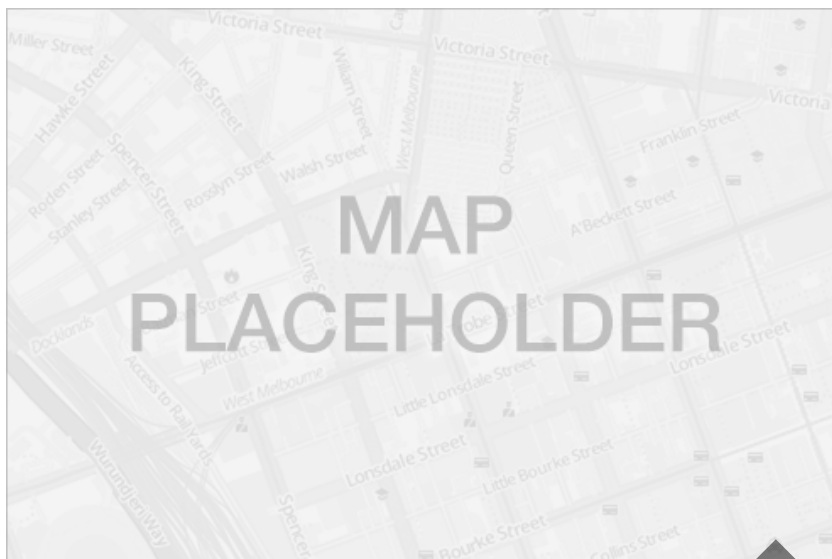
Must be a date and between 1/1/2020 and 31/12/2020.

Where will the main activity take place? *

Address

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Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Local Government Area (LGA)

Your project must take place in the Hobart Municipality

Will your project/activity also take place in other locations?

- Yes No

What time of day is the event? *

- Day time hours (5am - 5pm)
 Night time hours (5pm - 5am)
 Both day and night time hours
 Not Applicable
 Other:

Please tick the suburb(s) where your project is located *

- | | |
|--|---|
| <input type="checkbox"/> Battery Point | <input type="checkbox"/> Ridgeway |
| <input type="checkbox"/> Dynnyrne | <input type="checkbox"/> Salamanca and Waterfront |
| <input type="checkbox"/> Fern Tree | <input type="checkbox"/> Sandy Bay (includes Lower Sandy Bay) |
| <input type="checkbox"/> Glebe | <input type="checkbox"/> South Hobart (includes Cascades) |
| <input type="checkbox"/> Hobart (City Centre) | <input type="checkbox"/> Tolmans Hill |
| <input type="checkbox"/> Lenah Valley | <input type="checkbox"/> West Hobart |
| <input type="checkbox"/> Mount Nelson | <input type="checkbox"/> There was no location for this project |
| <input type="checkbox"/> New Town (includes Cornelian Bay) | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> North Hobart | |

Will your event be in any of our venues or spaces (you may tick more than one) *

- | | |
|---|--|
| <input type="checkbox"/> Alexandra Battery | <input type="checkbox"/> kunanyi / Mount Wellington Observation Centre |
| <input type="checkbox"/> Ancanthe Park - Lenah Valley | <input type="checkbox"/> Long Beach Reserve |
| <input type="checkbox"/> Beaumaris Zoo | <input type="checkbox"/> Mathers House |
| <input type="checkbox"/> Blinking Billy Point | <input type="checkbox"/> Princes Park Magazine |

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- | | |
|--|--|
| <input type="checkbox"/> Cascade Gardens - South Hobart | <input type="checkbox"/> Queens Domain |
| <input type="checkbox"/> Cenotaph - Hobart | <input type="checkbox"/> Regatta Grounds |
| <input type="checkbox"/> City Hall | <input type="checkbox"/> Salamanca Lawns |
| <input type="checkbox"/> CoH Playground | <input type="checkbox"/> Soundy Park |
| <input type="checkbox"/> CoH Sporting Facility | <input type="checkbox"/> St David's Park |
| <input type="checkbox"/> Cornelian Bay Oval & Foreshore | <input type="checkbox"/> Town Hall |
| <input type="checkbox"/> Cultural Park / North Hobart Skate Park | <input type="checkbox"/> Town Hall Underground |
| <input type="checkbox"/> Dorney House | <input type="checkbox"/> Waterside Pavilion |
| <input type="checkbox"/> Fitzroy Gardens | <input type="checkbox"/> Waterworks Reserve |
| <input type="checkbox"/> Franklin Square | <input type="checkbox"/> Youth Arts & Recreation Centre Rehearsal Room |
| <input type="checkbox"/> Hobart Rivulet Park | <input type="checkbox"/> No, I am not using a Council venue |
| <input type="checkbox"/> John Doggett Park | <input type="checkbox"/> Other: <input type="text"/> |

Please tick one or more art forms used in your project *

- | | | |
|---|--|---|
| <input type="checkbox"/> Craft and Design | <input type="checkbox"/> Film and Screen | <input type="checkbox"/> Sound Art |
| <input type="checkbox"/> Community Art | <input type="checkbox"/> Gaming | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Literature | <input type="checkbox"/> Urban interventions |
| <input type="checkbox"/> Design | <input type="checkbox"/> Multi-art form | <input type="checkbox"/> Visual Art |
| <input type="checkbox"/> Digital Art | <input type="checkbox"/> Music | <input type="checkbox"/> There is no art form used in the project |
| <input type="checkbox"/> Fashion and textiles | <input type="checkbox"/> Public Art | <input type="checkbox"/> Other: <input type="text"/> |

You can select more than one if you feel it's applicable

Does your project include content or participants from the following communities? *

- | | |
|---|--|
| <input type="checkbox"/> Families and Children (0-12 years old) | <input type="checkbox"/> Multicultural Community |
| <input type="checkbox"/> Youth (13-25 years old) | <input type="checkbox"/> Aboriginal Community |
| <input type="checkbox"/> Older People | <input type="checkbox"/> Arts Community |
| <input type="checkbox"/> Women | <input type="checkbox"/> General Audience |
| <input type="checkbox"/> Men | <input type="checkbox"/> Unsure |
| <input type="checkbox"/> People Living with a Disability | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> LGBTIQ+ Community | |

You can select more than one if you feel it's applicable

Who is the primary audience group your project targets? *

- | | |
|---|--|
| <input type="checkbox"/> Families and Children (0-12 years old) | <input type="checkbox"/> Refugee Community |
| <input type="checkbox"/> Youth (13-25 years old) | <input type="checkbox"/> Aboriginal Community |
| <input type="checkbox"/> Older People | <input type="checkbox"/> Arts Community |
| <input type="checkbox"/> Women | <input type="checkbox"/> General Audience |
| <input type="checkbox"/> Men | <input type="checkbox"/> Unsure |
| <input type="checkbox"/> People Living with a Disability | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> LGBTIQ+ Community | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Migrant Community | |

Will there be a fee for people to participate or attend your event or activity? *

- Yes No

Ticketing Charges

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List the pricing for admission charges here, including any variations, such as discounts or concessions.

You may edit the descriptions 'Fee Type' to suit your requirements. More rows can be added to the table if necessary by clicking the 'add more' button.

Fee Type	Price	Comments (optional)
Full Price	\$	
Concession		

Assessment Criteria

* indicates a required field

Some of the following questions are text based and have word limits. Please ensure you express yourself clearly and succinctly. You do not need to use the total word count if you feel you can complete your answers well with less words.

While we require the information to be concise and clear your assessment will not be based on grammatical accuracy. You may use dot points - as well as provide additional information (images, designs and audio files) relevant to this as supporting material.

How does the project respond to a need or interest in the community? For example, can you demonstrate your project is beneficial to the community? *

Word count:

Must be no more than 250 words.

How will the community support your project or be involved in its development or delivery? *

Word count:

Must be no more than 250 words.

How will the project provide opportunities for participants to build or maintain social connections and networks? *

Word count:

Must be no more than 250 words.

How will you ensure your project is accessible to people attending and/or participating? This might include cost, physical access or access to information. *

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Word count:
Must be no more than 250 words.

Personnel

* indicates a required field

Project Management

In dot points, please describe how your project will be managed. For example, do you have key project positions, is there a Board who approves decisions, do you have specific committees or working groups that manage particular tasks, are you contracting someone to manage certain areas like marketing and are there other groups or organisations you are working with as strategic partners? *

Word count:
Must be no more than 200 words.
You can answer this question in dot points or paragraph structure.

Key project staff

Please detail the key project personnel involved in this project and their roles. Where possible, please provide a CV, biography or description of each person. In this document please describe their suitability for the role and confirm their intended participation in this project.

Name	Role in the project	Paid or Volunteer?	CV/Bio

How many paid staff are working on your project? *

Must be a number.

How many volunteers will be working on your project? *

Must be a number.

Strategic Partners

List any strategic partners here.

Please be sure that a Letter of Support is attached, and is relevant to this project.

A strategic partner is a group or organisation that is assisting or contributing in some way to the delivery of your project.

Please note that an auspice organisation is not necessarily a strategic partner.

You may add more rows to the table by clicking on the 'add more' button.

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Strategic partner	Role in your project	Contribution	Letter of Support/ Confirmation

Marketing

* indicates a required field

Please tick the promotion methods for this project *

- | | |
|---|--|
| <input type="checkbox"/> Our group/personal Facebook page through posts | <input type="checkbox"/> Another group / organisation newsletter or e-newsletter |
| <input type="checkbox"/> Facebook Live Videos | <input type="checkbox"/> Letterbox drop |
| <input type="checkbox"/> Our Facebook page through paid advertising/boosted posts | <input type="checkbox"/> Posters / flyers |
| <input type="checkbox"/> City of Hobart Facebook page | <input type="checkbox"/> Radio interview |
| <input type="checkbox"/> Another person/group Facebook page | <input type="checkbox"/> Radio advertising |
| <input type="checkbox"/> Other social media | <input type="checkbox"/> Television advertising |
| <input type="checkbox"/> Our group/personal website | <input type="checkbox"/> Announcement at other events |
| <input type="checkbox"/> City of Hobart website | <input type="checkbox"/> Billboards |
| <input type="checkbox"/> Online event listings | <input type="checkbox"/> Civic banners |
| <input type="checkbox"/> Our group newsletter / e-newsletter | <input type="checkbox"/> Other: <input type="text"/> |

Briefly describe your marketing plan and how you intend to connect with your primary audience. Please note your marketing costs should be reflected in your budget. *

Word count:
Must be no more than 150 words.

Budget

* indicates a required field

Notes to your budget

- It is important that your budget lists the request to the City being made in this application as well as where those funds will be spent. If the City's support is spread across a number of costs those should be listed up to the value of the total grant request.
- It is required that this section is accurately completed and income and expenditure balances
- You may attach a budget of your own design with extra detail as supporting material however this section will still need to be completed.

What is the request of the City of Hobart Grant (GST exclusive)? *

\$

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Must be a dollar amount.

What is the total financial support you are requesting in this application?

Would you be willing to accept an offer of partial funding? *

Yes No

Budgeted Income

Please describe all income items that are contributing to this project. This includes your cash and in-kind contribution, as well as an estimate of any in-kind volunteer hours.

Please note, that if you expect to generate revenue from your project, it should be reflected in your budget income table. Additional in-kind support from other sources may be listed but must be reflected with the equivalent value in the Expenditure Budget.

If you are a profit-making, commercial organisation requesting grants within this program must at least be matched dollar-for-dollar by your own financial contribution.

PLEASE NOTE: All items listed in your Income Budget should be GST exclusive

Income source	In-kind or cash	Confirmed or Not	Dollar Amount (\$) GST exclusive
City of Hobart (cash only)	In-kind Cash	Confirmed Not Confirmed	\$
	In-kind Cash	Confirmed Not Confirmed	
	In-kind Cash	Confirmed Not Confirmed	
	In-kind Cash	Confirmed Not Confirmed	
	In-kind Cash	Confirmed Not Confirmed	

Total Income Amount

\$

This number/amount is calculated.

Budgeted Expenses

Please describe your budget expenditure. Please note, the income described in your Income Budget should all be accounted for in your Expenditure Budget.

PLEASE NOTE:

- All items listed in your Expenditure Budget should be GST exclusive.
- At least one item must be attributed to the requested support from the City of Hobart.

Expenditure Item	Funding Source	Dollar Amount (\$) GST exclusive
	City of Hobart	\$

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Expenditure Budget Totals

Total Expenditure Amount

\$

This number/amount is calculated.

Budget Totals

Your budget must balance, that is, Income minus Expenses equal zero.

If you have a budgeted loss, enter a line item in the income section to balance to zero.

Total Budgeted Income

\$

This number/amount is calculated.

Total Budgeted Expenses

\$

This number/amount is calculated.

Budget Nett (should be zero)

\$

This number/amount is calculated.

Budget Comments (optional)

Budget commentary that you feel the assessors would benefit from further clarification of what you have written in your budget table above.

If the project you are seeking funding for is part of a larger project, it may be worthwhile to attach the complete project budget as 'support material'.

Word count:

Must be no more than 200 words.

Support Material

Application Support Material

Support material must be directly relevant to the project and complement rather than duplicate information already provided in this application.

A maximum of eight (8) items may be submitted.

Suggested support material may include:

- recent examples of your work and/or that of the key personnel (visual, aural or literary)
- evidence of community support (e.g. a letter of support from a community organisation that may directly or indirectly benefit from and that shows understanding of your project)
- other documentation or materials which will help the assessors understand your project

Acceptable formats, sizes and quantities:

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- word documents, pdfs, jpgs and mp3 files
- maximum 5MB per file
- maximum of three urls that directly link to relevant webpages
- passwords must be provided for private links to YouTube, Vimeo etc

The following are not considered as support material and will not be assessed:

- Facebook pages
- additional CV or bio information
- annual reports
- minutes of meetings (including AGMs)

Uploading Support Material

Item Description	Upload your Files here	Website	Password (if required)

Venue/Equipment/Hire/Permits Confirmation

It is the responsibility of the applicant to ensure that all venue, equipment bookings, or any associated charges for fees or permits (private, commercial or City owned) required for the project are managed by the applicant.

All venue, equipment hire, fees, or permits that are critical to your project should be itemised in your budget, with confirmation and quotes attached here'.

Item Description	Booking correspondence/ confirmation	\$ Cost (GST exclusive)
		\$

Declaration

* indicates a required field

Waste Management Strategy

The [City of Hobart Waste Management Strategy 2015 - 2030](#) encourages all entities affiliated with the City of Hobart to support our City in our endeavour to achieve zero waste to landfills by 2030.

Grant recipients will be required to implement strategies that are aimed at:

- **Reducing waste in food services at events.** This means that if food is sold or given away in disposable containers, only certified compostable containers and utensils may be provided to patrons.
- **Reducing land-fill.** This means that the use and distribution of plastic, "micro-bead" and glitter products (such as balloons, flags and promotional paraphernalia and plastic single use water bottles) will not be undertaken as part of the event.

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If you are serving food do you agree to use only certified compostable containers and utensils? *

- Yes
- Not Applicable

If you are holding an event do you agree to not provide plastic bags, single use water bottles or plastic straws?

- Yes
- Not Applicable

If you are holding an event do you agree to not provide balloons, glitter and micro-bead products and promotional paraphernalia that is non compostable?

- Yes
- Not Applicable

The City of Hobart's support

The City of Hobart is proud to support creative and community initiatives that activate Hobart. If you are successful in your grant application you will be required to acknowledge the contribution that the City of Hobart has made to your project. The following section asks you to specify how you will accomplish this requirement.

Please be aware that failure to comply to the [Grant and Partnership Acknowledgment Guidelines](#) could make the applicant ineligible for grant assistance from the City of Hobart in the future.

Have you read and understood the Grant and Partnership Acknowledgment Guidelines? *

- Yes

Payment Information

If your request is approved we can provide an electronic transfer of the funds into your account within 14 days of receiving your signed grant agreement. Alternatively you may provide a Tax invoice.

To allow us to process your payment based on the information provided in this application please agree to the following statement:

- Both parties to the following agree that they are parties to a **Recipient Created Tax Invoice (RCTI)** agreement.
- In this instance the recipient is the City of Hobart and the supplier is the Grant applicant.
- The recipient and the supplier declare that this agreement relates to the requested supplies (grant) if accepted.
- The recipient can issue tax invoices in respect of these supplies.
- The supplier will not issue tax invoices in respect of these supplies.
- The supplier acknowledges that it is registered for GST and that it will notify the recipient if it ceases to be registered.
- The recipient acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered.
- Acceptance of this recipient created tax invoice (RCTI) constitutes acceptance of these terms.

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- The supplier must notify the recipient within 21 days of receiving this document if the supplier does not wish to accept the proposed agreement.

By agreeing to this statement the City of Hobart will be able to pay your grant funds automatically into your account without a separate invoice. Do you agree to this statement? *

I agree I do not agree

Please provide the bank account details the grant request will be paid into should you be successful. If this application is being auspiced, you should supply the Auspice Organisations bank details here. *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

By submitting this application form I confirm that:

- I am authorised to submit this application
- the information provided in this application is complete and correct, to the best of my knowledge
- the offer of a Grant is at the discretion of the City of Hobart
- if successful, this organisation will be required to fulfil the Conditions of the Grant
- any grant awarded will be used only for the project described in this application
- I will immediately advise the City of Hobart of any project changes which may alter the eligibility status of the project
- I consent to the public release of the name of the applicant organisation and the details provided in the Project Outline.

Name of person completing this application? *

Position? *

Date submitted? *

Must be a date.