



CITY OF HOBART GRANTS PROGRAM

CREATIVE HOBART SMALL AND MEDIUM GRANT GUIDELINES

**CREATIVE
HOBART**

AN INITIATIVE OF

City of **HOBART**



CITY OF HOBART CREATIVE HOBART

Creative Hobart grants provide financial assistance for projects that contribute to Hobart as a creative city, support and enhance the cultural life of Hobart and take place in the Hobart municipal area.

Creative Hobart grants support a vision that recognises cultural development and the creative industries. They provide a real opportunity to strengthen community wellbeing, create a rich sense of place, and contribute to economic viability.



CITY OF HOBART CREATIVE HOBART SMALL & MEDIUM GRANTS FUND PROJECTS THAT:

- bring more cultural and creative activities into the public realm
- provide greater exposure to cultural activities
- increase opportunities for community involvement
- attract cultural tourism
- make Hobart a truly wonderful place to live, work and visit

CREATIVE HOBART GRANT CATEGORIES

The Creative Hobart Grants program has four categories.

- **Quick Response Grants**
- **Small Grants**
- **Medium Grants**
- **Major Cultural Organisations Grants**

More information on all categories is available at the [Creative Hobart Grants page](#).

This guideline outlines eligibility, assessment criteria, and processes for the Creative Hobart Small & Medium Grants categories. For detailed information and definitions, please read the [Detailed Grants Program Information](#).

CITY OF HOBART KEY STRATEGIES

This grant program supports projects that contribute to realising the City of Hobart strategies. Applicants are encouraged to read relevant strategies listed on the website under [Relevant Strategies and Other Documents](#).

Creative Hobart strategy

[Creative Hobart](#) is the City's cultural policy. Applicants will need to demonstrate how their project aligns with the objectives listed below under Criteria.

City of Hobart Public Art Strategy

Applicants seeking to undertake public art projects should demonstrate alignment to the key directions outlined in the [Public Art Framework 2019](#).

WHAT CAN YOU APPLY FOR

Creative Hobart grants support the delivery of artist led creative activities, projects, and events in the Hobart municipality that align with the City's Creative Hobart Strategy.

Through this program the Council can provide financial assistance, in-kind services, marketing and operational support. All proposed activities should have Council approval if required, including any relevant permits, and must address safety and risk issues.

HOW MUCH CAN YOU APPLY FOR?

Creative Hobart Small Grants offer cash support from \$1 000 to \$5 000.

Creative Hobart Medium Grants offer cash support from \$7 000 to \$15 000.

Organisations and groups may receive one grant only each financial year for the same project or activity from any City of Hobart Grant stream.





THE APPLICATION PROCESS

WHO CAN APPLY?

Registered not-for-profit organisations and charities

Registered not-for-profit (NFP) organisations, including registered charities, are eligible to apply for and auspice applications for grants.

Unregistered groups or organisations

Unregistered organisations or groups may apply for grants if auspiced. Applicants are required to enter an auspicing agreement with a registered NFP organisation that then becomes legally responsible for the project, financial management, and public liability coverage.

Applicants who are auspiced must provide full details and confirmation from their auspicing organisation with their application. A [sample letter](#) is available online.

For more information about auspicing agreements visit [Auspicing Agreements](#).

Commercial organisations

Companies and organisations that operate as for-profit entities may apply for a 'matched' grant. That is, for every dollar requested from the City of Hobart, the applicant must match an equal, or greater, dollar amount to the project. The outcome of these projects must be focused on the benefits to the community.

Individuals

Applications for projects to be delivered by an individual must apply under the auspice of a registered not-for-profit organisation.

WHO CAN'T APPLY?

The following are not eligible to apply:

- ✗ current employees of, or contractors to, the City of Hobart
- ✗ applicants who have received a City of Hobart grant for the same project within

the same financial year

- ✗ Australian and local government agencies and bodies
- ✗ Tasmanian government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery, the Royal Tasmanian Botanical Gardens and accredited schools or training providers
- ✗ government enterprises
- ✗ political parties
- ✗ organisations that do not operate or provide services in the City of Hobart municipal area

WHEN TO APPLY

The Creative Hobart Grants are open for applications twice a year for a four week period. Late applications are not eligible.

February round

The grant round closes in March for projects starting after 30 June the same year.

Results are announced in May.

August round

The grant round closes in September for projects starting after 31 December the same year.

Results are announced in November.

Visit the [website](#) for specific dates.

HOW TO APPLY

The first step is to contact the Creative Hobart team to discuss the project. Call the Cultural Development Coordinator on **03 6238 2823**.

The City of Hobart uses the SmartyGrants system to administer grants and an online application form can be found on the [website](#).

To discuss any difficulties in submitting an application please contact the Grants Officer.



PROJECT ELIGIBILITY SUMMARY

ELIGIBLE APPLICATIONS WILL NEED TO DEMONSTRATE:	
✓	alignment with the Creative Hobart Strategy objectives
✓	outcomes that are delivered in the City of Hobart area
✓	that the project will occur within 12 months of the published project start date
APPLICATIONS WILL NOT BE ELIGIBLE IF:	
✗	the applicant has not fulfilled the conditions of a previous City of Hobart grant by the due date
✗	the applicant has received another City of Hobart grant for the same project or a related Event/Festival within the same financial year
✗	the project has potential to make significant profit and/or other funding sources are considered to be more appropriate
✗	the application is for ongoing administration or operational costs of the applicant
✗	In the case of schools, the application is for funding which includes costs associated with the employment of teaching or support staff and/or the delivery of curriculum

This grant cannot be used to fund:

- ✗ donations or fundraising projects that support the recurrent operations of the applicant
- ✗ contribution towards payment of rates
- ✗ activities that have already commenced, or are scheduled to commence prior to the published project start date
- ✗ retrospective payments or deficit funding
- ✗ capital works, construction, or improvements to buildings not part of a recognised public art installation
- ✗ individuals, individual pursuits or professional development, unless there is a public outcome
- ✗ the purchase of equipment that is not specific to project delivery and would otherwise support the operations of the organisation
- ✗ the core delivery of national conferences or seminars to be staged in Hobart.

APPLICATION ASSESSMENT CRITERIA

EACH ELIGIBLE APPLICATION WILL BE ASSESSED ON INDIVIDUAL MERIT AGAINST THE FOLLOWING CRITERIA:	
✓	enhances the image of the City as a vibrant place to live and visit
✓	aligns with the objectives of the Creative Hobart Strategy
✓	demonstrates involvement and benefits to the community through the project
✓	manages capacity through suitably qualified and experienced staff, and strong financial viability

CREATIVE HOBART CRITERIA

The City's cultural strategy, Creative Hobart, outlines three 'Outcome Areas' with nine 'Objectives'. Part of the assessment will rate applications on the capacity to contribute to the Creative Hobart objectives.	
1. A PLATFORM FOR CREATIVITY	
Facilitate programs that engage artists and cultural workers in activating the city's built and natural public spaces, providing opportunities for community participation in culture.	Objective 1.1 - Enhancing a sense of place
	Objective 1.2 - Activating public space
	Objective 1.3 - Activating Council facilities
2. THE CITY AS AN INCUBATOR OF CREATIVITY	
Encouraging and supporting creativity, innovation, excellence and diversity. To facilitate work with the creative sector and the community to foster an environment in which creativity can flourish.	Objective 2.1 - Nurturing creativity
	Objective 2.2 - Investing in innovation
	Objective 2.3 - Celebrating excellence and diversity
3. THE CITY AS A CONNECTOR OF CREATIVITY	
Connecting creative people, disseminating information and knowledge, developing shared understandings and exchanging opinions. Activities that provide a welcoming and supportive environment in which ideas and dreams for the future are shared.	Objective 3.1 - Connecting creative people
	Objective 3.2 - Gathering and disseminating knowledge
	Objective 3.3 - Brokering connections

Key personnel

The assessment process will include evaluation of key personnel. Applications should demonstrate that suitably qualified and experienced staff will be involved in the development and delivery of the project.

Project budget

The financial viability of the project will be assessed and a budget for the funding request is required as part of the application. The budget should be accurate, and income and expenditure must balance.

It is important that the project budget details the grant request and where those funds will be spent.

All items in the budget must be **GST exclusive**. Applicants may attach a budget of their own design with extra detail as supporting material.

Budget income

Applicants should detail all income sources contributing to the project, including any (in-kind) volunteer hours, and other grants. In-kind support should be estimated and included to reflect the total cost of the project. If the project will generate revenue this amount must be included in the budget.

Budget Expenses

At least one item must be attributed to the grant request.

It is the responsibility of the applicant to ensure that all venue or equipment bookings, any fees

or permits required for the project are managed and confirmed. Allow time to make venue bookings and keep a record of correspondence, to upload confirmation and quotes in the application.

Venue hire

The City of Hobart has a range of venues for hire, some of which are included in the [Guide to Hobart's Creative Places](#).

Other City-owned venues, including parks and green spaces, are available. For more information visit the [bookings website](#).

Event equipment hire

The City has event equipment for hire, including bean bags, table and bench sets and umbrellas. Please note that the applicant is responsible for booking, transporting and returning these items. For more information, please contact the Production Coordinator – Community Events on **03 6238 2556**.



ASSESSMENT PROCESS

Applicants will receive email confirmation on receipt of their application and notification of the final results.

Applications will be scored and assessed according to the criteria, by an assessment panel that will include external representatives and council officers.

The panel will make recommendations to the General Manager for final approval.

A summary of all applications and requests will be publicly available on the agenda of the City's Community, Culture and Events Committee.

SUCCESSFUL APPLICATIONS

Grant agreement

A formal agreement will be sent to successful applicants. Inability to comply with the agreement may result in withdrawal of support.

Applicants who do not meet their obligations under a grant agreement may not be eligible to apply for future grants.

Payment and GST

Payment information will be provided with the letter of offer. Grants will be paid in full upon receipt of a tax invoice or the City can generate a recipient created tax invoice (RCTI).

Organisations registered for GST should add GST to the grant amount.

Recognition of assistance

Successful applicants must acknowledge the City of Hobart's assistance for their project. Please refer to the [Grant Partnership Acknowledgement Guidelines](#) for details.

Acquittal

Upon completion of the project, successful applicants will be required to acquit their grant, providing evidence of the execution of their project, expenditure and outcomes.

The acquittal form is available by logging on to the applicants account and must be completed online within three months of the project completion date.

Organisations that do not satisfactorily acquit a grant may not be eligible for future funding and may be required to return the funds allocated to their project.

UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants are strongly encouraged to arrange a feedback session with the Grants Officer to discuss the results.

Feedback sessions can offer insight into the reasons behind an unsuccessful application and are valuable for future applications.



APPLICATION TIMELINE

Use this timeline as a tool to follow the application process and ensure you meet your obligations along the way.

ACTION		TIMING
1.	Submit online application	February round closes March
		August round closes September
2.	Application assessed by City of Hobart	February round - assessed April
		August round - assessed October
3.	Applicant notified of decision and letter of offer sent	February round - notified May
		August round - notified November
4.	Sign letter of offer and send tax invoice to the City of Hobart	February Round - May
		August Round - November
5.	Deliver project	February Round - after June
		August round – after December
6.	Complete online grant acquittal	Within 3 months of project end

INFORMATION AND ENQUIRIES

Documents

Copies of all City of Hobart documentation referred to throughout these guidelines can be found via the hyperlinks contained in this document and on the City of Hobart [website](#)

Contact Officer

To discuss your project proposal or administration and technical matters please contact the Grants Officer on **03 6238 2132** or grants@hobartcity.com.au

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