



CITY OF HOBART GRANTS PROGRAM

EVENT GRANT GUIDELINES



City of **HOBART**



CITY OF HOBART EVENT GRANTS

Event grants support groups to deliver community-based events that have creative, community and economic outcomes and that also align with relevant objectives of the *City of Hobart Capital City Strategic Plan 2019-2029*.

Events supported by the City of Hobart activate, celebrate and engage visitors, local communities and people from greater Hobart in the diverse and rich culture of Hobart by utilising and activating city and public venues in creative ways.



CITY OF HOBART EVENT GRANTS FUND PROJECTS THAT:

- enhance community identity
- encourage accessibility and community participation
- support and enhance the cultural life of Hobart
- celebrate cultural diversity
- deliver economic benefits through increased visitation and promotion
- enhance the reputation of the City of Hobart as an attractive tourist destination

EVENT GRANT CATEGORIES

The Event Grants program has four categories:

- **Event Grants**
- **Event Support Quick Response Grants**
- **Event Partnership Grants**
- **City Partnership Grants**

More information is available online at the [Event Grants page](#).

These guidelines outline eligibility, assessment criteria, and processes for the Event Grants. For more 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](#).

Strategic Plan and Vision

The [Capital City Strategic Plan 2019-29](#) is a partner document to the community vision and seeks to bring the aspirations of the vision into action during the next 10 years, while responding to the major challenges faced by the City now and into the future.

Applicants are encouraged to demonstrate how their project aligns with [Hobart: A community vision for our island capital](#) and/or the [Capital City Strategic Plan 2019-29](#)

WHAT CAN YOU APPLY FOR?

Event Grants are provided to support the delivery of events in the Hobart municipality that align with the City's strategic objectives.

Through this program the Council can provide financial assistance as well as marketing and operational support to committees and organisers to assist in event management.

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?

Event Grants offer cash support from \$1000 to \$20000.

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 who 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 auspice agreements visit [Auspicing Agreements](#).

Commercial and for-profit 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.

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

Event Grants stream 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 Grants Officer to discuss your project by calling **6238 2132** or emailing grants@hobartcity.com.au

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, contact the Grants Officer.



PROJECT ELIGIBILITY SUMMARY

ELIGIBLE APPLICATIONS WILL NEED TO DEMONSTRATE:	
✓	alignment with at least one of the City of 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 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 or auspice organisation
✗	in the case of schools, the application 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
- ✗ 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:	
✓	demonstrates benefit to the community as an outcome of the project by:
✓	<ul style="list-style-type: none"> supporting and enhancing the cultural life of Hobart and acknowledging and celebrating its cultural diversity
✓	<ul style="list-style-type: none"> involving local communities, organisations and individuals (including relevant professionals) in the development and implementation of the event
✓	<ul style="list-style-type: none"> encouraging local communities into the City of Hobart area
✓	activates, enlivens and engages local areas and facilities by:
✓	<ul style="list-style-type: none"> producing innovative, high quality, creative festival and event outcomes
✓	<ul style="list-style-type: none"> enhancing the image of the City as a vibrant place to live, work and visit (including relevant professionals) in the development and implementation of the event
✓	aligns with at least one of the objectives of these City of Hobart strategies, including:
	<ul style="list-style-type: none"> Capital City Strategic Plan 2019-29 Creative Hobart Strategy Economic Development Activities Social Inclusion Strategy Multicultural Strategy Youth Strategy
✓	delivers measurable economic and media/promotional yield outcomes
✓	drives intrastate, interstate and international visitation including during shoulder and low visitation seasons
✓	demonstrates that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable
✓	demonstrates that the level of funding requested is commensurate with the expected audience numbers and participants involved

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 2566**.



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

Grants will be paid in full upon receipt of a tax invoice or a recipient created tax invoice (RCTI).

After signing a grant agreement, organisations can submit a tax invoice for the grant amount. Organisations registered for GST should add GST to the grant amount.

Otherwise, please submit an invoice equal to the amount of the grant only.

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 their application.

Feedback sessions can offer insight into the reasons behind an unsuccessful result, 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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