



RESILIENT HOBART

QUICK RESPONSE GRANT GUIDELINES

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These guidelines outline eligibility, assessment criteria, and application process for the **Resilient Hobart Quick Response Grants**.

SUMMARY

Hobart's isolation and scale have required resilience. We know that future challenges will demand that we work hard and work together. But we are our best selves in times of adversity and vulnerability. We are caring, helpful and supportive of everyone at all times but especially when things get tough. We flourish in times of hardship.

The City of Hobart is providing funding to support the delivery of community and creative projects and programs that support the community to respond to and recover from the impacts of the COVID-19 virus.

Funding of up to \$1,000 is available for activities that build capacity, strength and resilience in the Hobart community.

There is \$22,000 available in this grant round until 30 June 2020, with a pool of \$11,000 for community projects and \$11,000 for creative projects. Applications will be assessed on an ongoing basis and applicants will be notified of the outcome of their application as soon as possible. As soon as the funding pool has been expended the grant round will close.



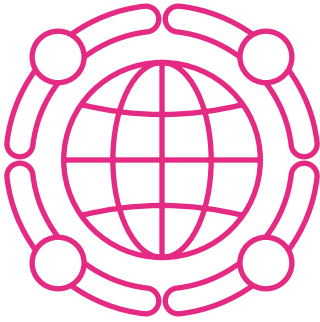


GRANT AIMS

Resilient Hobart Quick Response Grants aim to maintain, strengthen or increase:

- resources, programs or services that address the changing needs of the community resulting from the COVID-19 environment
- community connection and social inclusion in an environment where physical distancing and isolation measures are in place
- the diversity of cultural, creative, health and well-being, recreational or social opportunities available to Hobart residents in a COVID-19 environment
- partnerships between charities, community groups or other organisations that address the impacts of COVID-19, and to
- enhance Hobart as a safe, liveable and healthy city in the context of a pandemic.

CITY OF HOBART KEY STRATEGIES



The grant programs are designed to support projects that contribute to realising the City of Hobart strategies. Applicants are encouraged to read relevant strategies:

- [Hobart: A community vision for our island capital](#)
- [Capital City Strategic Plan 2019-29](#)
- [Social Inclusion Strategy](#)
- [Creative Hobart Strategy](#)

WHAT CAN YOU APPLY FOR?

Resilient Hobart Quick Response Grants are provided to support community and cultural organisations and groups, creative practitioners and other members of the community to deliver projects that provide tangible support for the community to respond to and recover from the impacts of the COVID-19 virus. This could include activities such as a program to provide support to vulnerable people in self-isolation; homelessness initiatives; or the development of live streaming service or online platform to connect artists and audiences.

These may include costs associated with:

- Digital and online materials or tools to create the new broadcast or streamed activity
- Artist fees
- Promotion of the activity
- Materials required to deliver the activity

HOW MUCH CAN YOU APPLY FOR?

Resilient Hobart Quick Response grants offer cash support up to \$1,000.

Organisations, groups and individuals can only receive one Resilient Hobart Quick Response Grant.

WHO CAN APPLY?

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 under an auspice agreement. Applicants are required to enter an auspicing agreement with a registered NFP organisation to be 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](#).

Individuals

Applications for projects to be delivered by an individual must apply under the auspice of a registered NFP organisation.

WHO CAN'T APPLY?

The following are not eligible to apply:

- ✗ Current employees of or contractors to the City of Hobart
- ✗ Australian and local government agencies and bodies
- ✗ Tasmanian government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery, 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 Resilient Hobart Quick Response Grant stream is open for applications until 30 June 2020 or until funds within this stream are fully distributed.

Applications can only be funded for activities occurring no earlier than two weeks from when the application is submitted and no later than 31 August 2020.

PROJECT ELIGIBILITY SUMMARY

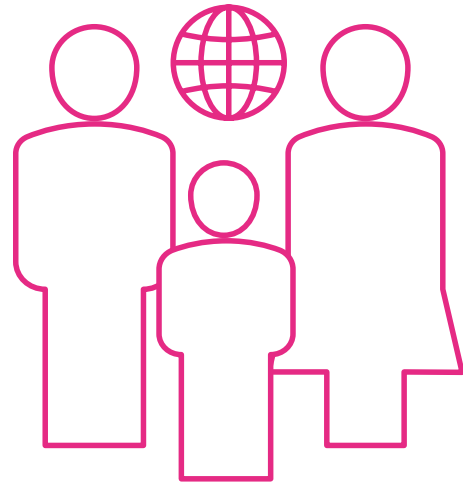
Resilient Hobart Quick Response Grants applications need to demonstrate how they will maintain, strengthen or increase at least one of the following:	
✓	resources, programs or services that address the changing needs of the community resulting from the COVID-19 environment
✓	community connection and social inclusion in an environment where physical distancing and isolation measures are in place
✓	the diversity of cultural, creative, health and well-being, recreational or social opportunities available to Hobart residents in a COVID-19 environment
✓	partnerships between charities, community groups or other organisations that address the impacts of COVID-19, and
✓	enhance Hobart as a safe, liveable and healthy city in the context of a pandemic.
Applications will also need to:	
✓	have outcomes which are delivered in the City of Hobart area
✓	be for a project occurring before 31 August 2020
✓	not duplicate or overlap with existing similar activities.
Applications will be ineligible if:	
✗	the project is inconsistent with prevailing COVID-19 pandemic restrictions
✗	the applicant has not fulfilled the conditions of a previous City of Hobart grant by the due date
✗	the project has potential to make significant profit and/or where 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 the 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
✗	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.

HOW TO APPLY

The first step is to contact the relevant Community Development Officer to discuss your project by calling **03 6238 2100** or email **grants@hobartcity.com.au**

We use the SmartyGrants system to administer the grants program, and all applications can be started at **hobartcity.com.au/Grants**

If you are having difficulty submitting your application please contact the Grants Officer on **03 6238 2132**.



APPLICATION ASSESSMENT CRITERIA

Each eligible application will be assessed on its individual merit against the following criteria to determine its capacity to:

✓	demonstrate alignment with at least one of the COVID-19 specific eligibility criteria
✓	promotes community connection and social inclusion in an environment where physical distancing and isolation measures are in place
✓	build capacity, strength, creativity and resilience in our community
✓	demonstrate that the project is well planned, that suitably skilled people are involved, and that the applicant and the project are financially viable.

PROJECT BUDGET

The financial viability of the project is part of the assessment, 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 your budget details the grant request and where those funds will be spent.

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

PROJECT INCOME

You should detail all income sources that are contributing to this 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 your project will generate revenue it must be included in the budget.

BUDGET EXPENSES

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

ASSESSMENT PROCESS

Applicants will receive email confirmation on receipt of an application, and notification of the success of their application.

Applications will be scored and assessed according to the criteria, by an Assessment Panel of three or more relevant Council officers.

The Panel will make recommendations to the Director, Community Life for final approval, through delegation of authority.

A summary of all successful applications will be publicly available at **hobartcity.com.au/resilienthobartgrant**

SUCCESSFUL APPLICATIONS

Letter of Offer

A formal Letter of Offer 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 on SmartyGrants, and must be completed online within three months of the project completion date.

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

UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants can contact the Grants Officer to discuss the results.

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

INFORMATION AND ENQUIRIES

Documents

Copies of all City of Hobart documentation referred to throughout these guidelines can be found via the hyperlinks contained in these guidelines and on the City of Hobart website hobartcity.com.au/grants

Contact Officer

To discuss your project proposal please contact the Community Development Officer on **03 6238 2100** or for grant administration and technical matters please contact the Grants Officer on **03 6238 2132** or grants@hobartcity.com.au

