



City of Hobart Grants Program

2021–2022 Overview



City of **HOBART**



Acknowledgement

In recognition of the deep history and culture of our city, we acknowledge the Tasmanian Aboriginal people as the Traditional Custodians of this land. We acknowledge the determination and resilience of the Palawa people of Tasmania who have survived invasion and dispossession and continue to maintain their identity, culture, and rights.

We recognise that we have much to learn from Aboriginal people today, who represent the world's oldest continuing culture. We pay our sincere respects to Elders past and present and to all Aboriginal people living in and around Hobart.

We encourage our grant recipients of the City of Hobart Grants Program to acknowledge and engage with the Tasmanian Aboriginal community in their activities.

IMAGE CREDITS

Chris Crerar, Amy Brown, Beaker Street and Graziano Di Martino, Sandi Sissel, Plasticwise Tarooma and Jordan Davis, Madelyne Kramer, Drill Performance Company and Joshua Lowe, Cancer Council Tasmania

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Introduction

The City of Hobart grants program supports community driven activities that make a real difference for people and communities. Our grants can help bring your idea or project to fruition.

Through cash and resource grants we invest in activities that enhance our community and culture and shape the social and economic life of the city.

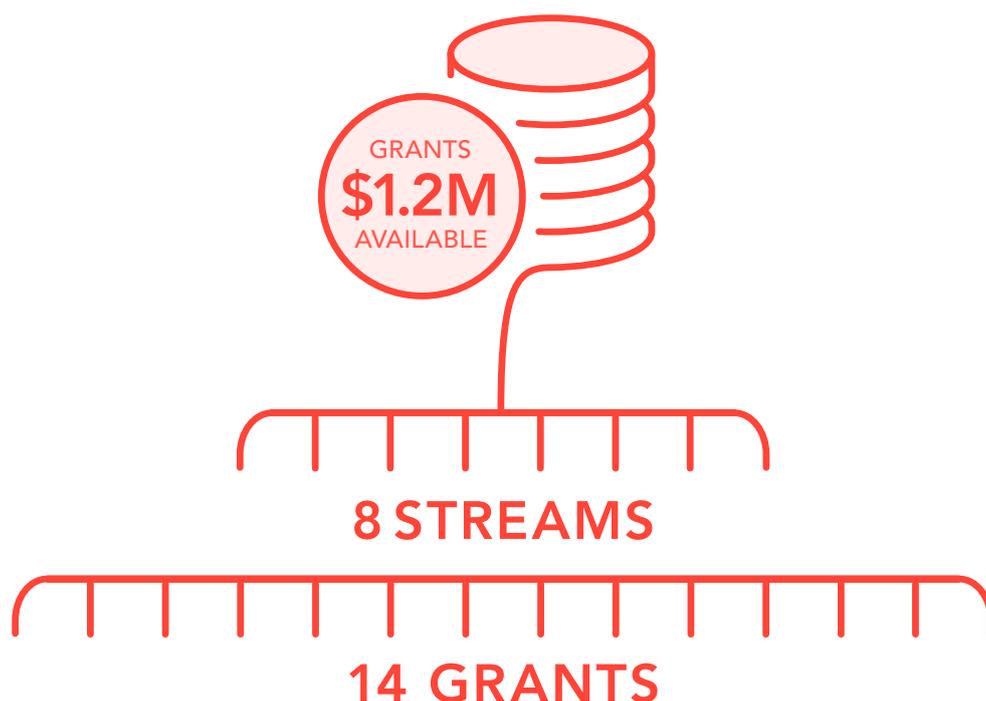
We seek to award a mix of grants that meet the diverse needs of the community and business in Hobart. We fund activities that represent excellent value for the level of cash support requested and do not duplicate existing services or grants provided by other organisations.

This document provides an overview of our grants and should be read in conjunction with each grant guideline that specifies eligibility and assessment criteria. The guidelines are available at hobartcity.com.au/grants.

Speak to us before you apply so we can help you with tips for a successful application.

“We are a city of unique beauty, environment, heritage and people, built on a shared sense of ownership, pride and wonder...We are an island capital city that is socially inclusive and coherently connected...We develop the capacity of our human, social and cultural capital, knowledge and networks...We collaborate, embracing ideas, inventiveness and initiative.”

Hobart: A community vision for our island capital





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Hobart local government area

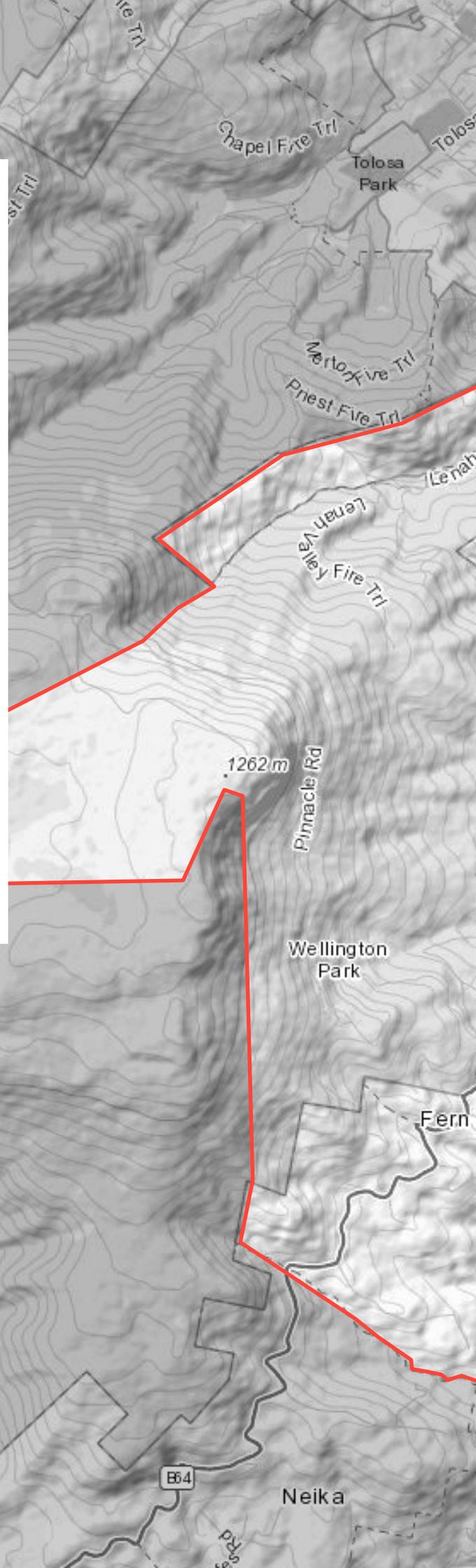
As Tasmania's capital city, Hobart is a major service centre and is home to a wide variety of businesses.

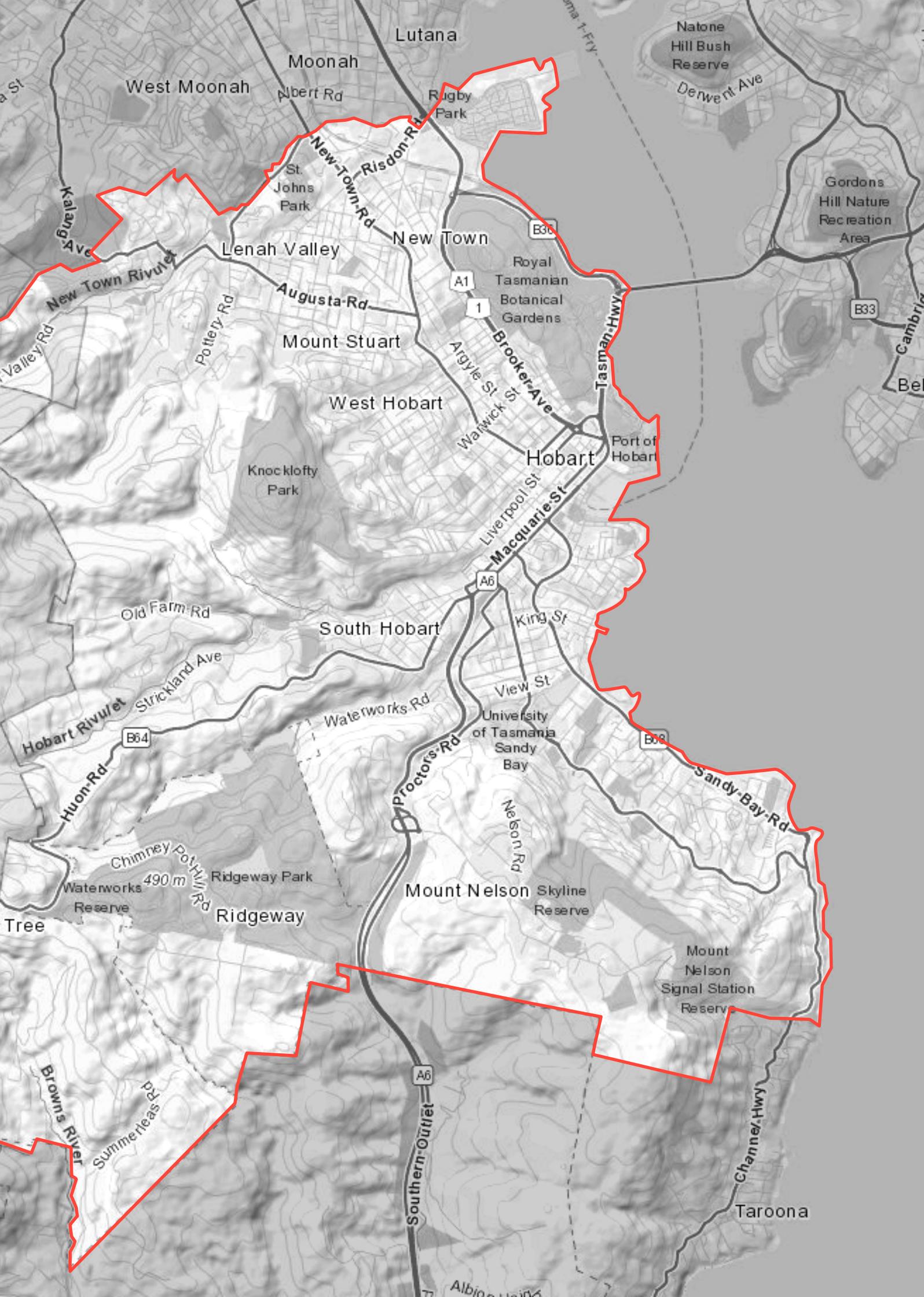
Hobart is an increasingly diverse, vibrant and populated global city.

It is a regional epicentre for culture, arts, recreation, businesses and services. The city plays an important role in improving the region's research, education, training and international engagement outcomes, and is a key enabler of the ongoing growth in Tasmania's visitor economy.

Hobart is a port city and is Australia's gateway to Antarctic and the Southern Ocean. It supports key international engagement, trade, employment and research opportunities.

Activities funded through the grants program happen within the City of Hobart local government area for the benefit of our residents and those who visit our beautiful city.







Grants program summary

The City of Hobart grants program offers 13 grants to support community, creative, economic, events and heritage activities.

The program follows a financial year of 1 July to 30 June the following year and grant funding is refreshed on 1 July each year.

GRANT STREAMS

The City of Hobart provides funding across seven areas, which we call grant streams. Most grant streams have multiple grants. The grants are offered at set times each year.

All grants, except the In-kind Venue and Event Resource Quick Response Grant, provide cash support only.

	Quick Response	Biannual	Annual	Biennial
Business		up to \$5,000		
Community	up to \$1,000	up to \$5,000		
Creative Hobart		Creative Hobart Small up to \$5,000 Creative Hobart Medium \$5,000 to \$15,000	Major Cultural Organisation Grant over \$10,000	
Event	up to \$1,000 of in-kind venue or equipment support	up to \$20,000	Event Partnership Grant over \$20,000	
Christmas	up to \$750		Community Christmas Carol up to \$15,000	
Heritage				up to \$10,000
Urban Sustainability			up to \$15,000	
International Student Support	up to \$2,000			

TIMING

Different grant streams and categories are open at different times throughout the year.

Be sure to check the closing dates published on our website. Specific opening and closing dates for each grant are published at the beginning of each financial year at hobartcity.com.au/grants.

Applications close at 5 pm on the due date. Late applications are not eligible and will not be assessed.

		Quick Response	Biannual		Annual	Biennial
			August	February		
Applications open	Between four weeks and six months before the activity starts		9 August 2021	7 February 2022	28 June 2021	9 August 2021
Applications close	31 May 2022 (or until funds are exhausted*)		6 September 2021	7 March 2022	26 July 2021	18 October 2021
Outcome announced	Two weeks after application submitted		Mid November 2021	Mid May 2022	Late September 2021	Mid December 2021
Activity delivery starts	Within six months of the application and between 1 July 2021 to 30 June 2022 [#]		1 January 2022 to 31 December 2022	1 July 2022 to 30 June 2023	See individual grant guidelines	1 February 2022 to 31 January 2023
Activity delivery end date			30 June 2022 [#]	30 June 2024	See individual grant guidelines	31 January 2024

* Please check with the grants officer before applying to confirm funds are available.

[#]The Community Christmas Activation Quick Response Grant supports activity from late November to late December 2021

APPLICANT ELIGIBILITY

We receive grant applications from a variety of entities. A summary of who is eligible for each grant stream is below.

Additional conditions may apply to specific grants. Please read the specific grant guideline for the grant you wish to apply for to confirm you are eligible.

To understand how we define entities, please refer to the glossary in this document.

	Business	Community	Creative Hobart	Event	Christmas	Heritage	Urban Sustainability	International Student Support
Individuals / Sole Traders	●		●	○		●	○	
Unincorporated community groups		●	●	○	●		●	
Incorporated associations	○	●	●		●		●	●
Registered charities	○	●	●	●	●	●	●	●
Commercial organisations	●		●	●		●	●	
Registered schools and training organisations		●	●	●	●		●	
Specific government agencies		●	●	●				

● Eligible | ○ Eligible with conditions

City of Hobart Vision and Strategic Plan

The grants program is guided by the *Hobart: A community vision for our island capital* and the *Capital City Strategic Plan 2019-29*. They are supported by additional resources which outline our approach to key service areas.

As part of your application we encourage you to refer to the vision and strategic plan, and relevant strategies to help you explain to us how your activity fits with our priorities.

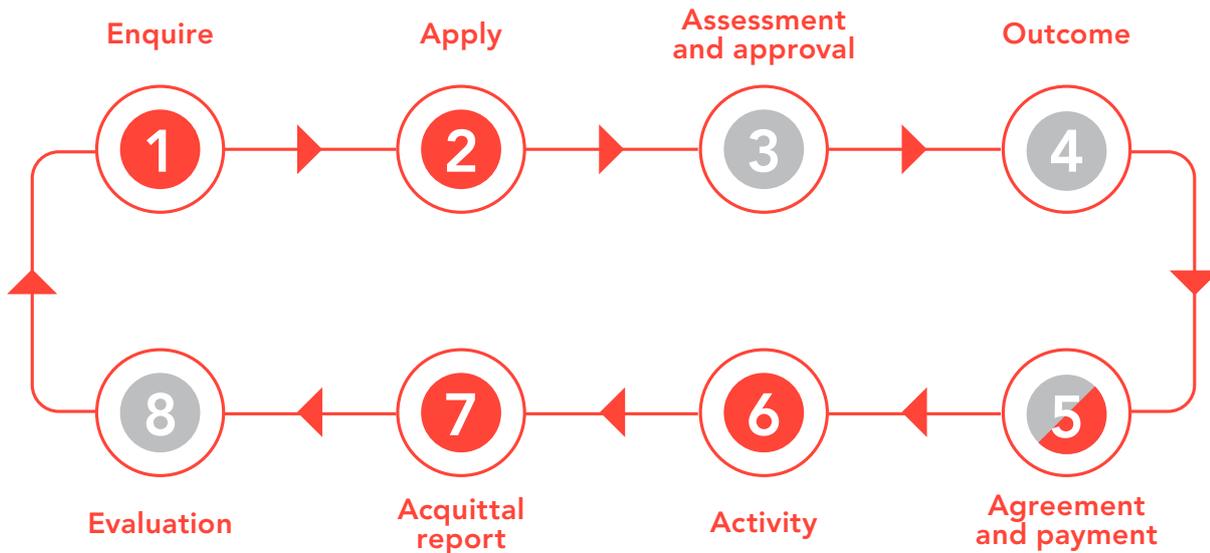
	Business	Community	Creative Hobart	Event	Festive Season	Heritage	Urban Sustainability
Hobart: A community vision for our island capital guides our planning and decision-making and is a useful guide for anyone looking to understand community identity and aspirations in Hobart	●	●	●	●	●	●	●
Capital City Strategic Plan 2015 - 2025 can help you understand what the City is aiming to achieve to deliver on the Community's vision.	●	●	●	●	●	●	●
Waste Management Strategy 2015- 2030 outlines how to implement waste reduction actions and programs with the primary aim to achieve zero waste to landfill.	○	○	○	○	○	○	●
Creative Hobart Strategy is the City's cultural strategy			●	○			
Hobart: A city for all the City of Hobart's Community Inclusion and Equity Framework		●		○	○		
Aboriginal Commitment and Action Plan	○	○	○	○	○	○	○
Hobart Interim Planning Scheme 2015 and Sullivans Cove Planning Scheme 1997						●	

● Relevant strategy | ○ Referenced strategy

Funding life cycle

We have outlined the information in this document to reflect the funding life cycle.

- Applicant
- City of Hobart



Enquire	Applicants have an idea and make contact with the City of Hobart grants officer
Apply	Submission of online application with supporting documentation
Assessment and approval	<ul style="list-style-type: none"> • Pre-eligibility assessment of applicant and activity • Assessment of applications conducted by assessment panel • Approval of funding by the financial delegate
Outcome	<p>Applicants advised of outcome</p> <p>Unsuccessful applicants encouraged to seek feedback</p>
Agreement and payment	<p>Successful applicants provided with funding agreement</p> <p>Signed funding agreement and payment information are returned</p> <p>Funds are provided to successful applications</p>
Activity	<p>Funded activity delivered in specific timeframe</p> <p>City's support is acknowledged</p> <p>Grant recipient advises of any variations to the activity</p>
Acquittal report	Acquittal of funds is required
Evaluation	Evaluation of the grant program to assist the City improve future funding programs and processes.



General program information

ENQUIRE

GENERAL ELIGIBILITY

All applications must meet the eligibility criteria. The eligibility criteria common to all City grants are listed below. In addition to these, each grant category has category-specific eligibility criteria. Common eligibility criteria require applicants to:

- demonstrate that the grant will be used for a purpose in the public interest
- demonstrate they have the resources and experience to deliver the activity
- offer an activity within the City of Hobart local government area
- seek support for an activity that has not started
- disclose if the activity has received funding outside the grants program or support from the City for the activity
- be able to appropriately acknowledge the City of Hobart's support

The City of Hobart does not provide funding to activities that:

- are submitted by an applicant who has not acquitted any previous City of Hobart grants and has no outstanding debts of any kind to the City of Hobart
- are outside of the City of Hobart local government area
- are commercial, have the potential to make significant profit or be self-sustaining
- are run by or involved with political or religious groups to promote their core beliefs
- duplicate existing activities already available within the City of Hobart

- are directly delivered by employees or staff contractors of the City of Hobart. Employees may participate and contribute to activities in their local communities but cannot be the applicant
- are for ongoing administration or operational costs of the applicant. This includes general expenses for ongoing operation of the organisation or group, including such items as staff costs, administration, COVID-19 safety supplies, and miscellaneous expenses. In the case of schools, this also includes costs associated with the employment of teaching or support staff and/or the delivery of the curriculum
- are already delivered by the City or are our core business
- seek donations or fundraise for recurrent operations of the applicant
- are national conferences or seminars to be staged in Hobart
- have received another City of Hobart grant for the same activity or the activity is part of a festival or larger event that has already received a grant for the same activity

Also, multiple applications for one activity can only be considered for support in one grant stream in a single round.

Applicants are responsible for choosing the most appropriate grant to apply for. It is recommended that you discuss your application with the grants officer prior to submitting your application. The grants officer can provide advice on how to address the assessment criteria to submit a compelling application.

FUNDING USE

Applications must identify how the grant funds will be used and the use of grant funds must align to the specific grant.

All grants, except the In-kind Venue and Event Resource Quick Response Grant, provide cash only. This quick response grant only provides in-kind support for the use of City venues, equipment and other event resources.

We seek to obtain the best mix of grants to meet the needs of the community and businesses for Hobart. We support activities that represent excellent value for the level of cash support requested and do not duplicate existing services or grants provided by other organisations.

Often applicants are unsure what the grant funds can be used for. Here is a list of common expenses for community-focused activities. While all these costs can be covered by a grant, some are more aligned to the program compared to others.

WHAT WE LIKE TO FUND

- 
- Fees for key personnel and performers, such as artists, creative practitioners and event professionals.
 - Use of City facilities, such as venues, parks, equipment and parking.
 - Materials such as decorations and site design.
 - Marketing and promotion expenses.
 - Equipment hire, including AV and temporary structures.
 - Sustainable materials, such as compostable plates and cutlery.
 - Photography.
 - Activity-specific public liability insurance.
 - Individual pursuits or professional development with a public outcome.

EXPENSES THAT ARE CHALLENGING TO FUND

- 
- The purchase of equipment that is not specific to the activity and support the general operations of the organisation.
 - Activities that are primarily for the delivery of sporting or recreation programs, unless the applicant can demonstrate strong alignment to the City of Hobart's Social Inclusion Strategy.
 - Ongoing programs - unless the applicant can demonstrate how the City's support will substantially increase the impact of the existing program.
 - Food and beverage for participants and attendees (especially when there is no charge).
 - Consultants.

EXPENSES THAT ARE UNLIKELY TO BE FUNDED

- 
- Competitions, prizes, sponsorships, bursaries, donations or gifts.
 - Commercial venue hires.
 - Travel expenses.

APPLY

ONLINE APPLICATIONS

We use the SmartyGrants system to administer the grants program. Applicants need to create a login with SmartyGrants. If you or your organisation have previously used SmartyGrants to apply for a grant with another grant-maker, you are already registered.

It is strongly recommended that you use a generic organisation email to create your login, such as admin@, info@, manager@ so as to keep your grant applications together within the system.

Application forms are available when the funding round opens. Quick response grants are open all year round and online application forms are always available (see page 10).

All applications can be found at hobartcity.com.au/grants

Applications must be submitted by the due date at 5 pm AEST (or AEDT if applicable).

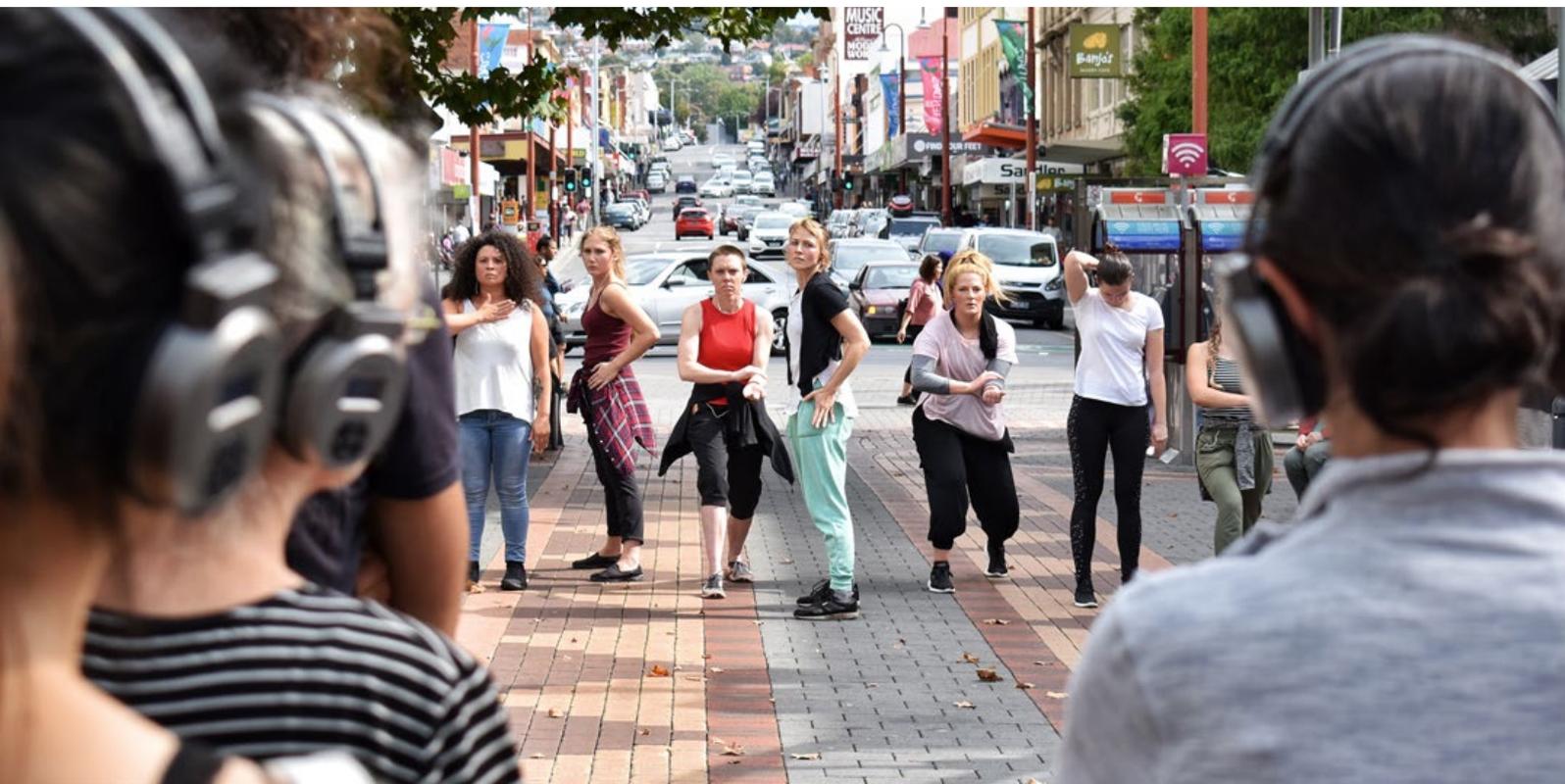
Applicants will receive an automatic notification upon receipt of a successfully submitted application.

APPLICATION SUPPORT

Your application must be well-developed, address all the criteria and answer all compliance questions. It must include documented evidence and support as required.

You will find plenty of support to help with your application:

- **Online resources** – hobartcity.com.au/grants
- **In-person support** – call **03 6238 2132** or email grants@hobartcity.com.au
- **Information and Q&A sessions** – for applicants to learn about the grants program and discuss proposed activities with one of our team.



SUPPORT MATERIAL

Support materials are documents that provide evidence to your claims and explain your activity. They should validate the quality of your activity and demonstrate the experience of the people involved.

Support materials play a critical role in helping assessors evaluate your application.

Where relevant, you should provide recent examples that best demonstrate the quality of past activities.

Standard supporting documentation includes, if relevant:

- tentative bookings for City-managed venues, equipment and other assets
- a copy of your current public liability insurance or quote for public liability insurance to be activated if your application is successful, which would cover the proposed activity to the value of \$20 million
- if the applicant is a social enterprise or an unincorporated organisation, the organisation must provide a copy of the organisation constitution including a statement of purpose and organisation structure
- letters of support from any community or local business partners
- a list of community members or businesses who will be involved in the proposed activity
- short resume or statement of professional experience for personnel
- evidence to demonstrate venue owner's consent
- a basic site plan for the proposed activity

- quotes for goods or services, especially if you are using funds to purchase equipment
- case studies of previous activities
- any other documents relevant to the proposed activity, such as photographs, minutes from planning meetings etc.

Some funding streams may require more extensive documentation, which is listed in the specific grant guidelines.

Please allow enough time for the files to upload into your SmartyGrants application. Late submissions are not accepted.

LATE CONFIRMATIONS

You are encouraged to include letters confirming key aspects of your activity in your application. These may include confirmation that a proposed activity will take place, a partnership has been secured, key people are committed to the activity or funding from another source has been received.

Sometimes these confirmations are received after the application period closes. Please be aware that we cannot amend, correct, update or change any part of your application once it has been submitted. However, you can notify us of confirmations that you receive after you have submitted your application.

To notify us of these confirmations, please send an email to grants@hobartcity.com.au briefly describing the nature of the confirmation and include your application reference number.

You do not need to send us copies of confirmation emails from third parties – if we need to see evidence of the confirmation, we'll request it.

ASSESSMENT AND APPROVAL

PRE-ELIGIBILITY CHECK

When applications are received, they are processed by City of Hobart officers, who check each application's eligibility. If necessary, applicants may be contacted to clarify technical points or to request supplementary information to assist the assessment panel. Applications determined as ineligible will not proceed to assessment.

ASSESSMENT

Applications will be scored and assessed according to the specific criteria listed in the guidelines for each grant by an assessment panel, which may recommend full, part or no funding. This decision is carefully considered with the view of maintaining the integrity of the proposal.

The success of an application is determined by its merits against the assessment criteria. Activities do not need to meet all the assessment criteria, nor is meeting all the criteria a guarantee of funding.

The assessment panel will include relevant City of Hobart officers and grants in the annual and biannual rounds are also assessed by assessment panels that include industry professionals with expertise that benefit the assessment process.

As well as the overall quality and capacity of the application to address the specific criteria listed in the guidelines for each grant, the assessment process will also consider the ability for the activity to achieve the identified outcomes and consider how manageable and organised the activity is.

Our grants program is highly competitive. Previous success in grant applications does not automatically ensure continued support.

APPROVAL

The assessment panel makes recommendations to the Council, or the approved delegate for approval.

Quick response grants are approved by the Director Community Life.

Grants valued up to \$20,000 are approved by the Chief Executive Officer.

Major Cultural Organisation Grant and Event Partnership Grant applications which exceed \$20,000 are submitted to Council for approval.

All decisions regarding funding outcomes are final.

Approval of a grant does not imply that the City has given any other approval. Applicants should note that many activities including festivals and events, require approvals, permits and consents from the City (such as development applications), Tasmania Police and other state government agencies. If the necessary approvals cannot be obtained, the City may revoke the grant.

OUTCOME

We will notify you in writing of the outcome of your application within 10 working days of approval.

UNSUCCESSFUL APPLICATIONS

If your application is not successful, the decision does not necessarily reflect the worthiness or community benefit of the proposal. All applicants are encouraged to arrange a phone or face-to-face meeting with the grants officer to discuss feedback from the assessment panel on their application.

AGREEMENT AND PAYMENT

ANNUAL AND BIENNIAL GRANT ROUNDS

All successful applicants in the annual and biennial grant rounds are required to enter into a funding agreement before grant payments are made and before an activity can commence.

We will negotiate this agreement with you. The agreement will include:

- a description of the activity for which funding is being provided
- the amount of cash funding to be received
- specific performance criteria for each activity – these should be provided when applying and can be negotiated when finalising the agreement
- benefits you will provide the City in return for the funding (see acknowledgements on the next page)
- a payment schedule
- the deadline for submission of the activity acquittal.

If you fail to return the signed agreement within one month of receipt, we reserve the right to withdraw the grant.

Inability to meet the obligations under the agreement may affect your eligibility to apply for future grants.

QUICK RESPONSE GRANTS

A letter of offer will be provided to quick response grant recipients prior to the activity commencing.

The letter of offer outlines the responsibilities of the grant recipient, including:

- confirmation of the approved activity
- benefits you will provide the City in return for the funding (see acknowledgements on the next page)
- payment information
- the deadline for submission of the activity acquittal.

Inability to meet the obligations under the agreement may affect your eligibility to apply for future grants.

PAYMENTS

Once contracts are finalised, payments are processed with a standard period of 30-day turnaround time from the invoice date or within seven days of providing your details for a direct transfer as a RCTI (Recipient Created Tax Invoice).

If your organisation is registered for GST, please submit a tax invoice equal to the amount of the grant plus GST.

If your organisation is not registered for GST, you may submit a Tax Invoice equal to the amount of the grant or request an RCTI (Recipient Created Tax Invoice) payment.

ACTIVITY

When the grant agreement and payment have been made, it is time for you to deliver your activity on the scheduled date. City officers can promote your activity and assist you access the City's services and amenities.

ACKNOWLEDGEMENT

Successful applicants must acknowledge the City of Hobart's assistance for their activity.

The Grant Partnership Acknowledgement Guidelines are sent to successful applicants with the grant agreement.

VARIATIONS

If there are significant changes to the funded activity, applicants must contact the grants officer to confirm the variation is acceptable.

A variation is defined in the grant agreement and includes changes to:

- activity start or end date
- attendance capacity
- venue
- ticket price
- the scale or or number of elements within the activity
- key people delivering the activity, including paid and volunteer positions
- activity budget increase or decrease by 10%.

Please speak to us when changes occur for project costs which you have indicated the grant would cover or if the activity changes in a way which would go against the eligibility criteria for this grant.

ACQUITTAL

All grants must submit a report to acquit the grant via SmartyGrants.

Acquittal reports provide feedback to the City on the success of the approved activity, relevant data, images or video and any lessons learnt. You must provide detailed financial reports. You may be asked to provide further documentation and evidence of expenses.

If the grant is valued at more than \$20,000, we may request you provide audited financial statements on acquitting the activity.

Acquittal reports for quick response grants must be submitted no later than one month after the activity has been completed.

All other grants require final reports to be submitted no later than three months after the agreed completion date of the activity, unless otherwise agreed in your grant agreement.

EVALUATION

We invite feedback from you after the acquittal has been completed. This helps us improve the program.

We use this feedback to:

- measure the degree to which our stated outcomes are being achieved
- provide a transparent methodology and process for continuous improvement
- inform and shape future funding and support programs.

Other considerations

ACCESSIBILITY

Regardless of background, gender, identity or life situation, the City believes our community should have the opportunity to connect, share and express one's identity.

One of the fundamental principles of the grants program is to encourage all of our community with the opportunity to be involved or attend the activities we support.

Applicants should endeavour to ensure that their activity will be accessible for people of all abilities. For more information visit our [equal access webpage](#).

ABORIGINAL CONTENT

Hobart is a place that recognises and celebrates Tasmanian Aboriginal people, history, and culture, working together towards shared goals.

We believe that this is our shared history as Tasmanians and we have a responsibility to learn and share it with all who live, work, or visit our city. The City's [Aboriginal Commitment and Action Plan](#) sets out the City of Hobart's commitment and approach to working with Aboriginal people.

Submissions featuring Aboriginal culture should demonstrate how the applicant is engaging the Tasmanian Aboriginal community in the activity. For more information visit our [Aboriginal Programs page](#).

CITY VENUES AND SPACES

The City of Hobart owns properties including open bushland, heritage spaces, and little-known underground venues. Moody basements, ornate ballrooms and open parklands are just some of the venues available for events. The City of Hobart is keen to see our venues used for your ideas and creative projects.

Our [Guide to Creative Places](#) profiles some of the vast range of City-owned venues.

You can also [browse the parks, bushland reserves, sportsgrounds and playgrounds on our website](#).

We also have event equipment and promotional opportunities that can help you.

Applicants are asked to make a booking and provide the quoted amount in their applications.

APPROVALS AND PERMITS

Approvals and, in some instances, permits, must be secured before an activity can commence. Permits are not required as part of the grant application process, however applicants need to demonstrate their awareness of any requirements and reflect these in their grant budget, as the City of Hobart will not waive approval and permit fees.

Examples of permits that could be applicable include:

- a 'Development Approval' to install an artwork on a building or street
- a 'Place of Assembly Licence' to present events with more than 1,000 people attending
- permits such as 'film permits,' 'busking permit,' 'road closures'.

For more information please visit our [running your own event webpage](#).

COVID-19 SAFETY

Restrictions on gatherings remain in place in Tasmania to guide Tasmanians through a staged process on the road to recovery.

It is important to be aware of and follow current restrictions to reduce the risk of further outbreaks of COVID-19. For the most up-to-date information regarding social distancing and hygiene obligations for public gatherings, please visit coronavirus.tas.gov.au.

FEES AND CHARGES

City of Hobart fees and charges apply to all activities held at City managed properties, including parks or car parks. You must include all City of Hobart fees and charges as part of your application budget, as the City will not waive fees associated with your event (e.g. road closures, cleaning, waste, site fees) and does not provide in-kind support in addition to funds approved. For more information please visit our [fees and charges webpage](#).

WASTE MANAGEMENT

All activities funded through the grants program must commit to reducing their environmental impact and improving waste management. A good application will provide details of sustainable commitments as part of the activity, including encouraging the use of public transport to and from the activity, providing recycling facilities, reducing single-use plastics, reducing printed collateral, completing a waste audit report and establishing improvement targets. For more information please visit our [waste reduction resources](#).

LOBBYING

Lobbying or seeking to influence the Elected Members, employees of the City of Hobart or assessment panel members in relation to a grant application is unethical and strictly prohibited. No consideration will be given to an application submitted by an applicant where such lobbying has been proven to have taken place.

Further information and enquiries

PRIVACY

The City of Hobart must comply with the *Local Government Act 1993* in regards to making information available to the general public.

LEGISLATIVE FRAMEWORK

The City of Hobart grant program is governed by:

- *Local Government Act 1993*
- *Hobart: A community vision for our island capital*
- *Capital City Strategic Plan 2019-29*
- *City of Hobart Grants Program Policy*
- *City of Hobart Grant and Partnership Acknowledgement Guidelines*

ACCESSIBILITY

If you can't access the online application form or documents for a grant, please contact the grants officer to discuss how they can help.

DOCUMENTS ONLINE

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 proposal or administration and technical matters, please contact the grants officer on **03 6238 2132** or **grants@hobartcity.com.au**.



Glossary

Term	Meaning
Acquittal	<p>A written report submitted after the funded activity is complete. It details how the recipient administered the grant funds and met the activity outcomes in the funding agreement.</p> <p>This should include promotional material, including media reports, evidence of activities and outcomes, data that may include employment numbers, attendances and audience/ stakeholder satisfaction, a detailed financial report that includes activity income and expenditure and copies of ticket sales, receipts and invoices related to the activity.</p> <p>We provide an online acquittal form for all grant streams.</p>
Activity	<p>A project, service, event, initiative, equipment purchase or upgrade or other function for which an organisation or individual might seek a grant.</p>
Auspice	<p>Auspicing is when a nominated incorporated organisation or registered charity receives, administers and acquits City funding on behalf of an applicant.</p> <p>The auspice organisation is required to:</p> <ul style="list-style-type: none"> • enter into a funding agreement with the City • accept grant funds and pay the auspiced grant applicant • monitor and acquit the use of funds at the completion of the funded activity. <p>Ideally the auspicing organisation will have the technical skills to guide and support the applicant in the delivery of the activity, while acknowledging activity decisions remain with the applicant.</p>
Business	<p>A person, partnership or organisation that is not a community organisation, and is engaged in a profit seeking enterprise or activity.</p>
Community organisation	<p>An entity that carries out activities for a community benefit or an entity whose primary objective is not directed at making a profit for distribution to shareholders or members.</p>
Community benefit	<p>A purpose that is in the public interest of residents of the City of Hobart.</p>
Company	<p>A company as defined by the <i>Corporations Act 2001</i> and registered with ASIC (Australian Securities and Investment Commission). Companies must be registered in Australia to be eligible.</p>
Company limited by guarantee	<p>Charitable and not-for-profit organisations can be registered as public companies limited by guarantee. This means the liability of the company's members is limited. The limit is usually the amount members will contribute to the property of the company if it is wound up.</p> <p>Registration of a company creates a legal entity separate from its members. This means the company can hold property and sue or be sued.</p>
Cooperative	<p>An organisation owned, controlled by, and used for the purpose of benefitting its members.</p> <p>A non-distributing cooperative is one that uses surplus funds to support its activities and cannot distribute to members (not-for-profit).</p> <p>A distributing cooperative may distribute any surplus funds to its members.</p>

Term	Meaning
Conflict of interest	A conflict of interest exists when a reasonable person might perceive that a public official or assessors' personal interest could be favoured over their public duties, or where the personal interest may influence, or be seen to influence, their decisions or action in the performance of their public duties. In the case of the City of Hobart grants program this work relates to any aspect of the administration of the program. Conflict of interest may be actual, potential, or perceived.
Event	<p>A public occasion for celebration and/or gathering in the community to commemorate a special occasion, sporting activity, local anniversary or an organised series of special events and performances, usually with a common theme and for a set period or time.</p> <p>As the basis of a grant application, the event should be relevant to the City of Hobart and have a cultural, historical, economic, environmental or social context.</p>
Festival	A program of events that is open to the public and provides an opportunity to gather and celebrate. A festival is almost always presented regularly, for example annually, biennially or triennially.
Foundation	A grant-making foundation is a legal structure set up to hold funds and distribute those funds in line with the rules of the foundation. Types of foundations include charitable trusts, public funds and private funds.
Funding	A sum of money allocated to support a community initiative in accordance with specific terms and conditions.
Grant	<p>Cash or value-in-kind support provided to applicants for a specified project or purpose as outlined in the funding agreements between the City of Hobart and the recipient.</p> <p>Grants fund the services or projects proposed by applicants and the City receives acknowledgement as the grant giver.</p>
In-kind support	<p>An in-kind contribution is a contribution of a good or a service other than money. Examples include voluntary labour, donated goods or services.</p> <p>Applicants are asked to include in-kind contributions related to their activity in their application budgets, including volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. The in-kind contribution must be listed in the income and expense budgets.</p> <p>There is one grant, In-kind Venue and Event Resource Quick Response Grant, that provides in-kind support for the use of City-owned and managed venues, spaces, equipment and civic promotions.</p>
Incorporated association	An association that has been incorporated in accordance with the requirements of the <i>Associations Incorporation Act 1964</i> .
Indigenous corporation	A corporation established under the <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i>
Individual	A singular person, as distinguished from a group or organisation.
Not-for-profit organisation	<p>An organisation that does not directly operate for the profit or gain of its owners, members, or shareholders, either directly or indirectly. Any profit must be used to further the organisation's purpose, must not be distributed to members, owners, or shareholders either while the organisation is operating or when it winds up.</p> <p>This should be reflected in any not-for-profit organisation's constitution.</p>
Partnership (relationship)	A partnership should be a mutually beneficial arrangement, ranging from working together to deliver a one-off project (or event) to a longer-term relationship supporting a social cause.

Term	Meaning
Partnership (entity)	An association of people or entities carrying on a business together, but not as a company, as governed by the <i>Partnership Act 1891</i> . Partnerships can be 'normal' (unregistered), limited or incorporated and limited. Limited or incorporated and limited partnerships need to be registered with Consumer, Building and Occupational Services (CBOS).
Public Liability Insurance	Public liability insurance covers a person, a business, an event, a contractor – even a community building – for costs from legal action if they are found liable for death or injury, loss or damage of property, or economic loss resulting from their negligence.
Recipient	An applicant entity who has successfully applied for a grant. Also known as grantee.
Registered charity	Charities registered with the Australian Charities and Not-for-profits Commission.
Small business	A business employing fewer than 20 people, as defined by the Australian Bureau of Statistics. This includes franchises where the franchisee employs under 20 people.
Social enterprise	Social enterprises are businesses that trade to intentionally tackle social problems, improve communities, provide people access to employment and training, or help the environment. The enterprise derives a substantial portion of its income from trade and reinvests 50% or more of their annual profits towards achieving the social purpose.
Sole trader	A business run by one person that is either run in the sole trader's own name or a separate business name (where operating under another name the name must be registered under the <i>Business Names Registration Act 2011</i>).
Sponsorship	Sponsorship arrangements held by the City of Hobart with other organisations are not grants and are defined as a commercial arrangement with the City of Hobart as the sponsor, or an external party sponsoring the City, and involve a contribution of money or in-kind support for an activity, in return for a certain specified benefit.
Support	The temporary provision of items of equipment, resources, or non-monetary assistance to support a community initiative.
Trust	An arrangement which allows a person or company to hold property or assets for the benefits of others (a trustee). The people or companies for whose benefit the property or assets are held are the beneficiaries.
Unincorporated community group	A group of people who act together for a shared interest or purpose. If this group is successful for funding, an individual representing the group must personally sign the funding agreement, or have an auspice willing to enter into the contract on behalf of the group.



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