



# CITY OF HOBART GRANTS PROGRAM

---

## CREATIVE HOBART SMALL AND MEDIUM GRANT GUIDELINES

**CREATIVE  
HOBART**

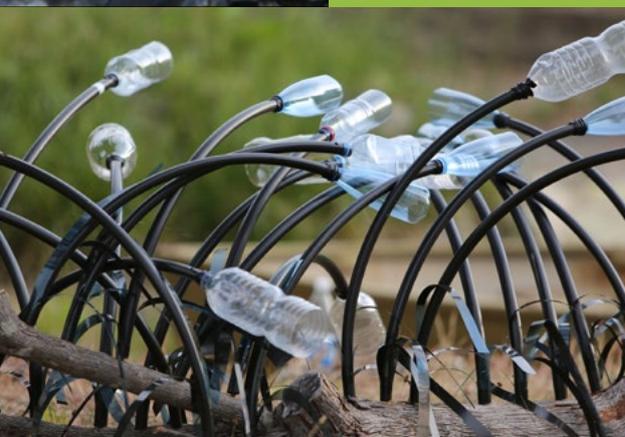
AN INITIATIVE OF  
  
 City of **HOBART**



## 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 AND MEDIUM  
GRANTS FUND PROJECTS THAT:**

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

**Image credits:**

Bailey Jackson, Constance Ari Inc, Madeline Burrows, DRILL performance Company Inc, Lucien Simon, Chris Crerar, Sandi Sissel, Rebecca Thomson, Amy Brown

# CREATIVE HOBART GRANT CATEGORIES

The Creative Hobart Grants program has three categories.

- **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, the assessment criteria, and process for the Creative Hobart Small and Medium Grants. 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](#).

### **Hobart: A community vision for our island capital**

Through the development of Hobart: A community vision for our island capital, the people of Hobart, together with the City of Hobart, have identified a range of community objectives to be achieved.

### **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](#).

## **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 local government area that align with the City's Strategic Plan.

Funding requests should focus on paying artists and creative practitioners and allow for the community to engage with the project.

All proposed activities should have relevant City permits, if required, and must address safety and risk issues including COVID-19 safety planning.

## **HOW MUCH CAN YOU APPLY FOR?**

The Creative Hobart Small Grant offer cash support from \$1000 to \$5000.

The Creative Hobart Medium Grant offer cash support from \$5000 to \$15 000.

Applicants 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?

### Incorporated not-for-profit organisations and registered charities

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

### Unincorporated groups or organisations

Unincorporated groups or organisations are eligible to apply for a Creative Hobart Small Grant under their name. The head of the organisation or members of the group must be over 18 years old and provide CVs outlining their experience.

Unregistered organisations or groups may apply for a Creative Hobart Medium Grant if auspiced by a registered NFP organisation.

### 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

Individuals over the age of 18 are eligible to apply for the Creative Hobart Small grant under their name. Applicants must have an ABN and provide a CV demonstrating their creative practice.

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

## AUSPICING

Individuals and unincorporated groups or organisations applying for a Creative Hobart Medium Grant 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 auspicie agreements visit [Auspicing Agreements](#).

## 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
- ✗ Federal, local and state government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery, Royal Tasmanian Botanical Gardens and registered schools or training organisations
- ✗ political parties
- ✗ organisations that do not operate or provide services in the City of Hobart local government 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 October for projects starting after 31 December the same year.

Results are announced in November.

Visit the [www.hobartcity.com.au/Community/Grants-and-funding/Creative-Hobart-Grants](http://www.hobartcity.com.au/Community/Grants-and-funding/Creative-Hobart-Grants) 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 on **03 6238 2132**.

# PROJECT ELIGIBILITY SUMMARY

## ELIGIBLE APPLICATIONS WILL NEED TO DEMONSTRATE THAT THE PROJECT:

- ✓ contributes to Hobart as a creative city and supports and enhances the cultural life of Hobart
- ✓ aligns with at least one of the outcomes of the City of Hobart Strategic Plan
- ✓ is delivered in the City of Hobart local government area
- ✓ occurs within 12 months of the published start date (see application timeline), if the activity is part of an ongoing program, the application must demonstrate how the City's support will substantially increase the impact of the existing program
- ✓ can be delivered within the changing restrictions due to the ongoing impact of COVID-19

## 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
- ✗ the project is part of a larger festival or event which has received a grant or sponsorship from the City of Hobart fund that project, we encourage you to speak to the festival to make sure they haven't sought funding on behalf of your project
- ✗ the project has the potential to make a 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 (including business costs associated with adapting to COVID-19 requirements)
- ✗ the project is inconsistent with prevailing COVID-19 restrictions
- ✗ 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:

- ✗ activities occurring outside of the City of Hobart local government area
- ✗ activities or programs that are already delivered by the City or are our core business
- ✗ donations or fundraising projects that support the recurrent operations of the applicant
- ✗ contributions towards payment of rates
- ✗ retrospective payments or deficit funding
- ✗ activities that have already commenced
- ✗ activities that are part of an ongoing program, unless the proposed activity substantially increases the impact of the existing program
- ✗ capital works, construction, or improvements to buildings
- ✗ individual pursuits or professional development unless there is a public outcome
- ✗ the purchase of equipment that is not specific to project delivery and would support the operations of the organisation
- ✗ school camps or travel expenses to attend sporting trips, educational, civic, political events, conferences, seminars, forums or similar trips or excursions
- ✗ 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
- ✗ the delivery of conferences or seminars to be staged in Hobart

# APPLICATION ASSESSMENT CRITERIA

## EACH ELIGIBLE APPLICATION WILL BE ASSESSED ON INDIVIDUAL MERIT AGAINST THE FOLLOWING CRITERIA:

- ✓ engages artists and creative practitioners by providing employment in developing projects that engage the community
- ✓ demonstrates innovation and artistic excellence by:
  - incorporating new thinking in how the project is created or delivered
  - presenting high quality work
  - executing the project with artistic rationale and purpose
- ✓ aligns with the at least one of the following outcomes in the City of Hobart Strategic Plan:
  - 1.1 Hobart keeps a strong sense of place and identity, even as the city changes.
  - 2.1 Hobart is a place that recognises and celebrates Tasmanian Aboriginal people, history and culture, working together towards shared goals.
  - 2.2 Hobart is a place where diversity is celebrated and everyone can belong, and where people have opportunities to learn about one another and participate in city life.
  - 3.1 Hobart is a creative and cultural capital where creativity is a way of life.
  - 3.2 Creativity serves as a platform for raising awareness and promoting understanding of diverse cultures and issues.
  - 3.3 Everyone in Hobart can participate in a diverse and thriving creative community, as professionals and hobbyists.
  - 3.4 Civic and heritage spaces support creativity, resulting in a vibrant public realm
- ✓ demonstrates involvement and benefits to the community through the project
- ✓ demonstrates that the project is well planned, that suitably skilled people are involved and that the application and the project are financially viable

### COVID-19 compliance

To ensure the health and safety of everyone involved in your project, the grant requires that you demonstrate how your project will comply with current standards.

The COVID-19 Safe Workplace Framework provides guidelines, a template and checklist to help you complete your safety plan/ checklist. For more information visit [Worksafe Tasmania](#).

### Event framework

The Tasmanian Government has launched [A Framework for COVID-19 Safe Events and Activities in Tasmania](#) to support event organisers to plan and hold large-scale COVID-19 safe events from 1 December 2020. Depending on the scale and risk profile of the event, it will be classed as level 1, 2 or 3

and different controls will apply depending on the level. Review the framework before completing your application to determine if you event must be registered with Business Tasmania.

### 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 are encouraged to provide additional comments to demonstrate how you have determined the budget figure. You are encouraged to attach supporting material, such as quotes, to support your grant request.

Applicants can 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 make sure 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.

Applicants are encouraged to include quotes or correspondence from contractors and suppliers in their application form to support the expenditure budget.

### **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** or **events@hobartcity.com.au**.

## **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 City of Hobart 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.

### **Project variations**

If there are significant changes to the funded project, applicants must contact the Grants Officer to confirm the variation is acceptable.

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

## APPLICATION TIMELINE

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

ACTION		TIMING
1.	Submit online application	February round closes March
		September round closes October
2.	Application assessed by City of Hobart	February round - assessed April
		September round - assessed October
3.	Applicant notified of decision and letter of offer sent	February round - notified May
		September round - notified November
4.	Sign letter of offer and send tax invoice to the City of Hobart	February round - May
		September round - November
5.	Deliver project	February round - after 30 June
		September round – from 31 December
6.	Complete online grant acquittal	Within three months of project end



### Acquittal

Successful applicants will be required to acquit their grant once the project is completed. Evidence must be provided outlining 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.

## INFORMATION AND ENQUIRIES

### Accessibility

If you can't access the online form or documents for this grant, please contact the Grants Officer to discuss how it can be adapted to suit your needs.

[grants@hobartcity.com.au](mailto:grants@hobartcity.com.au)  
**03 6238 2132**

### 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 call the Cultural Development Coordinator on **03 6238 2823**.

For administration and technical matters please contact the Grants Officer on **03 6238 2132** or [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au)

Hobart Town Hall,  
Macquarie Street,  
Hobart, Tasmania 7000 Australia

**T** 03 6238 2711

**F** 03 6238 2186

**E** [coh@hobartcity.com.au](mailto:coh@hobartcity.com.au)

**W** [hobartcity.com.au](http://hobartcity.com.au)