

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 2019–29*.

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 GRANT 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

Image credits:

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EVENT GRANT CATEGORIES

The Event Grants program has four categories:

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

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

These guidelines outline eligibility, the assessment criteria and process 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](#).

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](#)

WHAT CAN YOU APPLY FOR?

The Event Grant are provided to support the delivery of events in the Hobart local government area that align with the City's strategic objectives.

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?

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

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 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 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
- ✗ individuals
- ✗ 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

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.

September round

The grant round closes in October for projects starting after 1 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 THAT THE PROJECT:

- ✓ is an event available to the public and accessible to all people of all abilities
- ✓ align with at least one of the outcomes in the City of Hobart Strategic Plan
- ✓ is delivered in the City of Hobart local government area
- ✓ occurs within 12 months of the published project start date (see application timeline)
- ✓ can be delivered within the changing restrictions due to the ongoing impact of COVID-19. A COVID-19 Safety Plan may be required as part of your application

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 supported by the City of Hobart to fund that project
we encourage you to speak to the festival to ensure they haven't sought funding on behalf of your project
- ✗ 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 (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 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
- ✗ 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
- ✗ retrospective payments or deficit funding
- ✗ 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:

✓ demonstrates benefit to the community as an outcome of the project by:

- supporting and enhancing the cultural life of Hobart and acknowledging and celebrating its cultural diversity
- involving local communities, organisations and individuals (including relevant professionals) in the development and implementation of the event
- encouraging local communities into the City of Hobart area

✓ activates, enlivens and engages local areas and facilities by:

- producing innovative, high quality, creative festival and event outcomes
- enhancing the image of the City as a vibrant place to live, work and visit

✓ aligns with at least one of the objectives of these City of Hobart strategies, including:

- 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.
- 2.4 Hobart communities are safe and resilient, ensuring people can support one another and flourish in times of hardship.
- 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.
- 3.4 Civic and heritage spaces support creativity, resulting in a vibrant public realm.
- 6.5 Hobart's bushland, parks and reserves are places for sport, recreation and play.

✓ delivers measurable economic and media/promotional yield outcomes

✓ drives intrastate, interstate and international visitation

✓ 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

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 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 your 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 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 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 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** 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

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.

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.

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

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 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 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

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
03 6238 2132

Documents

Copies of all City of Hobart documentation referred to throughout the guideline 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 call the Community Life office on **03 6238 2890** or events@hobartcity.com.au

For administration and technical matters please contact the Grants Officer on **03 6238 2132** or grants@hobartcity.com.au



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