

# Community Christmas Carols Grant Guideline

This guideline outlines the application process eligibility and assessment criteria for the Community Christmas Carols Grant.

For detailed information and definitions, please read the Grant Program Overview 2020-2021.

## OVERVIEW

Let us help you celebrate the festive season with your community in Hobart this year.

The City is supporting carols events that engage local communities by producing innovative, high quality, creative event outcomes.

## WHAT CAN YOU APPLY FOR?

The Community Christmas Carol Grant is provided to support community groups or not-for-profit organisations to present free events and activities that include Christmas carols, such as:

- precinct carols events located in halls or local facilities
- roving carollers
- neighbourhood Christmas celebrations with singing
- a series of gatherings featuring carols
- large scale carols by candlelight events.

The activity must occur after Monday 15 November 2021 and before Friday 24 December 2021.

## AVAILABLE FUNDING

Maximum funding of up to \$15,000 is available per event.

The grant request should be commensurate with the scale of the proposed activity taking into account expected audience numbers and participants involved.

## WHEN TO APPLY

### Applications open

Monday 5 July 2021

### Applications close

5pm on Monday 26 July 2021

### Notification of application outcome

September 2021

### Activity timeframe

After Monday 15 November 2021 and before Friday 24 December 2021

## More Information

Information about the Community Christmas Carol Grant and other grants is available at [hobartcity.com.au/grants](https://www.hobartcity.com.au/grants).

Speak to us before you apply so we can help you with tips for a successful application, please contact the grants team on 03 6238 2890 or email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).



## WHO CAN APPLY?

Eligible applicants	Ineligible applicants
<p>Applicants must be either:</p> <ul style="list-style-type: none"><li>✓ a not-for-profit organisation</li><li>✓ an incorporated association</li><li>✓ a registered charity</li><li>✓ a registered school or training organisation</li><li>✓ an unincorporated groups who are auspiced by a not-for-profit organisation</li></ul> <p>and</p> <ul style="list-style-type: none"><li>✓ have not received other funding from the City for the same activity this financial year</li><li>✓ have fulfilled the conditions of a previous City of Hobart grant by the due date and no overdue debts to the City</li><li>✓ have adequate public liability insurance.</li></ul>	<ul style="list-style-type: none"><li>✗ Current employees of or staff contractors to the City of Hobart</li><li>✗ Individuals or sole traders</li><li>✗ Businesses</li><li>✗ Federal, state and local government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery and Royal Tasmanian Botanical Gardens</li><li>✗ Political parties</li><li>✗ Submissions made after the closing time and date of the grant round.</li></ul>

## ACTIVITY ELIGIBILITY

Application for the Community Christmas Grant must demonstrate that the activity:

- ✓ brings the community together to celebrate Christmas
- ✓ includes carols, but not necessarily as the sole activity
- ✓ has outcomes that are delivered in the City of Hobart local government area
- ✓ is open to the public and has no entry or participation fee or charge (including gold coin donations for entry)

## ACTIVITY INELIGIBILITY

Applications are ineligible if the request for support:

- ✗ is part of a larger festival or event, which has received a grant or sponsorship from the City of Hobart
- ✗ is commercial, has the potential to make significant profit or be self-sustaining
- ✗ is part of ongoing administration or operational costs of the applicant
- ✗ in the case of registered schools and training organisations, includes costs associated with the employment of teaching or support staff and/or the delivery of the curriculum.



## FUNDING USE

This grant cannot be used to fund:

- ✘ donations or fundraising activities that support the recurrent operations of the applicant
- ✘ a contribution towards payment of rates
- ✘ activities that have already commenced or are scheduled to prior to the eligible activity timeframe
- ✘ programs which have already commenced, unless the proposed activity substantially increases the impact of the existing program
- ✘ individual pursuits or professional development, unless there is a public outcome
- ✘ capital works, construction, or improvements to buildings
- ✘ the purchase of equipment that is not specific to the delivery of the activity and would otherwise support the operations of the organisation
- ✘ activities that are primarily for the delivery of sporting or recreation programs, unless the application can demonstrate strong alignment to the City of Hobart Social Inclusion Strategy
- ✘ the core delivery of national conferences or seminars to be staged in Hobart.

## HOW TO APPLY

The first step is to contact the grants officer to discuss your proposal by calling 03 6238 2132 or email [grants@hobartcity.com.au](mailto: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](http://hobartcity.com.au/Grants).

If you are having difficulty submitting your application, please contact the grants officer.

## ASSESSMENT CRITERIA

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

- demonstrate benefits to the community as an outcome of the activity by addressing a need or interest in the community
- activate, enliven and engage local areas and facilities by producing innovative, high quality, creative events or activities
- involve the local community as appropriate in the development and implementation of the event by
  - enabling all community members to have the opportunity and capacity to access the event
  - supporting communities to celebrate their histories and identities and encourage mutual understanding
- demonstrate that suitably skilled people are involved and have training or experience in event production
- demonstrate that the activity is well planned and budgeted, in that the level of funding requested is commensurate with the expected audience numbers and participants involved.



## ASSESSMENT

Assessments for the Community Christmas Carols Grant are undertaken by a panel of City of Hobart officers and external representatives with relevant experience in the subject matter. Panel recommendations are reported to the Chief Executive Officer, or their delegate, for approval.

## SUCCESSFUL APPLICATIONS

### 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 activity. Please refer to the [Grant Partnership Acknowledgement Guidelines](#) for details.

### Activity variations

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

This includes, but is not limited to, activity start and end dates, venues, fees and charges.

### Acquittal

Upon completion of the activity, successful applicants will be required to acquit their grant, providing evidence of the execution of their activity, expenditure and outcomes.

The acquittal form is available on SmartyGrants, and must be completed online within three months of the activity 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 activity.

## 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.

### 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 proposal or administration and technical matters, please contact the grants officer on 03 6238 2132 or [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).

