

# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

### City of Hobart Creative Hobart Small Grant Application

\* indicates a required field

#### Introduction

This form is for applicants who wish to apply for a Creative Hobart Medium grant from \$1000 up to \$5000.

If your request is over \$5 000, you can apply for a Creative Hobart Medium Grant by [following this link](#).

Please contact the Grants Officer on 03 6238 2132 or [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) should you require assistance completing your application.

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [SmartyGrants applicant FAQs](#).

#### IMPORTANT INFORMATION

**Commercial in confidence** The information you provide as part of your grant application will be treated as commercial in confidence. This information will be used for the purposes of assessing your grant application and, if successful, it will also be used in the management of your grant agreement. The Council will not disclose this information unless required or permitted by law.

**Adapting your project proposal for COVID-19** It is important that your project can be safely delivered with changing restrictions in mind. In your application, you will be asked to identify how your project is consistent with current requirements for gatherings and maintaining a safe environment. Please visit [coronavirus.tas.gov.au](https://coronavirus.tas.gov.au) or [Worksafe Tasmania](#) for more information. For specific information related to events, please review [A Framework for COVID-19 Safe Events and Activities in Tasmania](#).

#### Eligibility

Please ensure you have read the [grants program overview document](#) and grant guideline before completing this application form. This will help you understand if your event is eligible and what kind of information the assessors need to know to make their decision.

If you have any questions about the criteria, please contact the grants officer.

Applicants must have:

- not received other funding from the City for the same activity this financial year
- have fulfilled the conditions of a previous City of Hobart grant by the due date and not have overdue debts to the City
- have adequate public liability insurance.

Applications for the Creative Hobart Small Grant must demonstrate that the activity:

- contributes to Hobart as a creative city and supports and enhances the cultural life of Hobart
- aligns with at least one of the identified City of Hobart's Strategic Plan outcomes
- has outcomes that are delivered in the City of Hobart local government area.

Applications are ineligible if the request for support:

# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

- 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 a significant profit or be self-sustaining
- is part of ongoing administration or operational costs of the applicant
- is made by a registered school or registered training organisation and seeks supports for costs associated with the employment of teaching or support staff and/or the delivery of curriculum.

**I confirm I have read and understood the eligibility criteria, and this application meets all the grant requirements. \***

Yes

**Have you, your group or your organisation received a grant from the City of Hobart before? \***

Yes

No

**What type of applicant are you?**

Not-for-profit organisation

Registered charity

Incorporated association

Business (matching the grant request)

Group (not incorporated)

Individual

Registered school or training organisation

Social enterprise

An eligible government entity (Tasmanian Museum and Art Gallery or the Royal Tasmanian Botanical Gardens)

**How did you find out about this Grant Program? \***

Advert in Mercury newspaper

Another Website (please tell us which site in the box below)

Attended an information session / presentation

City of Hobart Website

I am a previous applicant

Newspaper

Received an email from the City of Hobart

Social Media

Was told by a staff member from the City of Hobart

Was told by a previous grant recipient

Word of mouth

Window signage on Davey Street

Other:

## Applicant Details

\* indicates a required field

**Applicant \***

Individual

Organisation

Organisation Name

Title

First Name

Last Name

If applying as a group, please select organisation.

Contact person

# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

The contact person will receive general correspondence relating to this application.

**Contact name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position \***

**Are you the head of the organisation applying for this grant? \***

Yes  No

### Contact details

**Phone number \***

Must be an Australian phone number.

**Mobile number \***

Must be an Australian phone number.

**Email address \***

Must be an email address.

**Street Address \***

Address

  

**Postal Address**

Address

  

**Website or social media**

Must be a URL.

**Does the applicant have an ABN? \***

Yes  No

**What is the purpose of your organisation? Or for individuals, please describe your practice? \***

Word count:

Must be no more than 50 words.

Please provide a short statement describing the applicant's reason for being and its activities. This statement will be used in reports, media statements and external communications related to this grant.

# Creative Hobart Small Grant Application - Augusts 2021

Form Preview

**Does the applicant have public liability insurance suitable for this project?**

- Yes  No  
 The grant includes costs to purchase public liability insurance

If the activity is happening at a City-owned and managed space, you may be able to purchase the community public insurance for \$27.

**If successful, are you happy for your contact details to be provided to the media? \***

- Yes  No  I can provide alternative contact details

## Applicant's ABN information

**Please provide your organisation's ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## Public liability insurance

**Please upload the public liability insurance certificate**

Attach a file:

An updated certificate may be requested closer to the date to ensure the insurance covers the event start and end dates.

## Head of organisation

This person will receive formal correspondence relating to this application.

# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

**Head of organisation/  
group \***

Title

First Name

Last Name

**Position \***

**Email address \***

Must be an email address.

## Activity details

\* indicates a required field

**Activity title \***

**Describe your activity \***

Word count:

Must be no more than 300 words.

Provide a short description of your project - what are you out to do?

**In a succinct statement, please describe what you are seeking funding for and how this support will assist you. \***

Word count:

Must be no more than 100 words.

**In dot points, please outline how your activity will be delivered as a timeline. \***

Word count:

Must be no more than 500 words.

**Activity start date \***

Must be a date and between 1/1/2022 and 31/12/2022.

This is the date the activity is open to the public to attend or participate.

**Activity end date \***

Must be a date and between 1/1/2022 and 31/12/2023.

**What are the primary areas of focus for this project/program? \***

# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

No more than 5 choices may be selected.

You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

### Has this activity been delivered before?

- Yes  No

### Activity location(s)

This grant can only support activities happening in the City of Hobart local government area. Please see the [Grant Program Overview](#) for a map

### Main location(s) and/or venue(s) of your activity Is this a City of Hobart managed venue or space?

Please be more specific than Hobart. If the location is tentative please include this in the list below.	Please include booking confirmation as support material.

### Alignment to the Strategic Plan

Creative Hobart Grants support the delivery of artist led creative activities, projects and event in the Hobart local government area and that also align with relevant objectives of the [City of Hobart Capital City Strategic Plan 2019–29](#)

### Which outcome from the Capital City Strategic Plan does your event align with? \*

- 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

### Artistic excellence and innovation

The City encourages and supports creativity, innovation, excellence and diversity in the city. As a facilitator, we work with the creative sector and the community to foster a vibrant environment in which creativity can flourish and grow.

# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

Please refer to the [Creative Hobart strategy](#) to better understand how we aim to encourage artistic excellence and innovation.

### Indicate how this project demonstrate artistic excellence and innovation.

- Incorporates new thinking in how the project is created and delivered
- Presenting high quality work
- Incorporates diversity of art form
- Incorporates diverse artists and practitioners
- Innovative approaches to engaging community
- Engages new and emerging artists and creative practitioners

## People

\* indicates a required field

### Staff, volunteers and participants

The **participants** are people or groups who are actively involved in the delivery of the event. These are artists, creative practitioners, stallholders, staff, contractors and volunteers.

#### How many artists are being paid as part of this activity?

Must be a number.

#### How many other paid staff are working on your activity? \*

Must be a number.

#### How many volunteers will be working on your activity? \*

Must be a number.

#### How many other people do you anticipate to participate in the activity? \*

Must be a number.

#### OVERALL CAPACITY \*

This number/amount is calculated.

### Key activity staff

Please detail the key project personnel involved in this project and their roles. Where possible, please provide a CV, biography or description of each person. In this document please describe their suitability for the role and confirm their intended participation in this project.

# Creative Hobart Small Grant Application - Augusts 2021

Form Preview

Name	Role in the project	Paid or Volunteer?	CV/Bio	Confirmation of participation
			The attachment can include URL to the person's website.	Please include correspondence confirming they have agreed to be involved in the activity, excluding the applicant and their employees.

## Strategic partners

A strategic partner is not necessarily your auspice organisation, but rather a group or organisation that is assisting in some way to deliver your activity. This can be charities, other not-for-profits, non-government organisations or sponsors and donors.

**Are you working with strategic partners to deliver this event? \***

Yes

No

## Strategic partner details

Please provide correspondence confirming the strategic partners involved in your event.

Name of strategic partner	Their role in your project	Are they providing cash or in-kind support	Correspondence confirming their involvement

## Audience

The **audience** is defined as people who engage with the event program, such as ticket holders, event attendees, subscribers, customers and workshop participants.

**How many people do you anticipate to attend your project? \***

Must be a number.

**Describe how you determined this estimated audience figure.**

What method did you use?

**Who are the expected primary beneficiaries of this project/program? \***



# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'

### Fee for Attendance or Participation

- No. There are no fees for participation or attendance.
- Yes, there will be a mix of ticketed and free activities for participants/attendees.
- Yes. The entire activity will have fees to participate/attend.

### Breakdown of Fees

List the pricing for admission charges here, including any variations, such as discounts or concessions.

You may edit the descriptions 'Fee Type' to suit your requirements. More rows can be added to the table if necessary by clicking the 'add more' button.

Fee Type	Price	Comments (optional)
	Must be a dollar amount.	
Full Price	\$	
Concession		

## COVID-19 Planning

\* indicates a required field

### COVID-19 safe plans

The Tasmanian Government's [COVID-19 Safe Workplace Framework](#) supports workplaces as they re-open or expand their business activities during the pandemic while ensuring the health and safety of all Tasmanians.

The Safe Workplace Guidelines will help you to complete your safety plan/checklist so that you comply with the minimum standards.

[A Framework for COVID-19 Safe Events and Activities in Tasmania](#) supports event organisers to plan and hold larger-scale COVID-19 safe events from 1 December 2020. Depending on the 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.

**Do you agree to deliver the project in a way that is compliant with the prevailing directions issued by the Australian and Tasmanian governments? \***

- Yes

To find out more about gathering restrictions, please visit [coronavirus.tas.gov.au](https://coronavirus.tas.gov.au)

**Is this activity an event that requires registration with Business Tasmania and comply with the Framework for COVID-19 Safe Events and Activities in Tasmania? \***

\*

- No, this is a Level 1 event and activity

# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

- Yes, this is a Level 2 event and activity
- Yes, this is a Level 3 event and activity
- No, this activity is part of our workplace activity

**Do you have a COVID-19 Safe Plan for this event?**

- Yes
- No

**Please upload the COVID-19 Safe Plan**

Attach a file:

Please provide a summary of how your event will address the below areas to reduce the risk of COVID-19 spreading.

**The Tasmanian Government now requires the use of the free Check in TAS app to collect contact information about everyone who spends time at an applicable premise or event. Please confirm how this activity will be compliant.**

- The activity is already registered and has a QR code
- The activity is yet to register for a QR code

**How will the activity provide COVID-19 safety information and instruction to patrons, employees, contractors and volunteers? \***

Word count:

Must be no more than 100 words.

**How will the activity manage site access/egress, including queue management, security and congestion? \***

Word count:

Must be no more than 100 words.

**What is the proposed plan and schedule for cleaning at the activity and promoting good hygiene practices? \***

Word count:

Must be no more than 100 words.

## City outcomes

Community Engagement

# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

Community engagement, activation and participation is about the benefit that your project can bring and/or create. It is also about how you allow the audience to be less passive in their engagement, such as, in areas of consultation, and project development or delivery.

You may describe who your intended community is, and the ways that this project will engage with that community and allow them to be more than passive audience members.

### **How will you engage the community and how will they benefit from this activity?**

Word count:

Must be no more than 200 words.

Consider how they can be consulted, involved in the development and/or delivery of the activity.

## Tasmanian Aboriginal culture

Hobart is a place that recognises and celebrates Tasmanian Aboriginal people, history and culture, working together towards shared goals. The [City of Hobart's Aboriginal Commitment and Action Plan](#) sets out the City's commitment and approach to working with Aboriginal people.

We encourage our grant recipients to acknowledge and engage with The Tasmanian Aboriginal community in the activities we support.

**Acknowledgement of Country and/or Welcome to Country** Both a Welcome to Country and an Acknowledgement of Country recognise the continuing connection Aboriginal people have to their land. Traditionally used as a way to grant permission to cross country boundaries, these remain important symbolic gestures today.

Some Aboriginal people will feel uncomfortable attending an event where no Welcome or Acknowledgement is offered and so it is important to consider whether providing one is appropriate.

These ceremonies and statements offer a valuable moment to reflect and consider the 40 000+ years of history and culture in this place and to pay respect to Aboriginal people.

### **Select formalities that the event will include in relation to Tasmania's Aboriginal heritage.**

- Welcome to Country
- Acknowledgement of Country
- Both an Acknowledgement of Country and a Welcome to Country
- The event will not have any form of official formalities

### **Outline any additional Aboriginal cultural programming that will involve Aboriginal history and culture.**

It is important to demonstrate consultation with the Tasmanian Aboriginal community. For more information, please visit the City's [Aboriginal Programs webpage](#) or contact us.

## Accessibility

# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

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](#).

### Will the event include any of the following

- Venue: entrance is step-free and a lift is available if the event is not on the ground floor
- Invitation: is in an accessible format and asks participants "Please inform us of any dietary and/or access requirements"
- Wayfinding and signage: include an access map denoting paths of travel, location of accessible toilets, prominent signage, green areas for assistive animals (to toilet during the event)
- Inclusiveness: book Auslan interpreters, provide captions on videos, provide viewing platforms, train staff in disability awareness
- Space arrangements: allow sufficient space between aisles and leave gaps in seating for people using mobility aids
- Video recording or streaming online
- Event signage in languages other than English

### Outline any additional accessibility measures that the event will implement

## Sustainability

All activities funded through the grants program must commit to reducing their environmental impact and improving waste management.

Applicants are encouraged to consider their commitment to sustainable practices 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.

The Single-use plastics by-law is enforceable from 1 July 2021. To find out how this may affect your activity, please visit our [webpage](#).

The [City of Hobart Waste Management Strategy 2015 - 2030](#) encourages all entities affiliated with the City of Hobart to support our endeavour to achieve **zero waste** to landfills by 2030.

As a minimum, grant recipients are required to implement strategies that are aimed at:

- **Reducing waste in food services at events.** This means that if food is sold or given away in disposable containers, only certified compostable containers and utensils may be provided to patrons.
- **Reducing land-fill.** This means that the use and distribution of plastic, "micro-bead" and glitter products (such as balloons, flags and promotional paraphernalia and plastic single-use water bottles) will not be undertaken as part of the event.

### Describe how resources are being used wisely in the creation and delivery of the activity

# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

## Marketing

\* indicates a required field

### Please identify how you will promote your project? \*

- |   |   |
|---|---|
| <input type="checkbox"/> Applicant's website              | <input type="checkbox"/> Event signage                                    |
| <input type="checkbox"/> Social media                     | <input type="checkbox"/> Newsletters                                      |
| <input type="checkbox"/> Paid social media                | <input type="checkbox"/> Direct communication with members                |
| <input type="checkbox"/> Printed material                 | <input type="checkbox"/> Civic banners                                    |
| <input type="checkbox"/> Media (such as radio interviews) | <input type="checkbox"/> Shared with like-minded groups or organisations  |
| <input type="checkbox"/> Paid advertising                 | <input type="checkbox"/> Other: <input style="width: 80px;" type="text"/> |

### Briefly describe your marketing plan and how you intend to connect with your primary audience. Please note your marketing costs should be reflected in your budget. \*

Word count:

Must be no more than 150 words.

Applicants are welcome to attach a marketing plan as support material.

## Documentation

As part of the grant agreement, grant recipients are required to provide evidence that the activity was delivered. This is demonstrated by providing photos, video or media clippings in your acquittal report.

Documenting your work is critical to your practice. We recommend you consider a professional photography where possible. The cost associated with this can form part of your grant request.

### How do you intend to document your activity? \*

- |   |   |
|---|---|
| <input type="checkbox"/> Take photographs during the activity | <input type="checkbox"/> Gather feedback from audience                    |
| <input type="checkbox"/> Take photographs after the activity  | <input type="checkbox"/> Write a project report                           |
| <input type="checkbox"/> Make a video about the activity      | <input type="checkbox"/> Other: <input style="width: 80px;" type="text"/> |
| <input type="checkbox"/> Gather feedback from participants    |   |

## Budget

\* indicates a required field

## Grant request

# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

**What is the request of the City of Hobart Grant (GST exclusive)? \***

\$

Must be a whole dollar amount (no cents) and between 1000 and 5000.  
What is the total financial support you are requesting in this application?

**Would you be willing to accept an offer of partial funding? \***

Yes  No

### Support from the City of Hobart

**Does this activity have any involvement or association with any other program areas of the City of Hobart? Please include the contact details such the name of the team or individual staff members.**

Please consider requests for in-kind support, venue hire, existing program support or invitations to participate as part of the program.

### Budgeted Income

Please describe all income items that are contributing to this project. This includes your cash and in-kind contribution, as well as an estimate of any in-kind volunteer hours.

Please note, that if you expect to generate revenue from your project, it should be reflected in your budget income table. Additional in-kind support from other sources may be listed but must be reflected with the equivalent value in the Expenditure Budget.

If you are a profit-making, commercial organisation requesting grants within this program must at least be matched dollar-for-dollar by your own financial contribution.

**PLEASE NOTE: All items listed in your Income Budget should be GST exclusive**

Income source	In-kind or cash	Confirmed or Not	Dollar Amount (\$) GST exclusive	Notes
---------------	-----------------	------------------	-------------------------------------	-------

City of Hobart (cash only)			\$	

**Total Income Amount**

\$

This number/amount is calculated.

### Budgeted Expenses

# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

Please describe your budget expenditure. The Budget must balance, that is, the Budgeted Income should be equal to the Budgeted Expenses.

**PLEASE NOTE:**

- All items listed in your Expenditure Budget should be GST exclusive.
- At least one item must be attributed to the requested support from the City of Hobart.

Expenditure Item	Funding Source	Dollar Amount (\$) GST exclusive	Notes
		Must be a whole dollar amount (no cents).	Please outline how you came to this amount (for example the number of hours at the agreed upon rate.)
	City of Hobart	\$	

### Expenditure Budget Totals

**Total Expenditure Amount**

\$

This number/amount is calculated.

### Budget Totals

Your budget must balance, that is, Income minus Expenses equal zero.

If you have a budgeted loss, enter a line item in the income section to balance to zero.

**Total Budgeted Income**

\$

This number/amount is calculated.

**Total Budgeted Expenses**

\$

This number/amount is calculated.

**Budget Nett (should be zero)**

\$

This number/amount is calculated.

### Budget Comments

Budget commentary that you feel the assessors would benefit from further clarification of what you have written in your budget table above.

If the project you are seeking funding for is part of a larger project, it may be worthwhile to attach the complete project budget as 'support material'.

**Upload the budget for the activity (optional)**

Attach a file:

# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

Word count:

Must be no more than 200 words.

## Support Material

### Venue/Equipment/Hire/Permits Confirmation

It is the responsibility of the applicant to ensure that all venue, equipment bookings, or any associated charges for fees or permits (private, commercial or City owned) required for the project are managed by the applicant.

All venue, equipment hire, fees, or permits that are critical to your project should be itemised in your budget, with confirmation and quotes attached here'.

**Any payment required for this activity will need to be made by the applicant directly to the relevant business unit of Council.**

Item Description	Booking correspondence	Value of support (GST exclusive)
		Must be a dollar amount.
		\$

### Application Support Material

Support material must be directly relevant to the project and complement rather than duplicate information already provided in this application.

A maximum of eight (8) items may be submitted.

Suggested support material may include:

- recent examples of your work and/or that of the key personnel (visual, aural or literary)
- evidence of community support (e.g. a letter of support from a community organisation that may directly or indirectly benefit from and that shows understanding of your project)
- other documentation or materials which will help the assessors understand your project

Acceptable formats, sizes and quantities:

- word documents, pdfs, jpgs and mp3 files
- maximum 5MB per file
- maximum of three urls that directly link to relevant webpages
- passwords must be provided for private links to YouTube, Vimeo etc

The following are not considered as support material and will not be assessed:

- Facebook pages
- additional CV or bio information
- annual reports
- minutes of meetings (including AGMs)



# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

### Uploading Support Material

Item Description	Upload your Files here	Website	Password (if required)
		Must be a valid url	If required to access your file.

### Declaration

\* indicates a required field

#### The City of Hobart's support

The City of Hobart is proud to support creative and community initiatives that activate Hobart. If you are successful in your grant application you will be required to acknowledge the contribution that the City of Hobart has made to your project. The following section asks you to specify how you will accomplish this requirement.

Please be aware that failure to comply to the [Grant and Partnership Acknowledgement Guidelines](#) could make the applicant ineligible for grant assistance from the City of Hobart in the future.

#### Have you read and understood the Grant and Partnership Acknowledgment Guidelines? \*

Yes

#### Payment information

If your request is approved we can provide an electronic transfer of the funds into your account within 14 days of receiving your signed grant agreement. Alternatively you may provide a Tax invoice.

To allow us to process your payment based on the information provided in this application please agree to the following statement:

- Both parties to the following agree that they are parties to a **Recipient Created Tax Invoice (RCTI)** agreement.
- In this instance the recipient is the City of Hobart and the supplier is the Grant applicant.
- The recipient and the supplier declare that this agreement relates to the requested supplies (grant) if accepted.
- The recipient can issue tax invoices in respect of these supplies.
- The supplier will not issue tax invoices in respect of these supplies.

# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

- The supplier acknowledges that it is registered for GST and that it will notify the recipient if it ceases to be registered.
- The recipient acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered.
- Acceptance of this recipient created tax invoice (RCTI) constitutes acceptance of these terms.
- The supplier must notify the recipient within 21 days of receiving this document if the supplier does not wish to accept the proposed agreement.

**If successful the City of Hobart will be able to pay your grant funds automatically into your account without a separate invoice. \***

- I accept the above. Please generate a RCTI on my behalf.
- I will provide a Tax Invoice.

### Payment via Recipient Created Tax Invoice

To allow us to process your payment as an electronic transfer based on the information provided in this application please agree to the following statement:

- The City of Hobart and the grant recipient declare that this agreement relates to the above grant.
- The City of Hobart can issue tax invoices in respect of this grant.
- The grant recipient will not issue tax invoices in respect of this grant.
- The City of Hobart acknowledges that it is registered for GST and that it will notify the grant recipient if it ceases to be registered.
- Acceptance of this RCTI constitutes acceptance of the terms of this written agreement.
- Both parties to this supply agree that they are parties to an RCTI agreement.
- The grantee must notify the City of Hobart within 21 days of receiving this document if the grant recipient does not wish to accept the proposed agreement.

**Please confirm the following \***

- The Grantee acknowledges that it is registered for GST and that it will notify the City of Hobart if it ceases to be registered
- The Grantee acknowledges that it is not registered for GST.

### Appliant's bank details

**Applicant Primary Bank Account \***

Account Name

BSB Number      Account Number

      

Must be a valid Australian bank account format.

**Declaration \***

- I am authorised to submit this application
- I accept that my application will not be accepted if it is submitted after the deadline as specified on the City of Hobart website and/or if it does not have all the required information and/or material

# Creative Hobart Small Grant Application - Augusts 2021

## Form Preview

- I will inform the City of Hobart if key details such as date(s) of the activity, the location and the programming change before I am notified of the outcome of the application.
- I have reviewed the information I have provided and the statements I have made in this application form and it is correct and they are true to the best of my knowledge
- I acknowledge that any information you provide to the City of Hobart, and details of any funding you receive, may be subject to disclosure under the Right to Information Act 2009.
- I acknowledge and understand that the level of funding offered to an activity (if any) is determined by the available budget and how well the event supports the City to achieves its goals and that this amount may differ from the amount requested.
- If this application is approved, I consent to the City of Hobart publishing the name of the event, the description of the event, how the funding will be used and the amount of funding received on its website [www.hobartcity.com.au](http://www.hobartcity.com.au)
- If this application is approved, the applicant will be required to fulfil the conditions of the grant.
- I consent to be contacted by the City of Hobart from time to time about other grants offered by the City of Hobart and any other similar topics.

**Name of person completing this submission \***

**Position \***

**Date submitted \***

Must be a date.