

# International Student Support Quick Response Grant Guideline

This guideline outlines the eligibility, assessment criteria and application process for the International Student Support Quick Response Grant (QRG).

For detailed information and definitions, please read the [City of Hobart Grants Program 2021 – 2022 Overview](#).

## OVERVIEW

The International Student Support QRG has been developed by the City of Hobart and Study Tasmania in response to the ongoing challenges during the COVID-19 pandemic recovery phase and into the future.

The grant aims to maintain, strengthen or increase:

- resources, programs or services that address the changing needs of international students
- community connection and social inclusion for international students
- the diversity of cultural, creative, health and well-being, recreational or social opportunities available to international students
- partnerships between charities, community groups or other organisations that support international students.

## WHAT CAN YOU APPLY FOR?

The International Student Support QRG supports community organisations and groups in Greater Hobart to deliver projects, programs and initiatives that assist international students be actively engaged in the community.

International students are considered people who are undertaking secondary, tertiary or vocation education training (VET) in the Greater Hobart area and are from countries outside of Australia.

Examples of activities that can be supported include:

- addressing barriers for participation, such as participation fees or supply of materials
- providing membership to sports or recreation activities to enable participation
- recruiting international students as volunteers for projects
- recognising the contribution of students who have volunteered
- the presentation of activities that support positive healthy lifestyles.

## AVAILABLE FUNDING

The International Student Support QRG offers cash support of up to \$2000.

### More Information

Information about the International Student Support Quick Response Grant and other grants is available at [hobartcity.com.au/grants](http://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?

Below is a list of eligible and ineligible applicants to this grant stream. Please review the glossary in the [City of Hobart Grants Program 2021 – 2022 Overview](#) to understand how applicants are defined.

Eligible applicants	Ineligible applicants
<p>Applicants must be either:</p> <ul style="list-style-type: none"><li>✓ a registered charity</li><li>✓ a not-for-profit organisation</li><li>✓ an incorporated association</li><li>✓ an unincorporated group who are auspiced by a not-for-profit organisation.</li></ul> <p>and</p> <ul style="list-style-type: none"><li>✓ provide services within the Greater Hobart area. This area includes the Hobart, Brighton, Kingborough, Clarence and Glenorchy local government areas</li><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 have no overdue debts to the City</li><li>✓ have fulfilled the conditions of a previous Tasmanian Government grant by the due date</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 or Department of State Growth.</li><li>✗ Individuals or sole traders.</li><li>✗ Commercial organisations.</li><li>✗ Federal, state and local government agencies and bodies.</li><li>✗ Registered school or training organisations.</li><li>✗ Political parties.</li><li>✗ Organisations that do not operate or provides services in the Greater Hobart area.</li><li>✗ Submissions made less than one month before the activity commences.</li></ul>

## ACTIVITY ELIGIBILITY

Applications for the International Student Support QRG will need to demonstrate that the request for support:

- ✓ is for an activity that addresses a need or interest of international students in the Greater Hobart community
- ✓ has outcomes which are delivered in the within the Greater Hobart area. This area includes the Hobart, Brighton, Kingborough, Clarence and Glenorchy local government areas
- ✓ 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 ongoing program.

## ACTIVITY INELIGIBILITY

Applications are ineligible if the request for support:

- ✗ is for an activity that is part of a larger festival or event which has received a grant or sponsorship from the City of Hobart
- ✗ is for commercial purposes, has the potential to make a significant profit or the activity is self-sustaining
- ✗ is part of the ongoing administration or operational costs of the applicant.

## FUNDING USE

This grant cannot be used to fund:

- ✗ donations or fundraising activities that support the recurrent operations of the applicant
- ✗ activities that have commenced before applying or are scheduled to commence prior to the eligible activity timeframe
- ✗ contributions towards payment of rates
- ✗ capital works, construction or improvement 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
- ✗ school camps or travel expenses to attend sporting trips, educational, civic, political events, conferences, seminars, forums or similar trips or excursions
- ✗ the core delivery of national conferences or seminars to be staged in Hobart.

## WHEN TO APPLY

### Applications open

26 October 2021

### Applications close

5pm on Tuesday 31 May 2022

### Notification of application outcome

within 10 days of submission of a complete application

### Activity timeframe

Activity starts no sooner than one month after the submission date of the application and between 30 September 2021 and 30 June 2022.

Activity ends no later than 31 December 2022

As soon as the funding pool has been allocated, the grant round will close. Please contact [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) before commencing your application to ensure there are funds available.

## 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](https://hobartcity.com.au/grants).

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

## ASSESSMENT

Applicants will receive an email confirmation on receipt of an application and notification of the success of their application.

Applications will be scored and assessed according to the criteria by an assessment panel of three relevant City of Hobart and Study Tasmania officers.

The panel make recommendations to the Director Community Life for final approval.

## APPLICATION ASSESSMENT CRITERIA

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

- align with at least one of the priority areas from the City of Hobart's Community Inclusion and Equity Framework, [Hobart: A City for All](#):
  - Truth and reconciliation
  - Participation and access
  - Wellbeing and knowledge
  - Safety and resilience
- demonstrate that the activity addresses a need or interest of international students in the Great Hobart community
- allow international students in Greater Hobart to be supported or involved in the activity
- be accessible to the community
- demonstrate that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable.

## SUCCESSFUL APPLICATIONS

### Agreement

A letter of offer will be provided to International Student Support QRG recipients prior to the activity commencing.

The letter will outline the acknowledgement and reporting responsibilities of the grant recipient. Inability to comply with these requirements may result in withdrawal of support.

Applicants who do not meet their obligations 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 one month 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 result 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 this guideline 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).