

JUNE 2017 VI

# COMMUNITY DEVELOPMENT GRANTS PROGRAM

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# COMMUNITY CHRISTMAS ACTIVATION QUICK RESPONSE GRANTS GUIDELINES



City of **HOBART**

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## Introduction

The City of Hobart Christmas Grants Program provides financial assistance for Community or not-for-profit based organisations and groups to present Christmas Carol events and Christmas activities. These events should help to activate the City, involve and engage local communities and provide benefit to both the local and wider Hobart community.

These grants aim to support and strengthen the community with the capacity to attract the whole community to come together to celebrate and share festive occasions.

Providing funding to community groups for these events/celebrations gives Council the opportunity to enhance community spirit and encourage participation across all sectors of the community.

The City supports projects which enhance community identity, encourage accessibility, support, enhance and celebrate the cultural life of Hobart and create opportunities that facilitate and encourage participation within the City

There are two streams within this program:

- **COMMUNITY CHRISTMAS ACTIVATION QUICK RESPONSE GRANTS** that are up to a value of \$1000 and are available from June to November and have a four week turn around period.
- **COMMUNITY CHRISTMAS CAROLS GRANTS** over \$1000 and up to \$10,000 that are offered in one grant rounds per year, opening in June.

## Strategic Plan and Vision

Our vision for 2025 (from the Capital City [Strategic Plan 2015-2025](#)) is that Hobart will be a city that:

- Offers opportunities for all ages and a city for life
- Is recognised for its natural beauty and quality of environment
- Is well governed at a regional and community level
- Achieves good quality development and urban management
- Is highly accessible through efficient transport systems
- Builds strong and healthy communities through diversity, participation and empathy
- Is dynamic, vibrant and culturally expressive

# Community Christmas Activation Quick Response Grants Guidelines

These guidelines outline eligibility, assessment criteria and the assessment process for the Community Christmas Activation Quick Response Grants. All applications must comply with these guidelines.

## What can you apply for?

Organisations and groups can receive only one quick response grant per project within any twelve month period. This means that applicants may also apply for grants in other Community Development Grant programs simultaneously and in consecutive rounds, but not for the same project.

For more information and to determine eligibility for other Community Development Grants Programs, please check the guidelines on the City of Hobart website, [hobartcity.com.au/Grants](http://hobartcity.com.au/Grants).

How much can your organisation apply for?
<b>Community Christmas Activation Quick Response Grants</b>
Up to \$1000 Available from June to November with a 4-week turnaround for a response.

## When can you apply?

Community Christmas Activation Quick Response Grant applications can be submitted from 10 June until 20 November or until the total fund for this round is expended. Please contact [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) prior to submitting your application to ensure there are funds available.

**Please note:** Applications can only be funded for activities occurring in the lead up to the 2017 Christmas period.

## Who can apply?

- **Incorporated, not-for-profit organisations:**

Incorporated, not-for-profit organisations are eligible to apply for and auspice applications for Community Christmas Activation Quick Response Grants. For the purpose of these grants, a not-for-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

For more information about not-for-profit status please visit the website of the [Australian Tax Office](http://www.ato.gov.au) or the [Arts Law Centre of Australia](http://www.artslawcentre.org.au).

- **Unincorporated Groups or Organisations:**

Unincorporated organisations or groups may apply for Community Christmas Activation Quick Response Grants. Applicants are required to enter an auspicing agreement with an incorporated, non-profit organisation to assist their project with, for example, financial management and public liability coverage. Applicants who are auspiced must provide full details and confirmation from their auspicing organisation.

For more information about auspice agreements please refer to the Arts Law Centre of Australia Information Sheet: [Auspicing Agreements](#).

## **Who can't apply?**

The following are not eligible to apply:

- Individuals
- Commercial and profit-making organisations
- Applicants who have received a City of Hobart Christmas Grant for the same project within the same financial year
- Applicants who have not correctly acquitted a previous City of Hobart Grant
- Australian and Local Government agencies and bodies
- Tasmanian Government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery, Royal Tasmanian Botanical Gardens and schools
- Government Business Enterprises.

## **How to Apply**

All Grant Applications are to be made via the City of Hobart website, [hobartcity.com.au/Grants](http://hobartcity.com.au/Grants). Applications cannot be submitted by mail or email.

When you start your application you will need to register by setting up a username and password. You are able to start and save your application without completing it.

If you do not have access to a computer, are unable to complete an application online, or are having difficulty submitting your application, please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone 03 6238 2770 and we will be happy to assist you.

## Venue and Park Hire

The City of Hobart's Community Development Grants Program offers assistance, both financial and in-kind, for use of the City of Hobart's venues, including parks. If you are seeking to use venues or outdoor locations that are managed by the City of Hobart as part of your proposed project, you **must** first contact the relevant officer to determine suitability and availability for the proposed event. You will need to make a tentative booking *before* you submit your grant application. You will need to provide written evidence of this booking with your grant application, so that your application can be assessed.

### In-kind Support

In the context of the Community Development Grants Program, in-kind support is when the Council covers the cost of Council venue or park hire as part of your grant, resulting in the fee being reduced or removed. However, it is noted that if the booking fee is greater than the grant amount, the applicant must pay this difference.

### Venue Hire (including Parks)

The City has a broad range of venues it owns and manages that are available for hire, some of which are included in the [Creative Hobart - A Guide to Creative Places](#).

Please note, submitting a grant application does not mean that you have booked the desired venue or park. This is a separate process. Please contact the following Council officers for more information and to confirm bookings:

- For Alexandra Battery, Beaumaris Zoo, Blinking Billy Point and Princes Park Magazine, please contact Parks and City Amenity on telephone 03 6238 2886 or via email [parks@hobartcity.com.au](mailto:parks@hobartcity.com.au)
- For City Hall, Town Hall and Waterside Pavilion, please contact Corporate Services on 03 6238 2765 or email [hallbookingenquiries@hobartcity.com.au](mailto:hallbookingenquiries@hobartcity.com.au)
- For the Town Hall Underground, please contact Creative Hobart on 03 6238 2778 or [duffy@hobartcity.com.au](mailto:duffy@hobartcity.com.au)
- For Mathers House, please contact the Mathers House Program Officer on 03 6234 1441 or [mathers@hobartcity.com.au](mailto:mathers@hobartcity.com.au)
- For the Youth Arts & Recreation Centre Rehearsal Room, please contact 03 6231 5150 or [imberj@hobartcity.com.au](mailto:imberj@hobartcity.com.au).

There are also a range of community venues that are managed directly by groups within the community such as community halls, Senior Citizen's Facilities, Scout Halls and RSL Facilities. Bookings for these facilities need to be made directly with the facility managers and the associated costs for hire may be included as part of the grant application.

## Project Eligibility

To be eligible to be assessed for a Community Christmas Activation Quick Response Grant, all applications must fall under one of the groups listed above under '[Who can apply?](#)', and must:

- Align with the assessment criteria on [page 7](#)
- Have outcomes which are delivered within the City of Hobart
- Be for a project occurring in the period leading up to Christmas
- Incorporate waste reduction strategies, if food is sold or given away in disposable containers, in which only certified compostable containers and utensils are provided to patrons
- Not duplicate or overlap with existing similar activities
- Appropriately acknowledge the City of Hobart's support.

## Ineligible Applications

Applications will be ineligible if they do not comply with the eligibility criteria listed above and if:

- The applicant has received another grant for the same project within the same financial year
- The applicant has not fulfilled the conditions of a previous grant by its due date
- The project has the potential to make significant profit and/or where other funding sources are considered to be more appropriate
- The application is for funding which will pay for:
  - Ongoing administration or operational costs of the applicant. This includes general expenses for ongoing operation of your organisation/group including such things as staff costs, administrative and miscellaneous expenses. In the case of schools this also includes costs associated with the employment of teaching and support staff or the delivery of curriculum
  - Donations or fundraising projects which support the recurrent operations of the applicant
  - Activities which have already occurred or commenced
  - Retrospective payments or deficit funding
  - Funding for individuals, individual pursuits or professional development
  - Funding of capital works, construction of, or improvements to buildings
  - The purchase of equipment which is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation.

## **Purpose**

Community Christmas Activation Quick Response Grants are provided to support community groups or organisations to deliver community based Christmas activities or activations. Events or activities could include things such as: Community carols, roving carollers, light installations, Christmas art projects, a Christmas community market or Christmas celebrations.

Depending on the activity, there may be permits or approvals required and applicants must address safety and risk issues.

The Council will not take on the role of producer of community Christmas events; rather it will provide financial assistance, in-kind services, marketing and operational support to committees and organisers to assist in effectively managing Christmas activities and events.

## **Assessment Criteria**

Christmas activities determined eligible for funding will be assessed against the criteria listed below. Projects or activities do not need to meet all the following assessment criteria, nor is meeting all the criteria a guarantee of funding.

While applications can be submitted from organisations for Christmas projects which have been funded in previous years, this does not automatically ensure continued grant support. The City does attempt to direct funding to assist new projects.

Each application will be assessed on its individual merit and its capacity to meet the Assessment Criteria as below:

1. Demonstrates benefit to the community as an outcome of the project.
2. Activates, enlivens or engages local areas and facilities.
3. Involves the community in areas such as consultation, project development, delivery or documentation.
4. Demonstrates that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable.
5. Demonstrates that the level of funding requested is commensurate with the expected audience numbers and participants involved.

## **Project Budget**

Clear budget information will allow the assessment panel to understand your project or activity, and which parts of it the Council is being asked to support.

You must provide a budget summary, accounting for all expenses and income, including in-kind (free of charge), other sponsorships or grants and the amount requested from the City of Hobart.



Please note that 'Income' refers to all cash and in-kind resources that will be directed towards the development, implementation and evaluation of proposed projects. It does not just refer to income generated from a proposed project, such as ticket sales or sale of publications.

All in-kind amounts must be discussed with a Council Officer and a quote provided. In-kind items are subject to availability and additional costs such as transport must either be included in the grant request or will be at the expense of the applicant. The application form requires evidence of communication with council officers regarding bookings to be attached.

## **Assessment Process**

Each application will be assessed on its merit, against the assessment criteria.

Council officers will have a 48 hour review period to contact applicants after the grant application has been received to clarify technical points such as eligibility, if necessary, or to request the provision of supplementary information that would assist the Assessment Panel in their deliberations.

The Assessment Panel, consisting of three or more relevant Council officers, will assess each application according to the criteria. The Panel will make recommendations to the City of Hobart's Director Community Development, as to which applications should receive in-kind support, based on decisions made as a result of the assessment process.

The City of Hobart's Director Community Development is delegated to approve funding for Quick Response applications. This decision is final.

Details of successful applications including applicant name, grant amount and a description of the project will be made publicly available on the City of Hobart's website as an agenda item for the relevant Community, Culture and Events Committee meeting.

## **Notification**

All applicants will be advised of the funding decision within four (4) weeks from the date of receipt.

## **Successful Applications**

### **Grant Agreement**

Successful applicants will be sent a Grant Agreement. In general, the City of Hobart will not make a Grant Agreement for substantially less than the amount requested in the application, however, where the City is unable to provide the full amount requested any lesser assistance will involve consultation with the applicant at this stage.

Grants will be paid:

- On provision of all requested documentation
- On receipt of a tax invoice (inclusive of GST where applicable) and bank details from the applicant or its auspice organisation.

Inability to comply with the conditions of the Grant may result in withdrawal of the Grant.

## **GST and Grants**

If your organisation will incur a GST liability as a result of receiving the grant (only applicable if your organisation is registered for GST), please submit a tax invoice equal to the amount of the grant plus GST. Otherwise, please submit an invoice equal to the amount of the grant only.

It is a requirement of the Australian Taxation Office that any payee (including incorporated organisations) who does not have an Australian Business Number (ABN) must complete a 'Statement by a Supplier' form. This must be submitted with your application. A copy of this form can be found on City of Hobart's website [hobartcity.com.au/Grants](http://hobartcity.com.au/Grants).

## **Recognition of Council Assistance**

Successful applicants must acknowledge the City of Hobart's assistance for their project. Please refer to the [Grant and Partnership Acknowledgment Guidelines](#) for detail of the expectations in terms of acknowledging Council's assistance.

## **Acquittal**

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

The acquittal form will be made available to successful applicants via SmartyGrants, and must be completed online within one calendar month of the project completion date. The acquittal report for Community Christmas Activation Quick Response Grants includes:

- Examples of the media coverage achieved including media clippings and images where available
- Local community support and participation achieved including evidence of community support
- Any other data collected by organisers as part of the project evaluation process, including good quality, professional-like images.

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 project.

## Unsuccessful Applications

Unsuccessful applicants may discuss their application with the relevant Council officer. If your application is not successful, the decision does not necessarily reflect the worthiness or community benefit of the proposal.

## Further Information and Enquiries

### Documents

Copies of all City of Hobart documentation referred to throughout this document can be found on the City of Hobart website, [hobartcity.com.au/Grants](http://hobartcity.com.au/Grants). All documents that need to be provided by you must be included with your Grant application unless otherwise indicated.

### Contact Officer

For further information regarding applications for Community Christmas Activation Quick Response Grants, please contact our office on telephone 03 6238 2132 or by email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au)