


JUNE 2017



COMMUNITY DEVELOPMENT  
GRANTS PROGRAM

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COMMUNITY CHRISTMAS  
CAROLS 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 and celebrations gives the City an 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, 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 offered in one grant round 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 Carols Grants Guidelines

These guidelines outline eligibility and assessment criteria and the assessment process for the Community Christmas Carols Grants Program. All applications must comply with these guidelines.

## What can you apply for?

Organisations and groups can receive only one Community Christmas Carols Grant per project per annum, including Community Christmas Activation Quick Response grants. This means that applicants may also apply for grants in the Council's Community, Creative Hobart, Events and Venue Support Grants Programs simultaneously and in consecutive rounds, but not for the same project.

For more information and to determine eligibility for other 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 Carols Grants</b>
Funding over \$1000 and up to \$10,000 One round per year opening in June

## Who can apply?

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

Incorporated, not-for-profit organisations, community groups or voluntary associations are eligible to apply for and auspice applications for Community Christmas Carols grants. For the purposes 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/surplus, 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 Carols Grants. Applicants are required to enter an auspice agreement with an incorporated, non-profit organisation to assist your project with, for example, financial management and public liability coverage. Applicants who are auspiced must provide full details and confirmation from their auspice 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
- Applicants who have received a City of Hobart Christmas Grant for the same project within the same financial year
- Commercial and profit-making organisations
- 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.

## Key Dates for Applications

Community Christmas Carols Grant applications will be accepted in the June round only.

Submissions for Community Christmas Carols Grants, including all required supporting documentation, must be submitted before 5 pm on the closing date nominated below for activities occurring in the 2017 Christmas period. Late applications are not eligible and will not be assessed.

Grant Applications open to the public:	10 June 2017
Drop-In Information Session:	22 June 2017 1 – 2 pm and 5 – 6 pm
Grant round closes:	10 July at 5.00pm
Assessment Panel meet:	End July
Decision made by Council:	21 August
Advice distributed to applicants:	Late August

## Venue and Park Hire

The City of Hobart's Community Development Grants Program offers assistance, both financial and in-kind, for the usage 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** 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 Grant 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 Carols Grant, all applicants must fall under one of the groups listed above under '[Who can Apply?](#)'. In addition to this, applications will:

- Align with the below assessment criteria
- Be for a carols activity in the Christmas 2017 period
- Have outcomes which are delivered within the City of Hobart municipal area
- Incorporate waste reduction strategies in their project. This means, if food is sold or given away in disposable containers, only certified compostable containers and utensils must be provided to patrons
- Appropriately acknowledge the City of Hobart's support
- Not duplicate or overlap with existing similar activities.

## Ineligible Applications

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

- The applicant has received another City of Hobart Community Development grant for the same project within the same financial year;
- The applicant has not fulfilled the conditions of a previous City of Hobart grant by its due date;
- The project has 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 or 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 commenced, or are scheduled to occur prior to the funding period dates listed above in key dates

- Retrospective payments or deficit funding
- Funding of capital works, construction of, or improvements to buildings
- Funding for individuals, individual pursuits or professional development
- 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 Carols Grants are provided to support Community Groups to deliver community based Carols events, this could include large scale Carols by Candlelight events located in local parks or venues, or precinct Carols events located in Community Halls or local facilities.

All proposed activities should have Council approval if required, including any relevant permits, and must address safety and risk issues.

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

## **Assessment Criteria**

Eligible applications 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 projects which have received funding 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 following Assessment Criteria:

1. Demonstrates benefit to the community as an outcome of the project.
2. Activates, enlivens and engages local areas and facilities.
3. Aligns with the Social Inclusion Strategy, particularly the Community Engagement and Participation and Vibrant Places domain areas.
4. Involves the community in areas such as consultation, project development, delivery or documentation.
5. Demonstrates that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable.
6. 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. Please note the expenses that the Council will not cover, as listed under '[Ineligible Applications](#)' in these Guidelines.

You must provide a balanced budget, accounting for all expenses and income, including in-kind (free of charge), other sponsorships or grants and the amount you are requesting from the City of Hobart. You can use the template provided in the application form to help you.

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**

### **Assessment Panel**

The Assessment Panel will include representation from the community sector and relevant Council officers. The panel will assess each application on its merit, against the assessment criteria and will meet to discuss the applications. Applications will be scored and assessed according to the criteria. If the Panel requires additional information in relation to your application, applicants will be contacted by the relevant Council officer.

Through assessment, the application may be recommended for partial funding (cash or in-kind). This decision is carefully considered with the view of maintaining the integrity of the proposal.

Any lesser financial assistance by the Council will involve consultation with the applicant at the time of a Grant Agreement being made.

### **Recommendation to Council**

The Panel will make its recommendations to the City of Hobart's Community, Culture and Events Committee as to which applications should receive funding based on decisions made as a result of the assessment process. The Committee will then consider the recommendations and will refer those recommendations to the full Council for decision. The decision of Council regarding funding outcomes is final.

It should be noted that the report detailing the recommendations for funding will be on the open agenda of the City of Hobart's Community, Culture and Events Committee. The full application is not available, but brief details of all applications including: applicant name, amount requested, amount recommended for approval (for successful applicants), and a brief outline of the project will be included in the report.

## **Communication**

Applicants will receive automatic notification of receipt of application and notification of the assessment results. All applicants will be advised of the Council decision by email following Council approval. See '[Key Dates](#)' for likely timing.

## **Pre-Assessment Eligibility Check**

Council officers will have a 48 hour review period to contact applicants after the grant round has closed 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.

## **Successful Applications**

### **Grant Agreement**

Successful applicants will be sent a Grant Agreement. In general, the City of Hobart will not make an offer 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 as applicable) and bank details from the applicant or its auspice organisation.

Applicants who do not meet their obligations under the Grant Agreement may not be eligible to apply for future grants.

Inability to comply with the Grant Agreement may result in withdrawal of Council support.

## 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 Carols 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.

## 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 the City of Hobart 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 Acknowledgement Guidelines](#) for details of the expectations in terms of acknowledging Council's assistance.

## 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 these guidelines 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 Carols Grants, please contact our office on telephone 03 6238 2132 or by email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au)