



COMMUNITY DEVELOPMENT  
GRANTS PROGRAM

QUICK RESPONSE  
COMMUNITY GRANTS  
GUIDELINES



City of **HOBART**

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## Introduction

The City of Hobart Community Grants Program provides financial assistance for projects and programs that involve, engage and provide benefit to both the local and wider Hobart community. Funded projects and programs will align with relevant objectives of the Capital City [Strategic Plan 2015-2025](#), [Social Inclusion Strategy](#) and related Community and Culture strategies.

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

There are two streams within this program:

- **QUICK RESPONSE GRANTS** that are up to a value of \$500, are available all year round and have a four week turn around period.
- **SMALL GRANTS** over \$1000 up to \$5000 that are offered in two grant rounds per year, opening in August and February.

## 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

## Social Inclusion and Related Strategies

In addition to aligning with the City of Hobart Vision as outlined above, the City of Hobart Community Grants Program aims to financially support applications that align with an aspect of the following City of Hobart strategies:

- [Social Inclusion 2014-2019](#)
- [Multicultural Strategy 2014-2019](#)
- [Youth Strategy 2014-2019](#)
- [Children and Families Strategy 2014-2019](#)
- [Positive Ageing Strategy 2014-2019](#)
- [Equal Access Strategy 2014-2019](#)
- [Housing and Homelessness Strategy 2016-2019](#)

To be considered for a Community Grant or Quick Response Grant, applicants need to demonstrate that their proposal helps to deliver one aspect of at least one of these strategies.

## Community - Quick Response Grants Guidelines

These guidelines outline eligibility, assessment criteria and the assessment process for the Quick Response Community 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 the Council's Creative Hobart, Events, Venue Support and Christmas Grants Programs simultaneously and in consecutive rounds, but not for the same project.

For more information and to determine eligibility for other Community and Culture 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>Quick Response</b>
Up to \$500 Available year-round and a 4-week turnaround for a response.

### When can you apply?

Quick Response applications can be submitted throughout the year until the total fund for the financial year 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 that applications can only be funded for activities occurring no earlier than five weeks and no later than six months after the date of your submission.

### Who can apply?

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

Incorporated, not-for-profit organisations are eligible to apply for and auspice applications for Community 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, 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](#) or the [Arts Law Centre of Australia](#).

- **Unincorporated Groups or Organisations:**

Unincorporated organisations or groups may apply for Community grants. If the project only requires in-kind support from the City of Hobart the applicant is not required to enter into an auspice agreement with an incorporated, non-profit organisation. If there is a cash component to the grant request the applicant is required to enter into an auspicing agreement with an incorporated, non-profit organisation to provide administrative oversight of the project, including , 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 visit: [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 Community 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
- Businesses and organisations that do not operate or provide services in the City of Hobart municipal area.

## 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.

## Project Eligibility

To be eligible to be assessed for a Community and Culture Quick Response Grant, all applications fall under one of the groups listed above under 'Who can apply?', and must:

- Align with one of the Community and Culture strategies listed below
- Have outcomes which are delivered within the City of Hobart
- Be for a project or a part of an ongoing program occurring at least five weeks and no greater than six months from the date of application
- 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 or support staff or the delivery of curriculum
  - Donations or fundraising projects which support the recurrent operations of the applicant
  - Remissions of rates
  - 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

- Funding for core delivery of national conferences or seminars to be staged in Hobart
- School camps or travel expenses for sporting trips, educational, civic, political events, conferences, seminars, forums or similar trips or excursions.

## Assessment Criteria

Projects and programs 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 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 Community and Culture Criteria as below:

- Demonstrate benefits to the community as an outcome of the project
- Enhance the image of the City as a vibrant place to live and visit
- Align with the Community and Culture Criteria and at least one of the objectives of the Strategies listed below.

## Community and Culture Criteria

Projects will be assessed in terms of their capacity to:

### 1. **Align with a particular priority area for any of the following strategies.**

- Social Inclusion Strategy
  - Community Engagement and Participation
  - Vibrant Places
  - Affordable Living
  - Effective Transport
  - Community Safety
  - Economic Participation
  - Health and Wellbeing
- Youth Strategy
  - Youth Development and Strategic Planning
  - Youth Participation
  - Outdoor Youth Work
- Children and Families Strategy
  - Networking & Communicating
  - Engaging & Participating
- Multicultural Strategy

- Perception
- Communication
- Participation
- Equal Access Strategy
  - Participation Opportunities
  - Accessible Information
  - Disability Awareness
- Positive Ageing Strategy
  - Valuing and Empowering Older People
  - Being Aware of the Diversity of the Older Population
  - Building Social Connectedness
- Housing and Homelessness Strategy 2016-2019
  - Need for new housing supply
  - Inappropriateness of current housing
  - Inaccessibility to or current housing

## **2. Involve the community**

To what extent does the project involve the community in areas such as consultation, project development, delivery or documentation?

## **3. Manage effectively**

To what extent does this application demonstrate that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable?

## **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 you to specify the name of the Council Officer you spoke to, the date of contact, the quote received and the tentative booking made.



## Assessment Process

Each application will be assessed on its merit, against the assessment criteria and alignment with the [Social Inclusion Strategy](#) or other relevant City of Hobart Strategy, listed on [Page 2](#) of these guidelines.

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 and Culture, 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 and Culture 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 Partnership Acknowledgement Guidelines](#) for detail 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 this document can be found via the hyperlinks contained throughout or 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 your application for a Small Community Grant, please contact our Grant Officer Josie Chapman by telephone 03 6238 2132 or email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au)