

AUGUST 2016 V1

COMMUNITY DEVELOPMENT
GRANTS PROGRAM

SMALL 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 benefit the 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 Development strategies.

There are two streams within this program:

- **QUICK RESPONSE GRANTS** that are up to a value of \$500, that 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 grants rounds per year, that open 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 Grants Guidelines

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

From time to time the City of Hobart may elect to target specific outcomes within the assessment criteria and will redistribute assessment weightings accordingly. This will be notified in advance on the Grants website as the 'Key Criteria' for each round. Where there are no Key Criteria, all criteria will be evenly weighted.

What can you apply for?

Organisations and groups can receive only one Community Development Small Grant per project per annum, including Quick Response grants. This means that applicants may also apply for grants in the Council's Creative Hobart and Events 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.

How much can your organisation apply for?
Small Grants
Funding over \$1000 up to \$5000 Two Rounds per year.

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/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 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
- 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/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. 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 or telephone 03 6238 2770 and we will be happy to assist you.

Key Dates for Applications

Community Grants applications will be accepted in both the February and August rounds.

Submissions for Small Community Grants, including all required supporting documentation, must be submitted before 5pm on the closing date nominated below for each round. Late applications are not eligible and will not be assessed.

Grant Applications open to the public:	August 2017
Public Information Session:	TBC
Grant round closes:	September 2017
Assessment Panel meet:	October
Decision made by Council:	Late October
Advice distributed to applicants:	Late October/early November

Applicants need to ensure that applications are received in the correct round to allow adequate time for processing and delivery of Council benefits prior to the event. Events that commence prior to the round notification date cannot be funded in that round.

Venue and Equipment 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 or equipment. If you are seeking to use venues or equipment as part of your proposed project, you must 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 equipment 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.

Event Equipment Hire

The City of Hobart has limited events equipment for hire, including bean bags, table and bench sets, umbrellas and PW1 food kiosks and scullery sinks. Please note that the applicant is responsible for booking, transporting and returning these items. For more information, please contact Council's Development Officer – Events & Salamanca Market on 03 6238 2132.

Venue Hire

The city has a broad range of venues 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 equipment. This is a separate process. Please contact the following Council officers for more information and to confirm venue or equipment bookings

- For city parks and reserves, as well as 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
- For City Hall, Town Hall and Waterside Pavilion, please contact Corporate Services on 03 6238 2765 or email hallbookingenquiries@hobartcity.com.au
- For the Town Hall Underground, please contact Creative Hobart on 03 6238 2778 or duffy@hobartcity.com.au
- For Mathers House, please contact the Mathers House Program Officer on 03 6234 1441 or mathers@hobartcity.com.au
- For the Youth Arts & Recreation Centre Rehearsal Room, please contact 03 6231 5150 or imberj@hobartcity.com.au.

For promotional assistance including the hire of street banners or for the lighting up of Council assets, please contact the City Marketing Administration Officer on (03) 6238 2890 or marketing@hobartcity.com.au.

Project Eligibility

To be eligible to be assessed for a Small Community Grant, all applicants must fall under one of the groups listed above under '[Who can Apply?](#)'. In addition to this, applications for the Community Development funding stream will:

- Align with at least one of the Community Development strategies listed on [page 8](#)
- Be for a project or part of an ongoing program occurring within 12 months from the approval of the grant with a project start and finish date within the dates of the funding period listed above in key dates
- Have outcomes which are delivered within the City of Hobart
- 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 or support staff and/or the delivery of curriculum
 - Donations or fundraising projects which support the recurrent operations of the applicant
 - Remissions of rates
 - 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
 - The 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

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 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 following Community Development Criteria:

- 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 Development Criteria and at least one of the objectives of the Strategies as listed below.

Community Development 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 & Strategic Planning
 - Youth Participation
 - Outdoor Youth Work
- Children & 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 & Homelessness Strategy
 - Need for new housing supply
 - Inappropriateness of current housing
 - Inaccessibility to current housing

2. Community Involvement

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

3. Management Capacity

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?

4. 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/or 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 booking made.

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 where applicable) or the applicant's or its auspicer's bank details for payment.

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 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 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

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 these guidelines can be found via the hyperlinks contained throughout these guidelines or on the City of Hobart website: 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 specifically regarding a project proposal for a Small Community Grant, please contact our office on telephone 03 6238 2132 or via email grants@hobartcity.com.au