

A person is seen from behind, holding a large white sign with the word 'CHEERING' written in bold, black, capital letters. The person is wearing a dark jacket. The background shows a crowd of people and trees under a blue sky.

CHEERING

COMMUNITY DEVELOPMENT
GRANTS PROGRAM

CREATIVE HOBART
MAJOR CULTURAL
ORGANISATIONS GRANTS
GUIDELINES

JUNE 2017

**CREATIVE
HOBART**

AN INITIATIVE OF



City of **HOBART**

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Introduction

The City of Hobart Creative Hobart Grants Program provides financial assistance for projects and programs that contribute to Hobart as a creative city and take place in the Hobart municipal area.

The three grant streams in the program are as follows:

- **QUICK RESPONSE GRANTS** that are up to a value of \$1000 and are available year round (4-week turnaround).
- **SMALL** (\$1000 - \$5000) and **MEDIUM GRANTS** (\$7000 - \$15,000) available twice per year: August and February.
- **ANNUAL and TRIENNIAL MAJOR CULTURAL ORGANISATIONS GRANTS** (\$10,000 +) available annually and triennially, opening in June 2017).

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

Creative Hobart Strategy

The [Creative Hobart Strategy](#) is the City's cultural policy based on a vision that contemporary cultural policy needs to build on the recognition that cultural development and the creative industries provide a real opportunity to strengthen community wellbeing, create a culturally rich sense of place and contribute to economic viability.

To contribute to the development of a vibrant and diverse city, Creative Hobart supports a breadth of programs that: bring more cultural and creative activities out into the public realm; provide greater exposure to cultural activities; increase opportunities for the involvement of the community; provide an attractor for cultural tourism; and above all, make Hobart a truly wonderful place to live, work and visit.

Annual and Triennial Major Cultural Organisations Grants Guidelines

This program provides financial assistance for Major Cultural Organisations that contribute to Hobart as a creative city and are based in the Hobart municipal area. Funding is intended to contribute towards annual public programs of the organisation.

These guidelines outline eligibility, assessment criteria and the assessment process. All applications for this grant round must comply with these guidelines.

What can you apply for?

Major Cultural Organisations may apply for this grant for ongoing program and operational funding – this may include artistic programming, audience development, artist development, community outreach, or other activities that constitute the annual program of activities for Hobart’s major cultural institutions.

Organisations may also apply for separate project funding from the Creative Hobart Grants Program for special initiatives and projects in addition to the organisation’s annual public program. Applicants may apply for grants in different categories simultaneously, and in consecutive rounds but not for the same project.

Funding is available on an annual or triennial basis. Annual applicants must provide details of the organisation's public program for the next calendar year. Triennial applicants must provide details of the organisation’s public program and budget for the next three years.

Organisations may also apply for grants in the City of Hobart’s Community, Events, Christmas and Venue Support programs (please refer to the separate guidelines on the City of Hobart’s website for details of eligibility hobartcity.com.au/Grants)

How much can your organisation apply for?

Funding requests over \$10,000 per annum will be considered.

Available once per year or on a triennial basis. See ‘[Key Dates](#)’ below for details.

Who can apply?

Major Cultural Organisations based in the City of Hobart that:

- Have an annual income of at least \$1.5 million
- Employ professional, permanent staff
- Deliver year-round public outcomes
- Are infrastructure-based organisations with public presentation space
- Do not operate on a commercial basis.

How to Apply

All Creative Hobart Annual and Triennial Major Cultural Organisations Grant Applications are to be made via the City of Hobart website, hobartcity.com.au/Grants. Applications cannot be submitted by mail or email.

If you do not have access to a computer or are unable to complete an application via the website, please email grants@hobartcity.com.au or telephone 03 6238 2770 and we will be happy to assist you.

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. We encourage you to save your application as you proceed through the form. You may return to your application to continue working on it and when complete, submit it by following the prompts.

Once the application has been submitted, you should receive acknowledgement of your submission automatically via the online system. If you do not receive an acknowledgement within 24 hours, or if you are having difficulty submitting your application, please email grants@hobartcity.com.au or telephone 03 6238 2770.

Key Dates

Grant Applications open to the public	10 June 2017
Grant round closes	10 July 2017 at 5 pm
Advice distributed to applicants	Late August 2017
Period covered by grant	Annual: 2018 calendar year/program Triennial: 2018-2020 programs
Acquittal due	By 1 October annually
Grant payments made	Annual: From September upon receipt of invoice Triennial: First payment from September upon invoice, Second and Third payments from October upon annual acquittal and receipt of invoice.

Eligibility

To be eligible applicants must be categorised as a Major Cultural Organisation, as described above under '[Who can Apply?](#)'. In addition to this, applicant organisations must:

- Align with the objectives of the City's [Creative Hobart Strategy](#)
- Have outcomes that are delivered in the City of Hobart municipality and are accessible to Hobart residents
- Demonstrate how the grant will support the applicant organisation to deliver its annual or triennial program
- Not duplicate or overlap with existing similar activities in the City
- Appropriately acknowledge the City of Hobart's support, commensurate with the level of funding provided.

Ineligible Applications

Applications will be ineligible if:

- The applicant has not fulfilled the conditions of a previous grant by its due date
- The applicant has potential to make significant profit
- The applicant is applying for funding that will pay for:
 - Remissions of rates
 - Activities that have already occurred
 - Retrospective payments or deficit funding
 - Capital works, construction of, or improvements to buildings
 - The purchase of equipment
 - The delivery of national conferences or seminars to be staged in Hobart.

Assessment Criteria

Eligible organisations will be assessed against the following criteria. Applications do not need to meet all the following assessment criteria, nor is meeting all the criteria a guarantee of funding. Each application will be assessed on its individual merit and its capacity to:

- Enhance the image of the City amongst residents as a vibrant place to live and work

- Enhance the image of the City amongst tourists, intrastate visitors and the business community as a vibrant place to visit and conduct business
- Contribute to the development and sustainability of the Creative Industries in Hobart
- Support and enhance the City's image as a leader in culture and the arts, as the capital city of Tasmania, and as a significant regional city of Australia and the Asia Pacific
- Demonstrate wide community interaction by the organisation (through attendance or other statistics)
- Involve local communities and individuals in the development and implementation of appropriate portions of the organisation's annual public program
- Demonstrate that suitably qualified and experienced people manage the organisation (management and Board)
- Demonstrate that the organisation is financially viable through the provision of audited accounts
- Work with the City to achieve at least eight of the nine objectives of the City's [Creative Hobart Strategy](#) (outlined below).

Creative Hobart Criteria

The City's [Creative Hobart Strategy](#), outlines three 'Outcome Areas' with nine 'Objectives' for the City. Applications in this category will be assessed according to their capacity to contribute to all nine of the City's objectives, being:

Outcome Area 1 – A Platform for Creativity

The city directly engages artists and cultural workers in the continual invigoration of the city's built and natural public spaces, providing greater opportunities for the community to become actively and spontaneously involved in arts and culture

Objective 1.1 Creating a sense of place: By enhancing the look and feel of city spaces through the promotion of civic pride, community involvement, acknowledgement of Hobart's rich Aboriginal and European heritage, as well as the broad diversity and creativity of its people

Objective 1.2 Activating public space: By using Hobart as an open stage for cultural activities - events in the streets, along the waterfront, in the parks or in bushland – to increase the use of public space within the city

Objective 1.3 Opening Council facilities: The Council has a rich and diverse range of historical and modern facilities and alternative spaces indoor, outdoor and underground and encourages the use of these by the community for cultural activities

Outcome Area 2 – The City as an Incubator of Creativity

The Council encourages and supports creativity, innovation, excellence and diversity in the city. As facilitator, it works with the creative sector and the community to foster a vibrant environment in which creativity can flourish and grow

Objective 2.1 Nurturing creativity: The Council provides a supportive environment in which creativity and innovation are consciously developed and nurtured. It supports those working in the arts and the creative industries to allow them to strengthen and grow

Objective 2.2 Investing in innovation: The Council recognises that innovation in creativity needs support to develop and so offers strategic investment of resources to encourage the exploration of ideas and innovative practices

Objective 2.3 Celebrating quality and diversity: Hobart and Tasmania have strong artisan traditions, particularly in craft and design. The Council nurtures opportunities that showcase the diversity, creativity and excellence of city's artisan products and other arts activities

Outcome Area 3 – The City as a Connector of Creativity

Connecting creative people, spreading information and knowledge, developing mutual respect and exchanging opinions enrich the community and so the Council promotes programs and activities that provide a welcoming and supportive environment in which ideas and plans for the future are shared

Objective 3.1 Connecting creative people: By strengthening existing networks and making new connections within the cultural sector, within the region and beyond for major organisations and individuals to inspire new initiatives that bring creative people together

Objective 3.2 Gathering and spreading knowledge: By widening the availability and accuracy of information about Hobart's cultural and arts potential, including a sharing of knowledge across the sector and with the community

Objective 3.3 Brokering connections: By identifying opportunities to connect individuals, small community groups and even large organisations with people inside and outside of the Council to simplify and smooth the way to encourage creative activities.

Assessment Process

Assessment Panel

The Assessment Panel will comprise at least two external representatives from the arts and cultural sector and relevant Council officers. The panel will assess each application on its merit, against the [assessment criteria](#) listed above.

If the Panel requires additional information in relation to the application, the contact person you list on your application will be contacted by the relevant Council Officer.

Recommendations to Council

The Panel will make 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 approve the recommendations or make amendments to the recommendation that will then go to Council for approval.

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), a brief outline of the application and a brief summary of the feedback from the panel, will be available.

The decision of Council is final.

Communication

Applicants will receive automatic notification of receipt of application and notification of the assessment results.

Successful Applications

Grant Offer and Grant Agreement

Successful applicants will receive a Grant Offer. Where the City is unable to provide the full amount requested, any lesser assistance will involve consultation with the applicant at this stage.

Additionally, a formal Grant Agreement will be sent to successful applicants. Inability to comply with the Grant Agreement may result in withdrawal of the Grant Offer.

Grants will be paid on receipt of:

- The signed Grant Agreement
- Any requested documentation
- Tax invoice (inclusive of GST) from the organisation.

Acquittal

Upon completion of the annual program, successful applicants will be required to acquit their grant, providing evidence of the execution of their program, expenditure and outcomes. Triennial grant recipients will be required to acquit annually prior to payment of the second and third year of funding.

The deadline for acquittals will be outlined in the Grant Agreement.

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.

Recognition of Council Assistance

Successful applicants must acknowledge the Council'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.

Further Information and Enquiries:

Documents and Checklist:

Copies of all City of Hobart documents referred to in these guidelines can be found via the hyperlinks in this document or via the City of Hobart website:

hobartcity.com.au/Grants. All documents that need to be provided by you must be included with your application unless otherwise stated.

Please use this checklist to help prepare your application.

Have you:

- Demonstrated your organisation's non-profit status?

- Provided financial records including: audited accounts, evidence of financial viability and a breakdown of how this grant will be expended?
- Demonstrated community support (through attendance or other statistics)?
- Provided a copy of the organisation's business plan, vision, mission and objectives relevant to either the single-year program or the triennial program?

Contact Officers

For further information on administrative issues and assistance completing your application, please contact:

Beatrix Vivian Cultural Programs Officer	03 6238 2430 grants@hobartcity.com.au
Jane Castle Cultural Programs Coordinator	03 6238 2767 grants@hobartcity.com.au