


AUGUST 2016 VI



COMMUNITY DEVELOPMENT
GRANTS PROGRAM

SMALL AND MEDIUM
CREATIVE HOBART GRANTS
GUIDELINES

**CREATIVE
HOBART**

AN INITIATIVE OF



City of **HOBART**

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Introduction

The City of Hobart encourages you to apply for Creative Hobart Grants, which provide financial assistance for projects and programs that contribute to Hobart as a creative city, support and enhance the cultural life of Hobart 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 (four-week turnaround).
- **SMALL** (\$1000 - \$5000) and **MEDIUM GRANTS** (\$7000 - \$15,000) available twice per year: August and February.
- **MAJOR CULTURAL ORGANISATIONS GRANTS** (\$10,000 +) available annually.

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

[Creative Hobart](#) is the City's cultural policy.

Creative Hobart is 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 an expanded 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.

Creative Hobart Grants Guidelines

This program provides financial assistance for projects that contribute to Hobart as a creative city, and take place in the Hobart municipal area.

These guidelines outline eligibility, assessment criteria and the assessment process for this 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 apply for one grant per project per annum, including Quick Response grants. This means that applicants may also apply for grants in the Council's Community, 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 Grant Programs, please refer to the guidelines on the City of Hobart website, hobartcity.com.au/Grants.

How much can your organisation apply for?	
Small Grants	Medium Grants
Funding over \$1000 up to \$5000 Two Rounds per year	Funding over \$7000 up to \$15,000 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.artslaw.org.au).

- **Not-For-Profit Organisations: Unincorporated Groups or Organisations:**

Unincorporated organisations or groups may apply for Creative Hobart 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](#).

- **Commercial and profit-making organisations:**

Applications from commercial (profit-making) entities that operate or provide services in the City of Hobart will be considered on the condition that the grant requested is matched dollar-for-dollar by the applicant. In addition to all other criteria for funding, the outcome of these projects must be focused on the benefits to the community and/or arts sector, rather than for the commercial gain of the applicant.

- **Individuals or a group of individuals**

Applications for projects initiated by a collaborative group (of two or more individuals) can apply under the auspice of an incorporated, not-for-profit organisation or group to be eligible for Creative Hobart project grants.

Applicants who are auspiced must provide full details and confirmation from their auspicing organisation. For more information see above.

Who can't apply?

The following are not eligible to apply:

- Applicants who have received a City of Hobart Creative Hobart 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

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

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

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

For projects occurring in the funding period: December 2017 – December 2018.

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

Council's Community Development Grants Programs 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 venues or equipment as part of their grant, resulting in the fee being reduced and/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 banner poles or 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 Creative Hobart Grant, applicants must fall under one of the groups listed above under '[Who can Apply?](#)' In addition to this, applications for the Creative Hobart funding streams will:

- Align with the objectives of the City's [Creative Hobart Strategy](#)
- Have outcomes that are delivered in the City of Hobart
- Be for a project or a 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

- 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
- Not duplicate or overlap with existing similar activities
- Appropriately acknowledge the City of Hobart's support, commensurate with the level of funding provided.

Ineligible Applications

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

- The applicant has not fulfilled the conditions of a previous grant by its due date
- The applicant has received another City of Hobart Community Development grant for the same project within the same financial year
- 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 that 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/support staff and/or the delivery of curriculum
 - Donations or fundraising projects which support the recurrent operations of the applicant
 - Remissions of rates
 - Activities that have already commenced, or are scheduled to occur prior to the funding period dates listed above in Key Dates
 - Retrospective payments or deficit funding
 - Individual pursuits or professional development
 - 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
 - The core delivery of national conferences or seminars to be staged in Hobart.

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. Each application will be assessed on its individual merit and its capacity to:

- Enhance the image of the City as a vibrant place to live and visit
- Align with at least seven of the nine objectives of the City of Hobart's [Creative Hobart Strategy](#)
- Demonstrate benefits to the community as an outcome of the project
- Demonstrate management capacity through demonstrating that suitably qualified and experienced people are involved in the project, and strong financial viability and project management
- Involve local communities and individuals in the development and implementation of the project.

Creative Hobart Criteria

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

Outcome Area 1 – A Platform for Creativity

We aim to facilitate programs that engage artists and cultural workers in activating the city's built and natural public spaces, providing opportunities for community participation in culture.

Objective 1.1 - Enhancing a sense of place: Enhancing the look and feel of Hobart's natural and built public spaces through civic pride, engaging the community, acknowledging and celebrating Hobart's Aboriginal and European heritage, as well as the diversity and creativity of its people.

Objective 1.2 - Activating public space: Using public space as a stage upon which cultural activities can take place. Events may take place in the streets, along the waterfront, in the parks or in bushland, or in non-Council facilities which are freely accessible, therefore increasing activation of public space across the city.

Objective 1.3 - Activating Council facilities: The Council is the custodian of a rich and diverse range of facilities and alternative spaces that are indoor, outdoor and underground. Applicants are encouraged to consider these spaces as venues for cultural activities.

Outcome Area 2 – The City as an Incubator of Creativity

Encouraging and supporting creativity, innovation, excellence and diversity, the Council in its role as a facilitator can work with the creative sector and the community to foster an environment in which creativity can flourish.

Objective 2.1 - Nurturing creativity: The Council aims to facilitate a supportive environment in which creativity and innovation are developed and nurtured. We aim to support arts practitioners and the creative industry to develop the sustainability of the sector.

Objective 2.2 - Investing in innovation: As with other research and development areas, innovation in creativity needs investment support to reach its potential. The focus is strategic investment of resources to encourage the exploration of ideas and development of innovative practices.

Objective 2.3 - Celebrating excellence and diversity: Hobart and Tasmania have a strong 'artisan' tradition, particularly in craft and design practice. We aim to maximise opportunities that showcase the diversity, creativity and excellence of Hobart's artisan products and other arts activities that are perceived nationally and internationally as 'excellent'.

Outcome Area 3 – The City as a Connector of Creativity

Connecting creative people, disseminating information and knowledge, developing shared understandings and exchanging opinions are the very basis of our society. The Council aims to facilitate programs and activities that provide a welcoming and supportive environment in which ideas and dreams for the future are shared.

Objective 3.1 - Connecting creative people: Strengthening existing networks and facilitating new connections within the cultural sector, within the region and beyond for major organisations and individual practitioners can result in new initiatives that bring creative people together.

Objective 3.2 - Gathering and disseminating knowledge: We aim to improve the availability and accuracy of information about what Hobart has to offer from the cultural and arts perspective including a sharing of knowledge across the sector and with the community.

Objective 3.3 - Brokering connections: Council identifies opportunities to connect individuals, small community groups and even large organisations with people inside and outside of Council to simplify and smooth the way so that creative activities can happen.

Project Budget

Clear budget information will allow the assessment panel to understand your project and which parts of it the Council is being asked to support. Please note the expenses that Council will not cover, as listed under '[Eligibility](#)', 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.

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 tentative booking made.

Assessment Process

Assessment Panel

The Assessment Panel will include one or more representative from the cultural sector and relevant Council officers. The panel will assess each application on its merit, against the assessment criteria and will meet to discuss the assessment. 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 the 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 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

A formal Grant Agreement will be sent to successful applicants. 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.

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

Grants will be paid:

- On receipt of the signed Grant Agreement
- Provision of any requested documentation
- On receipt of the applicant's tax invoice (inclusive of GST where applicable).

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

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.

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 the project. This will be required at a value proportional to the grant offered. Please refer to the [Grant Partnership Acknowledgement Guidelines](#) for details of the expectations in terms of acknowledging the 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 documents referred to throughout these guidelines can be found via hyperlinks contained in 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 Officers

For further information, please contact the relevant officer as below:

For questions relating to administrative issues and/or for assistance in completing the Creative Hobart Grants application, please contact the Council's Cultural Programs Officer, Beatrix Vivian on telephone 03 6238 2430 or via email grants@hobartcity.com.au

For any Project Support Enquiries, please contact the Council's Cultural Development Officer, Jo Duffy via email grants@hobartcity.com.au