



CITY OF HOBART GRANTS PROGRAM

EVENT SUPPORT QUICK RESPONSE GRANT **GUIDELINES**



City of **HOBART**

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This guideline outlines the eligibility, assessment criteria, and application process for the Event Support Quick Response Grant.

For detailed information and definitions, please read the [Detailed Grant Program Information](#).

SUMMARY

The City of Hobart owns properties including open bushland, heritage spaces, and little-known underground venues. Moody basements, ornate ballrooms and open parklands are just some of the venues available for events. The City of Hobart is keen to see our venues used for your ideas and creative projects.

We also have event equipment and promotional opportunities that can help you.

The City of Hobart provides funding to support community-based events that use Council venues, event equipment and civic promotions.

Funding of up to \$1,000 is available to cover the fees and charges for the use of these assets.

\$19,000 in total is available in this grant until 31 May 2021. Applications will be assessed on an ongoing basis and applicants will be notified of the outcome of their application with four weeks of their application being submitted. As soon as the funding pool has been fully allocated the grant round will close.

GRANT AIMS

We are looking to support events that:

- Support the City in meeting the goals by aligning to the Capital City Strategic Plan.
- Benefit the community by addressing a need or interest
- Activate, enliven and engage local areas and facilities by
 - Producing innovative, high quality, creative festival and event outcomes.
 - Enhancing the image of the City as a vibrant place to live, work and visit.
- Encourage the community to participate in the development and delivery of the event.
- Enable all community members to have the opportunity and capacity to access the event.

KEY STRATEGIES

The grant is designed to support projects that contribute to the Capital City Strategic Plan 2019-29.

Applicants are encouraged to demonstrate how their project aligns with specific strategies within the [Capital City Strategic Plan 2019-29](#).

WHAT CAN YOU APPLY FOR?

The Event Support Quick Response Grant assists the community with costs associated with hiring some City of Hobart-owned event equipment, venues, banners, signage or lighting.

Venue hire

The City has a broad range of venues for hire, some of which are included in the [Guide to Hobart's Creative Places](#).

Other City-owned venues, including parks and green spaces, are available. For more information visit the [venues](#) or [parks](#) bookings website.

Event equipment hire

The City has various event equipment for hire, including bean bags, table and bench sets and umbrellas. Please note that the applicant is responsible for booking, transporting and returning these items. For more information, please contact the Production Coordinator – Community Events on 03 6238 2566.

Civic promotions

The City provides support to utilise some of the City's event promotion services. The grant can be used for installation costs for:

- Civic Banners
- Street Banners
- City Lighting Program
- Event Signage

HOW MUCH CAN YOU APPLY FOR?

The Event Support Quick Response Grant offers in-kind support of up to \$1,000.

Organisations and groups may receive one grant only each financial year for the same project or activity from any City of Hobart grant stream.

In the case of commercial organisations, the requested amount needs to be matched by an equal or greater amount.

WHO CAN APPLY?

- ✓ Incorporated not-for-profit organisations and registered charities.
- ✓ Unincorporated groups or organisations.
- ✓ Individuals.
- ✓ Commercial organisations that operate as for-profit entities may apply for a 'matched' grant if they meet the below criteria:
 - Have an Australian Business Number (ABN) registered in Tasmania.
 - Be a small business as defined by the ABS, that is employing fewer than 20 FTE (at the time of the application).
 - Have a physical presence in the City of Hobart local government area.

Commercial organisations must match the amount requested. That is, for every dollar requested from the City of Hobart, the applicant must match the amount requested by an equal or greater amount.

WHO CAN'T APPLY?

The following are not eligible to apply:

- ✘ Current employees of or contractors to the City of Hobart.
- ✘ Applicants who have received a City of Hobart grant for the same project within the same financial year.
- ✘ Federal, local and state government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery, Royal Tasmanian Botanical Gardens and registered schools or training organisations.
- ✘ Political parties.
- ✘ Organisations that do not operate or provide services in the City of Hobart local government area.
- ✘ Organisations that are subject to any legal impediment, including bankruptcy or liquidation.

WHEN TO APPLY?

The Event Support Quick Response Grant is open for applications until the end of May each year or until funds are fully allocated.

Late applications are not eligible.

Applications can only be funded for activities occurring no earlier than five weeks and no later than six months after the date of submission.

As soon as the funding pool has been allocated the grant round will close.

Please contact grants@hobartcity.com.au before commencing your application to ensure there are funds available.

HOW TO APPLY?

The first step is to contact the Grants Officer to discuss your project by calling 03 6238 2132 or email grants@hobartcity.com.au.

We use the SmartyGrants system to administer the grants program, and all applications can be started at hobartcity.com.au/grants.

If you are having difficulty submitting your application please contact the Grants Officer.

PROJECT ELIGIBILITY SUMMARY

ELIGIBLE APPLICATIONS WILL NEED TO DEMONSTRATE:	
✓	a booking has been confirmed for the nominated City of Hobart service.
✓	alignment with at least one of the outcomes in the City of Hobart Strategic Plan.
✓	have outcomes which are delivered in the City of Hobart local government area
✓	be for a project or a part of an ongoing program occurring at least five (5) weeks and no greater than six (6) months from the date of application. If the activity is part of an ongoing program, the application must demonstrate how the City's support will substantially increase the impact of the existing program.
APPLICATIONS WILL NOT BE ELIGIBLE IF:	
✗	the applicant has not fulfilled the conditions of a previous City of Hobart grant by the due date.
✗	the project has received another City of Hobart grant for the same project within the same financial year.
✗	the project is part of a larger festival or event which has received grant or sponsorship supported by the City of Hobart.
✗	the project is inconsistent with current COVID-19 pandemic restrictions.
✗	the project has the potential to make a significant profit and/or where other funding sources are considered to be more appropriate.
✗	the application is for ongoing administration or operational costs of the applicant.
✗	in the case of schools or registered training organisations, the application is for funding which includes costs associated with the employment of teaching or support staff and/or the delivery of the curriculum.

This grant cannot be used to fund:

- ✗ donations or fundraising projects that support the recurrent operations of the applicant.
- ✗ contribution towards payment of rates.
- ✗ retrospective payments or deficit funding.
- ✗ activities that have already commenced.
- ✗ activities that are part of an ongoing program, unless the proposed activity substantially increases the impact of the existing program.
- ✗ capital works, construction, or improvements to buildings.
- ✗ individual pursuits or professional development unless there is a public outcome.
- ✗ the purchase of equipment that is not specific to project delivery and would otherwise support the operations of the organisation.
- ✗ school camps or travel expenses to attend sporting trips, educational, civic, political events, conferences, seminars, forums or similar trips or excursions.
- ✗ activities that are primarily for the delivery of sporting or recreation programs unless the applicant can demonstrate strong alignment to the City of Hobart's [Social Inclusion Strategy](#).
- ✗ the core delivery of national conferences or seminars to be staged in Hobart.

APPLICATION ASSESSMENT CRITERIA

EACH ELIGIBLE APPLICATION WILL BE ASSESSED ON ITS INDIVIDUAL MERIT AGAINST THE FOLLOWING CRITERIA:

✓	Align with at least one of the following outcomes in the City of Hobart Strategic Plan:
	<p>1.1 Hobart keeps a strong sense of place and identity, even as the city changes.</p> <p>2.1 Hobart is a place that recognises and celebrates Tasmanian Aboriginal people, history and culture, working together towards shared goals.</p> <p>2.2 Hobart is a place where diversity is celebrated and everyone can belong, and where people have opportunities to learn about one another and participate in city life.</p> <p>2.4 Hobart communities are safe and resilient, ensuring people can support one another and flourish in times of hardship.</p> <p>3.1 Hobart is a creative and cultural capital where creativity is a way of life.</p> <p>3.2 Creativity serves as a platform for raising awareness and promoting understanding of diverse cultures and issues.</p> <p>3.4 Civic and heritage spaces support creativity, resulting in a vibrant public realm.</p> <p>6.5 Hobart's bushland, parks and reserves are places for sport, recreation and play.</p>
✓	Demonstrate benefit to the community as an outcome of the project by addressing a need or interest in the community.
✓	Activates, enlivens and engages local areas and facilities by:
	<ul style="list-style-type: none"> • Producing innovative, high quality, creative festival and event outcomes. • Enhancing the image of the City as a vibrant place to live, work and visit in the development and implementation of the event.
✓	Involve the community in the project as appropriate in the development and delivery of the event.
✓	Enable all community members to have the opportunity and capacity to access the event.
✓	Demonstrates that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable.

COVID-19 COMPLIANCE

To ensure the health and safety of everyone involved in your project, the grant requires you to acknowledge your activity has a COVID-19 safety plan and/or checklist that complies with the current standards.

The Safe Workplace Guidelines will help you complete your safety plan/checklist. For more information visit [Worksafe Tasmania](#).

PROJECT BUDGET

The financial viability of the project is part of the assessment, and a budget for the funding request is required as part of the application. The budget should be accurate, and income and expenditure must balance.

It is important that your budget details the grant request and where those funds will be spent.

All items in the budget must be **GST exclusive**. You may attach a budget of your own design with extra detail as supporting material.

Budget income

You should detail all income sources that are contributing to this project, including any (in-kind) volunteer hours, and other grants. In-kind support should be estimated and included to reflect the total cost of the project. If your project will generate revenue it must be included in the budget.

Budget expenses

At least one item must be attributed to the grant request.

It is the responsibility of the applicant to ensure that all venue or equipment bookings, any fees or permits required for your project are managed and confirmed. Please allow yourself time to make venue bookings and keep a record of your

correspondence as you will need to upload your confirmation and quotes in the application.

ASSESSMENT PROCESS

Applicants will receive an email confirmation on receipt of an application, and notification of the success of their application.

Applications will be scored and assessed according to the criteria, by an Assessment Panel of three or more relevant Council officers.

The Panel will make recommendations to the Director, Community Life for final approval.

A summary of all successful applications will be publicly available at hobartcity.com.au/grants.

SUCCESSFUL APPLICATIONS

Agreement

A formal agreement will be sent to successful applicants. Inability to comply with the agreement may result in withdrawal of support.

Applicants who do not meet their obligations under a grant agreement may not be eligible to apply for future grants.

Payment and GST

Payment information will be provided with the Letter of Offer. Grants will be paid in full upon receipt of a tax invoice or the City can generate a Recipient Created Tax Invoice (RCTI).

Organisations registered for GST should add GST to the grant amount.

Recognition of assistance

Successful applicants must acknowledge the City of Hobart's assistance for their project. Please refer to the [Grant Partnership Acknowledgement Guidelines](#) for details.

Project variations

If there are significant changes to the funded project, applicants must contact the Grants Officer to confirm the variation is acceptable.

Please speak to us when changes occur for project costs which you have indicated the grant would cover or if the project changes in a way which would go against the eligibility criteria for this grant.

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 is available on SmartyGrants and must be completed online within three months 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.

Unsuccessful applications

Unsuccessful applicants are strongly encouraged to arrange a feedback session with the Grants Officer to discuss the results.

Feedback sessions can offer insight into the reasons behind an unsuccessful result and are valuable for future applications.

INFORMATION AND ENQUIRIES

Accessibility

If you can't access the online form or documents for this grant, please contact the Grants Officer to discuss how it can be adapted to suit your needs.

grants@hobartcity.com.au

03 6238 2132

Documents

Copies of all City of Hobart documentation referred to throughout these guidelines can be found via the hyperlinks contained in these guidelines and on the City of Hobart website hobartcity.com.au/grants.

Contact officer

To discuss your project proposal or administration and technical matters please contact the Grants Officer on 03 6238 2132 or

grants@hobartcity.com.au.