



EVENT PARTNERSHIP GRANT GUIDELINES



City of **HOBART**

SUMMARY

This guideline outlines eligibility, assessment criteria, and the application process for the Event Partnership Grant.

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

The City of Hobart Event Partnership Grants provide financial assistance for major events that involve, engage and benefit the community.

Funding of over \$20 000 is available for events that are held in the City of Hobart local government area. The grant program supports projects that:

- enhance community identity
- encourage accessibility and community participation
- support and enrich the cultural life of Hobart
- celebrate cultural diversity
- deliver economic benefits through increased visitation and promotion
- increase the reputation of the City of Hobart as an attractive tourist destination

\$205 000 in total is available in this grant round closing at 5 pm Monday 24 August 2020.

Applicants will be notified of the outcome of their application in October 2020.

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 Partnership Grant supports the delivery of major events in the Hobart local government area that align with the City's strategic objectives.

Through this program the City can provide financial assistance to committees and organisers to assist in event delivery.

All proposed activities should have any necessary Council or other permits, and must address safety and risk issues, including meeting government requirements relating to the COVID-19 pandemic.

HOW MUCH CAN YOU APPLY FOR?

The Event Partnership Grant offers cash support over \$20 000, with for-profit organisations required to match grant funding.

Organisations and groups may receive one (1) grant only each financial year for the same project or activity from any City of Hobart grant stream.

The grant request should be commensurate with the scale of the proposed event.

WHO CAN APPLY?

Incorporated not-for-profit organisations

Incorporated not-for-profit (NFP) organisations, including registered charities, are eligible to apply for and auspice applications for grants.

Commercial and for-profit organisations

Companies and organisations that operate as for-profit entities may apply for a matched grant. That is, for every dollar requested from the City of Hobart, the applicant must match an equal, or greater, dollar amount to the project.

WHO CAN'T APPLY?

The following are not eligible to apply:

- current employees of or contractors to the City of Hobart
- individuals
- partnerships
- trusts
- unincorporated groups or organisations
- applicants who have received a City of Hobart grant for the same project within the same financial year
- federal, state and local government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery, Royal Tasmanian Botanical Gardens.
- political parties
- organisations that do not operate or provide services in the City of Hobart local government area.



WHEN TO APPLY

This grant opens on Wednesday 5 August and closes 5 pm Monday 24 August 2020.

Late applications are not eligible.

Applications can only be funded for activities starting after 30 November 2020 and before 31 December 2021. There is no multi-year funding for this grant.

Results are announced in October 2020.

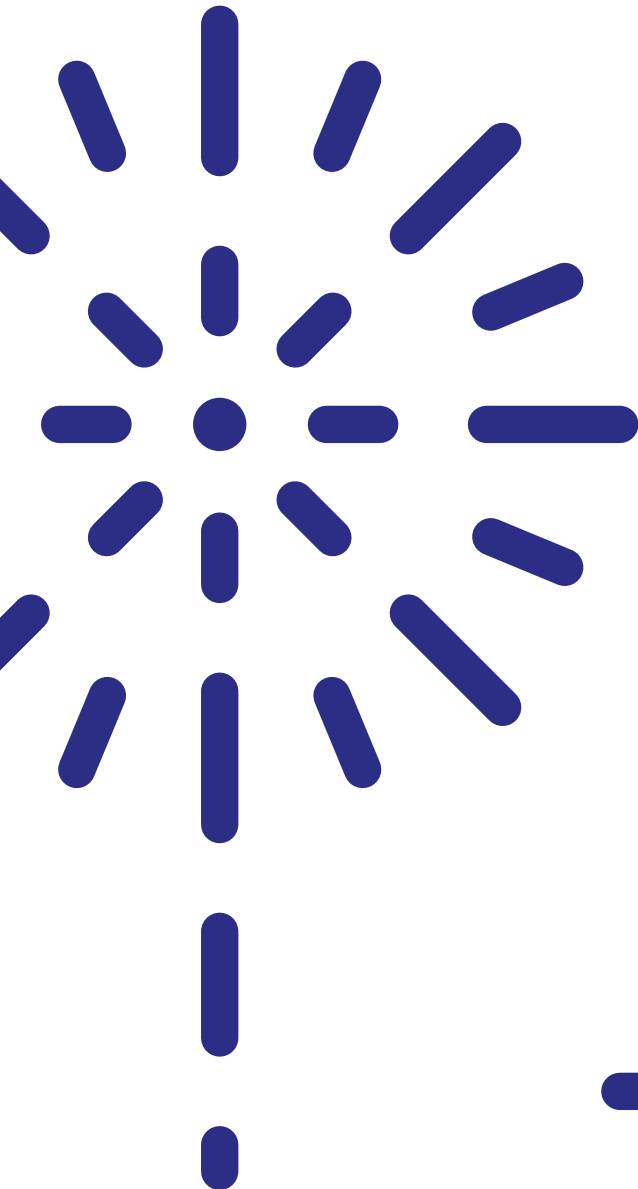
Visit hobartcity.com.au/grants for other specific dates or relevant details.

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

ELIGIBLE APPLICATIONS WILL NEED TO DEMONSTRATE THE EVENT:	
	is a large scale event or series of events that engages the community.
	aligns with at least one of the City of Hobart Strategic Plan outcomes.
	has outcomes that are delivered within the City of Hobart local government area.
	engages local professional contractors, including artists and performers in both the preparation and delivery of the event
	will be safely delivered with changing restrictions in mind due to the ongoing impact of COVID-19 by providing a COVID-19 Safety Plan.

ARTS FESTIVALS

Events identifying as arts festivals will be required to allocate at least 50 per cent of the grant to the development and presentation of Tasmanian artistic content within the festival program.

- 'Artistic content' is defined as investment in the Tasmanian artists or creatives who will develop and deliver specific projects within the festival program such as a performance or exhibition.
- 'Tasmanian artists' are defined as musicians, actors, visual artists, dancers, writers, sound and digital artists.
- 'Tasmanian creatives' are defined as designers, choreographers, directors and producers.
- An individual is considered Tasmanian if they have been resident in Tasmania for six of the past twelve months and/or can demonstrate significant arts practice or training in the state. This will need to be supported in the application by including a CV/biography.

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 prevailing COVID-19 pandemic restrictions
	The project has potential to make 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

THIS GRANT CAN NOT BE USED TO FUND:

- donations or fundraising projects that support the recurrent operations of the applicant
- contribution towards payment of rates
- events that have already commenced, or are scheduled to, prior to the published project start date
- retrospective payments or deficit funding
- 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
- events that are primarily for the delivery of sporting or recreation programs unless the application 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 TO DETERMINE ITS CAPACITY TO:	
	aligns with at least one of the outcomes City of Hobart Strategic Plan outcomes
	demonstrate benefits to the community as an outcome of the project by:
	supporting and enhancing the cultural life of Hobart and acknowledging and celebrating its cultural diversity
	involving local communities, organisations and individuals (including relevant professionals) in the development and implementation of the event
	encouraging local communities into the City of Hobart area
	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
	delivers measurable economic and media/promotional yield outcomes
	drives intrastate visitation, and has the potential to drive interstate and international visitation
	demonstrates that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable
	demonstrates that the level of funding requested is commensurate with the expected audience numbers and participants involved

COVID-19 COMPLIANCE

To ensure the health and safety of all Tasmanians, the grant application requires you to acknowledge your activity complies with the current standards. All applications must include a COVID-19 safety plan and/or checklist for their project.

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

ACCESSIBILITY

The Council is committed to making our venues and events accessible so that they can be enjoyed by all visitors.

When planning your event, consider what you can do to include all members of the community.

Costs of services, such as Auslan interpretation, must be included in the budget.

KEY PERSONNEL

The assessment process will include evaluation of key personnel. Applications should demonstrate that suitably qualified and experienced staff will be involved in the development and delivery of the project.

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.

PROJECT 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.

VENUE HIRE

The Council 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 [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.

ASSESSMENT PROCESS

Applicants will receive 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 that will include external representatives and council officers.

The Panel will make recommendations to the City's Community, Culture and Events Committee for final approval.

A summary of all applications and requests will be publicly available on the agenda of the City's Community, Culture and Events Committee.

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.

This includes but is not limited to project start and end dates, venues, fees and charges.

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 application and are valuable for future applications

INFORMATION AND ENQUIRIES

Accessibility

Contact the Grants Officer and explain why the online is not accessible for you.

The Grants Officer will tell you within five days what they can do to make the application accessible for you.

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 this document and on the City of Hobart website.

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

Town Hall, 50 Macquarie Street
Hobart Tasmania 7000

T 03 6238 2711

F 03 6238 2186

E coh@hobartcity.com.au

W hobartcity.com.au