

NOVEMBER 2020

CITY OF HOBART GRANTS PROGRAM

FESTIVE SEASON CHARITABLE QUICK RESPONSE GRANT GUIDELINES



City of **HOBART**

FESTIVE SEASON CHARITABLE QUICK RESPONSE GRANT GUIDELINES

This guideline outlines the eligibility, assessment criteria and application process for the Festive Season Charitable Quick Response Grant.

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

SUMMARY

Let us help you make a difference to our most vulnerable and disadvantaged this festive season.

The Festive Season Charitable Quick Response Grant from the City of Hobart will fund charitable organisations and groups for activities that support disadvantaged and vulnerable members of the community who have been impacted by COVID-19.

Funding of up to \$1,000 is available to organisations and groups wishing to undertake activities that address need and share the spirit of compassion, generosity and connectedness during the festive season.

A total of \$10,000 is available in this grant commencing from 13 November 2020 for projects that are delivered in the period from 1 to 31 December 2020. The grant round will close once the funding pool has been fully allocated or 11 December 2020, whatever comes first.

Applications will be assessed on an ongoing basis and applicants will be notified of the outcome of their application with two weeks of their application being submitted.

GRANT AIMS

The 2020 Festive Season Charitable Quick Response Grant is available to fund projects that:

- support disadvantaged and vulnerable members of the Hobart community over the festive season who have been impacted by COVID-19
- enhance community spirit, increase social inclusion and community connection by addressing the changing needs of the Hobart community resulting from COVID-19
- enhance the cultural, creative, health and wellbeing, recreational or social opportunities available to Hobart residents
- are a result of partnerships between charities, community groups or other organisations to address the impacts of COVID-19
- enhance Hobart as a safe, liveable and healthy city in the context of the COVID-19 pandemic.

WHAT CAN YOU APPLY FOR?

The Festive Season Charitable Quick Response Grant funds charitable organisations and groups to deliver projects that support vulnerable and disadvantage members of the Hobart community during the festive season. Examples include:

- providing food hampers or a food service for people in need
- Christmas gifts for disadvantaged or isolated community members.

All proposed activities should have relevant City permits, if required, and must address safety and risk issues including COVID-19 safety planning.

HOW MUCH CAN YOU APPLY FOR?

The Festive Season Charitable Quick Response Grant offers cash support of up to \$1,000.

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

WHO CAN APPLY?

Incorporated not-for-profit organisations and registered charities. Incorporated not-for-profit (NFP) organisations, including registered charities and religious organisations, are eligible to apply for this grant.

Unincorporated groups or organisations.

Unincorporated groups or organisations are eligible to apply for the grant under their name. The head of the organisation or members of the group must be over 18 years old, provide CVs outlining their experience and have public liability insurance.

WHO CAN'T APPLY?

The following are not eligible to apply:

- ✘ current employees or contracted staff to the City of Hobart
- ✘ individuals
- ✘ commercial and profit-making organisations
- ✘ 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.

WHEN TO APPLY?

The Festive Season Charitable Quick Response Grant is open for applications from 13 November 2020 for projects that are delivered in the period from 1 to 31 December 2020. The grant round will close once the funding pool has been fully allocated or 11 December 2020, whatever comes first.

Late applications are not eligible.

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 on 03 6238 2132.

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 ELIGIBILITY SUMMARY

ELIGIBLE APPLICATIONS WILL NEED TO DEMONSTRATE:	
✓	the activity addresses a need and supports vulnerable or disadvantaged members of the Hobart community who have been impacted by COVID-19 and shares the festive spirit of compassion, generosity and connectedness.
✓	the project aligns to the aims of the grant.
✓	have outcomes that are delivered in the City of Hobart local government area.
✓	be for a project that occurs between 1 December and 31 December 2020.
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 a 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 increases the impact of the existing program or requires additional support
- ✗ 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 TO DETERMINE ITS CAPACITY TO:	
✓	demonstrate alignment with at least one of the grant aims:
	<ul style="list-style-type: none"> • support disadvantaged and vulnerable members of the Hobart community over the festive season who have been impacted by COVID-19 • enhance community spirit, increase social inclusion and community connection by addressing the changing needs of the Hobart community resulting from COVID-19 • enhance the cultural, creative, health and wellbeing, recreational or social opportunities available to Hobart residents • are a result of partnerships between charities, community groups or other organisations to address the impacts of COVID-19 • enhance Hobart as a safe, liveable and healthy city in the context of the COVID-19 pandemic.
✓	Demonstrate benefit to the community as an outcome of the project by addressing a need or interest in the community.
✓	Be accessible to the community.
✓	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 participants involved.

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 City of Hobart 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 that 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 one 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.

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 this guideline can be found via the hyperlinks contained in this guideline 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.