



INTERNATIONAL STUDENT SUPPORT QUICK RESPONSE GRANT

GUIDELINES

In partnership with Study Tasmania



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SUMMARY

Hobart's isolation and scale have required resilience. We know that future challenges will demand that we work hard and work together. But we are our best selves in times of adversity and vulnerability. We are caring, helpful and supportive of everyone at all times, but especially when things get tough. We flourish in times of hardship.

The International Student Support Grant, which has been developed by the City of Hobart and Study Tasmania, seeks to address the challenges and vulnerability that international students face due to the Covid-19 pandemic.

The International Student Support Grant provides funding of up to \$2000 to support community organisations and groups to deliver activities, projects, programs and initiatives that assist international students with response and recovery from the Covid-19 pandemic.

There is \$22 000 available in this grant round until 31 May 2021. Applications will be assessed on an ongoing basis and applicants will be notified of the outcome of their application as soon as possible. As soon as the funding pool has been expended the grant round will close.

GRANT AIMS

The International Student Support Quick Response Grant aims to maintain, strengthen or increase:

- resources, programs or services that address the changing needs of international students
- community connection and social inclusion for international students in an environment where physical distancing and isolation measures are in place
- the diversity of cultural, creative, health and well-being, recreational or social opportunities available to international students
- partnerships between charities, community groups or other organisations that support international students.

INTERNATIONAL STUDENT QUICK RESPONSE SUPPORT GRANT

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

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

KEY STRATEGIES

The grant is designed to support the [Capital City Strategic Plan 2019–29](#).

The strategic plan is a partner document to the [Hobart: A community vision for our island capital](#) and brings the aspirations of the community into action over the next 10 years while responding to the major challenges we face now and into the future.

Applicants are encouraged to demonstrate how their project aligns with an aspect of the Capital City Strategic Plan 2019–29.

The grant also supports the [Study Tasmania Global Education Growth Strategy](#).

WHAT CAN YOU APPLY FOR?

International Student Support Quick Response Grants support community organisations and groups in Greater Hobart to deliver projects, programs and initiatives that assist international students with response and recovery from the Covid-19 pandemic.

HOW MUCH CAN YOU APPLY FOR?

The International Student Support Grant offers cash support up to \$2000.

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

WHO CAN APPLY?

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

WHO CAN'T APPLY?

The following are not eligible to apply:

- Current employees of or contractors to the City of Hobart or Department of State Growth
- Individuals
- Commercial organisations
- Unincorporated groups
- 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, including schools and registered training organisations
- Political parties
- Organisations that do not operate or provide services in the Greater Hobart area
- Applicants who have not correctly acquitted a previous City of Hobart or Study Tasmania grant.

WHEN TO APPLY?

The International Student Support Quick Response Grant is open until 31 May 2021 or until funds within the stream are fully allocated.

Late applications are not eligible.

Applications are welcome for activities between 1 October 2020 and 31 May 2021. Extensions may be considered on a case-by-case basis.

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

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

PROJECT ELIGIBILITY

APPLICANTS WILL NEED TO:	
✓	already provide services within the Greater Hobart area. This area includes the Hobart, Brighton, Kingborough, Clarence and Glenorchy local government areas.
✓	deliver activities, projects, programs and initiatives that assist international students with response and recovery from the Covid-19 pandemic.
✓	deliver the activity, project, initiative or a part of an ongoing program occurring between 1 October 2020 and 31 May 2021.

APPLICATIONS WILL NOT BE ELIGIBLE IF THE:	
X	Applicant has not fulfilled the conditions of a previous City of Hobart grant by the due date.
X	Applicant has not fulfilled the conditions of a previous Tasmanian Government grant by the due date.
X	Project has received another City of Hobart grant for the same project within the same financial year.
X	Project is part of a larger festival or event, which has received grant or sponsorship supported by the City of Hobart.
X	Project is inconsistent with current Covid-19 pandemic restrictions.
X	Project has potential to make significant profit and/or where other funding sources are considered to be more appropriate.
X	Application is for ongoing administration or operational costs of the applicant.
X	Application is for activities that have already commenced, or are scheduled to, prior to the date of submission, unless the proposed activity substantially increases the impact of the existing activity or program.

THIS GRANT CANNOT BE USED TO FUND:

- donations or fundraising projects that support the recurrent operations of the applicant
- contributions towards payment of rates
- 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
- the core delivery of national conferences or seminars to be staged in Hobart
- activities 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](#)
- applications for school camps or travel expenses to attend sporting trips, educational, civic, political events, conferences, seminars, forums or similar trips or excursions

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

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 two or more of the following Covid-19 specific criteria:
	<ul style="list-style-type: none"> • Resources, programs or services that address the changing needs of international students. • Community connection and social inclusion for international students in an environment where physical distancing and isolation measures are in place. • The diversity of cultural, creative, health and well-being, recreational or social opportunities available to international students. • Partnerships between charities, community groups or other organisations.
✓	demonstrate 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 all Tasmanians, the grant application requires you to acknowledge that your activity complies with the current standards. All applications must have 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](#).

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.

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 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 of three or more relevant officers from the City of Hobart and Study Tasmania.

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.

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 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

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