

# DR EDWARD HALL ENVIRONMENT GRANT --- GUIDELINES



City of **HOBART**

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## Introduction

Dr Edward Swarbreck Hall was a great humanitarian, deeply concerned for the welfare of his fellow citizens and the environment in Hobart. From 1875 to 1880 he was appointed by the Government as Health Officer. His outspoken annual reports stressed the dangers of polluted water supply, which carried diseases such as diphtheria and typhoid. His reputation continued to grow, both in the colonies and in Europe, as he conducted research into sanitation, public health and nutrition and one of his greatest legacies to Hobart was the introduction of a sewerage system that would prevent the pollution of the River Derwent. It is his leadership and persistence to see a healthier community through better environmental practice that underpins the values of this grant program.

The City of Hobart Grants Program provides financial assistance for projects and programs that involve, engage and provide benefit to both the local and wider Hobart community. Funded projects and programs will align with relevant objectives of the Capital City [Strategic Plan 2015-2025](#).

The City supports projects which encourages accessibility, supports, and enhances the environmental and sustainability values of the City of Hobart.

This is an annual grant program and requests can be made up to a value of \$5000.

## 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 options.
- Builds strong and healthy communities through diversity, participation and empathy.
- Is dynamic, vibrant and culturally expressive

All applications must comply with these guidelines.

## Dr Edward Hall Environment Grant Guidelines

These guidelines outline eligibility and assessment criteria and the assessment process for the Dr Edward Hall Environment Grant 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 receive only one grant per project per annum. This means that applicants may also apply for grants in the Council's Creative Hobart and Event Grants programs simultaneously and in consecutive rounds, but not for the same project. For more information and to determine eligibility for other Grants Programs, please check the guidelines on the City of Hobart website, [hobartcity.com.au/Grants](http://hobartcity.com.au/Grants).

How much can your organisation apply for?
<b>Dr Edward Hall Environment Grants</b>
Funding up to \$5000 One round per year.

## Who can apply?

- **Incorporated, not-for-profit organisations:**

Incorporate or not-for-profit organisations are eligible to apply for and auspice applications for Dr Edward Hall Environment 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](#) or the [Arts Law Centre of Australia](#).

- **Unincorporated Groups or Organisations:**

Unincorporated organisations or groups may apply for Dr Edward Hall Environment grants. If the application is requesting only in-kind support the applicant is not required to enter an auspicing agreement. If there is a cash component to the grant request the applicant is required to enter an auspicing agreement with an incorporated, non-profit organisation to assist the project with, for example, financial management and public liability coverage. Applicants who are auspiced must provide full details and confirmation from their auspicing organisation.

For more information about auspice agreements please refer to the Arts Law Centre of Australia Information Sheet: [Auspicing Agreements](#).

## Who can't apply?

The following are not eligible to apply:

- Individuals
- Applicants who have received a City of Hobart Community 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

## How to Apply

All grant applications are to be made via the City of Hobart website, [hobartcity.com.au/Grants](http://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](mailto:grants@hobartcity.com.au) or telephone 6238 2132 and we will be happy to assist you.

## Key Dates for Applications

For projects commencing:	After 31 August 2018
Grant Applications open:	16 June 2018
Public Information Session:	26 June 2018, 1 pm or 5.30 pm Elizabeth Street Conference Room at Town Hall
Grant round closes:	Midnight 16 July 2018
Advice distributed to applicants:	31 August 2018

Late applications are not eligible and will not be assessed.

## Project Eligibility

To be eligible to be assessed for a Dr Edward Hall Environment Grant, all applicants must fall under one of the groups listed above under '[Who can Apply?](#)'. In addition to this, applications will:

- Align with the assessment criteria
  - be for a project or part of an ongoing program occurring within 12 months from the approval of the grant
  - have outcomes which are delivered within the City of Hobart

- 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
- Appropriately acknowledge the City of Hobart’s support
- Not duplicate or overlap with existing similar activities.

## **Ineligible Applications**

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

- The applicant has received another City of Hobart Community and Culture grant for the same project within the same financial year
- The applicant has not fulfilled the conditions of a previous City of Hobart grant by its due date
- 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 which will pay for:
  - Ongoing administration or operational costs of the applicant. This includes general expenses for ongoing operation of your organisation or 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 or support staff and/or the delivery of curriculum
  - Donations or fundraising projects which support the recurrent operations of the applicant
  - Remissions of rates
  - Activities which have already commenced, or are scheduled to occur prior to the funding period dates listed above in key dates
  - Retrospective payments or deficit funding
  - Funding of capital works, construction of, or improvements to buildings
  - Funding for individuals, individual pursuits or professional development
  - 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
  - School camps or travel expenses for sporting trips, educational, civic, political events, conferences, seminars, forums or similar trips or excursions.

## Assessment Criteria

Eligible applications will be assessed against the goals 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.

While applications can be submitted from organisations for projects which have been funded in previous years, this does not automatically ensure continued grant support. The City does attempt to direct funding to assist new projects.

Each application will be assessed on its individual merit and its capacity to meet the following goals:

1. [Capital City Strategic Plan 2015-2025 Goal 2: Urban Management](#)
2. [Capital City Strategic Plan 2015-2025 Goal 3: Environment and Natural Resources](#)
3. [Capital City Strategic Plan 2015-2025 Goal 4: Strong, Safe and Healthy Communities](#)
4. [City of Hobart Social Inclusion Strategy 2014-2019](#)
5. **Management Capacity**

## Project Budget

Clear budget information will allow the Assessment Panel to understand your project or activity, and which parts of it the Council is being asked to support. Please note the expenses that the Council will not cover, as listed under Ineligible Applications 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. You can use the template provided in the application form to help you.

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.

# **Assessment Process**

## **Assessment Panel**

The Assessment Panel will include representation from the Environment sector and relevant Council staff. The panel will assess each application on its merit, against the assessment criteria and will meet to discuss the applications. 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. 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 Council**

The Panel will make its recommendations to the City of Hobart's City Planning Committee as to which applications should receive funding based on decisions made as a result of the assessment process. The decision regarding funding outcomes is final and delegation is made to the General Manager.

It should be noted that the report detailing the recommendations for funding will be on the open agenda of the City of Hobart's City Planning 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 funding 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

Successful applicants will be sent a Grant Agreement. 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.

Grants will be paid:

- On provision of all requested documentation

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

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

## 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 three calendar month of the project completion date. The acquittal report for the Dr Edward Hall Environment Grants includes:

- Examples of the media coverage achieved including media clippings and images where available
- Local community support and participation achieved including evidence of community support
- Any other data collected by organisers as part of the project evaluation process, including good quality, professional-like images.

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 form must be submitted with your application. A copy of this form can be found on the City of Hobart website: [hobartcity.com.au/grants](http://hobartcity.com.au/grants).

## **Recognition of Council Assistance**

Successful applicants must acknowledge the City of Hobart's assistance for their project. Please refer to the [Grant Partnership Acknowledgement Guidelines](#) for detail of the expectations in terms of acknowledging 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 documentation referred to throughout these guidelines can be found via the hyperlinks contained throughout these guidelines or on the City of Hobart website: [hobartcity.com.au/grants](http://hobartcity.com.au/grants). All documents that need to be provided by you must be included with your Grant application unless otherwise indicated.

### **Contact Officer**

For further information please contact the City of Hobart's Community and Culture Officer - Grants, Josie Chapman on telephone 03 6238 2132 or by email [dredwardhall@hobartcity.com.au](mailto:dredwardhall@hobartcity.com.au)