

COMMUNITY DEVELOPMENT GRANTS PROGRAM

EVENT GRANTS GUIDELINES



City of **HOBART**

Contents

INTRODUCTION	2
STRATEGIC PLAN AND VISION	2
EVENT GRANTS GUIDELINES	2
WHAT CAN YOU APPLY FOR?	2
HOW MUCH MONEY CAN YOUR ORGANISATION APPLY FOR?	3
WHO CAN APPLY?	3
WHO CAN'T APPLY?	4
HOW TO APPLY	4
KEY DATES FOR APPLICATIONS	4
VENUE AND EQUIPMENT HIRE.....	5
IN-KIND SUPPORT	5
EVENT EQUIPMENT HIRE	5
VENUE HIRE	5
PROJECT ELIGIBILITY.....	6
INELIGIBLE APPLICATIONS.....	6
ASSESSMENT CRITERIA.....	7
1. COMMUNITY PARTICIPATION	7
2. VIBRANCY	7
3. ECONOMIC BENEFIT	7
4. ALIGNS WITH AND SUPPORTS RELEVANT COUNCIL STRATEGIES	8
5. KEY PERSONNEL	8
6. PROJECT BUDGET	8
ASSESSMENT PROCESS.....	9
ASSESSMENT PANEL.....	9
RECOMMENDATIONS TO COUNCIL.....	9
COMMUNICATION	9
PRE-ASSESSMENT ELIGIBILITY CHECK	9
SUCCESSFUL APPLICATIONS.....	10
GRANT AGREEMENT	10
ACQUITTAL.....	10
GST AND GRANTS	11
RECOGNITION OF COUNCIL ASSISTANCE	11
UNSUCCESSFUL APPLICATIONS	11
FURTHER INFORMATION AND ENQUIRIES.....	11
DOCUMENTS	11
CONTACT OFFICER.....	11

Introduction

The City of Hobart Event Grants Program provides financial assistance for a range of events which are held in the City of Hobart municipal area and which provide benefits to both the local and wider community.

The City supports events which enhance community identity; encourage accessibility and community participation; support and enhance the cultural life of Hobart; celebrate cultural diversity; deliver economic benefits through increased visitation and promotion; and enhance the reputation of the City of Hobart as an attractive tourist destination.

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

Event Grants Guidelines

These guidelines outline eligibility and assessment criteria, and the assessment process for the Event Grants 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?

The City of Hobart provides Grants for community and major events. Prior to commencing this application and developing your event submission, please consult with the City of Hobart's Development Officer, Karyn Rendall, on 03 6238 2132 to determine your event category.

Organisations and groups can apply for only one Event Grant per project per annum, including Quick Response grants. This means that applicants may also apply for grants in the Council's Creative Hobart, Community, Venue Support and Christmas 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 refer to the City of Hobart website: hobartcity.com.au/Grants.

How much money can your organisation apply for?	
Event Grants	
Amount	Funding over \$1000 up to \$20,000
Availability	Two rounds per year

Who can apply?

- **Unincorporated Groups or Organisations:**

Unincorporated organisations or groups may apply for Event grants. Applicants are required to enter into an auspice agreement with an incorporated, non-profit organisation to assist your project with, for example, financial management and public liability coverage. Applicants who are auspiced must provide full details and confirmation from their auspice organisation.

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

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

Incorporated, not-for-profit organisations are eligible to apply for and auspice applications for Community 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](#).

- **Commercial and profit-making organisations:**

Applications from commercial (profit-making) entities that operate or provide services in the City of Hobart will be considered on the condition that the grant requested is matched dollar-for-dollar by the applicant. In addition to all other criteria for funding, the outcome of these projects must be focused on the benefits to the community rather than for the commercial gain of the applicant.

Who can't apply?

The following are not eligible to apply:

- Individuals
- Applicants who have received a City of Hobart Event 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
- Businesses and organisations that do not operate or provide services in the City of Hobart municipal area.

How to Apply

All Grant Applications are to be made via the City of Hobart website, 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 or telephone 03 6238 2770 and we will be happy to assist you.

Key Dates for Applications

Event Grants applications will be accepted in both the February and August rounds.

Submissions for Event Grants including all required supporting documentation, must be submitted before 5 pm on the closing date nominated below for each round.

Late applications are not eligible and will not be assessed.

Grant Applications open to the public	August 2017
Public Information Session	Date to be confirmed
Grant round closes	September 2017
Assessment Panel meet	Late September
Decision made by Council	October
Advice distributed to applicants	Early November 2017

Applicants need to ensure that applications are received in the correct round to allow adequate time for processing and delivery of Council benefits prior to the event. Events that commence prior to the round notification date cannot be funded in that round.

Venue and Equipment Hire

Council's Community Development Grants Programs offers assistance, both financial and in-kind, for the use of the City of Hobart's venues or equipment. If you are seeking to use venues or equipment as part of your proposed project, you must make a tentative booking before you submit your grant application. You will need to provide written evidence of this booking with your grant application, so that your application can be assessed.

In-kind Support

In the context of the Community Development Grants Program, in-kind support is when the Council covers the cost of Council venues or equipment as part of their grant, resulting in the fee being reduced or removed. However, it is noted that if the booking fee is greater than the grant amount, the applicant must pay this difference.

Event Equipment Hire

The City of Hobart has limited events equipment for hire, including: bean bags, table and bench sets, umbrellas and PW1 food kiosks and scullery sinks. Please note that the applicant is responsible for booking, transporting and returning these items. For more information please contact Council's Development Officer on 03 6238 2132

Venue Hire

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

Please note, submitting a grant application does not mean that you have booked the desired venue or equipment. This is a separate process. Please contact the following Council officers for more information and to confirm venue or equipment bookings:

- For Alexandra Battery, Beaumaris Zoo, Blinking Billy Point and Princes Park Magazine, please contact Parks and City Amenity on telephone 03 6238 2886 or email parks@hobartcity.com.au
- For City Hall, Town Hall and Waterside Pavilion, please contact Corporate Services on 03 6238 2765 or email hallbookingenquiries@hobartcity.com.au
- For the Town Hall Underground, please contact Creative Hobart on 03 6238 2778 or duffy@hobartcity.com.au
- For Mathers House, please contact the Mathers House Program Officer on 03 6234 1441 or mathers@hobartcity.com.au
- For the Youth Arts & Recreation Centre Rehearsal Room, please contact 03 6231 5150 or imberj@hobartcity.com.au

For promotional assistance including the hire of street banner poles and lighting up of Council assets, please contact the City Marketing Administration Officer on 03 6238 2890 or marketing@hobartcity.com.au.

Project Eligibility

To be eligible to be assessed for an Event Grant, applicants must fall under one of the groups listed above under [‘Who can Apply?’](#). In addition to this, applications for the Event Grant funding streams will:

- Align with at least one Strategic Objective in the Capital City [Strategic Plan 2015-2025](#)
- Improve the quality of life for the City of Hobart by providing access to a range of quality festivals and events
- Complement existing festivals and events and not duplicate or overlap with existing similar activities
- Have outcomes which are delivered in the City of Hobart area
- Support activities which are intended to be ongoing, and have the capacity to develop self-sustainability
- 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
- Be for a project or a part of an ongoing program occurring within 12 months from the approval of the grant with a project start and finish date within the dates of the funding period listed above in key dates
- Appropriately acknowledge the City of Hobart’s support, commensurate with the level of funding provided.

Ineligible Applications

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

- The applicant has not fulfilled the conditions of a previous grant by its due date
- The applicant has received another City of Hobart Community Development Grant for the same project within the same financial year
- Projects that have potential to make significant profit or where other funding sources are considered to be more appropriate
- The application is for funding that will pay for:
 - Ongoing administration or operational costs of the applicant. This includes general expenses for ongoing operation of their 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 and support staff or the delivery of curriculum
 - Donations or fundraising projects which support the recurrent operations of the applicant
 - Remissions of rates

- Activities that have already commenced, or are scheduled to occur prior to the funding period dates listed under [Key Dates](#)
- Retrospective payments or deficit funding
- Funding for individuals, individual pursuits or professional development
- Funding of capital works
- Funding for the purchase of equipment which is not specifically inherent to the delivery of the festival or event
- Funding for sporting events
- The core delivery of national conferences or seminars to be staged in Hobart.

Assessment Criteria

Eligible applications will be assessed against the criteria listed below. Projects or activities do not need to meet all the 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:

- Demonstrate benefits to the community as an outcome of the project
- Enhance the image of the City as a vibrant place to live and visit
- Demonstrate that suitably qualified and experienced people are involved in the project.

1. Community Participation

- Support and enhance the cultural life of Hobart and acknowledge and celebrate its cultural diversity
- Involve local communities, organisations and individuals (including relevant professionals) in the development and implementation of the festival or event
- Encourage local communities into the City of Hobart area

2. Vibrancy

- Produce innovative, high quality, creative festival and event outcomes
- Enhance the image of the City as a vibrant place to live, work and visit

3. Economic Benefit

- Deliver measurable economic and media/promotional yield outcomes
- Drive intrastate, interstate and international visitation including during shoulder and low visitation seasons

4. Aligns with and supports relevant Council Strategies

- Align with, and support relevant Goals as outlined in the [Capital City Strategic Plan 2015-2025](#)
- Support and deliver relevant outcome areas of the City of Hobart's cultural strategy – [Creative Hobart](#)
- Support and deliver relevant outcome areas of the Council's [Economic Development Strategy](#).

5. Key Personnel

The assessment process will include evaluation of the key personnel. Your application should demonstrate that suitably qualified and experienced personnel will be involved in the development and delivery of the proposed event.

6. Project Budget

Clear budget information will allow the assessment panel to understand your project 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 [Eligibility](#) 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.

Please note that 'Income' refers to all cash and in-kind resources that will be directed towards the development, implementation and evaluation of proposed projects. It does not just refer to income generated from a proposed project, such as ticket sales or sale of publications.

All in-kind amounts **must** be discussed with a Council Officer and a quote provided. In-kind items are subject to availability and additional costs such as transport must either be included in the grant request or will be at the expense of the applicant. The application form requires you to specify the name of the Council Officer you spoke to, the date of contact, the quote received and the tentative booking made.

Applicants must have provision in their budget for public liability insurance if they do not hold a current policy.

Consideration will also be given to the outcomes of past funding provided by the City of Hobart and funding provided by other tiers of government, ticketed income and private sector investment.

Assessment Process

Assessment Panel

The Assessment Panel will include external representatives and Council officers. 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 (cash or in-kind). 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.

Recommendations to Council

The Panel will make recommendations to the City of Hobart's Community, Culture and Events Committee as to which applications should receive funding based on decisions made as a result of the assessment process. The Committee will then consider the recommendations and will refer those recommendations to the full Council for decision. The decision of Council regarding funding outcomes is final.

It should be noted that the report detailing the recommendations for funding will be on the open agenda of the City of Hobart's Community, Culture and Events 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 Council 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

A formal Grant Agreement will be sent to successful applicants. 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.

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

Event Grants will be paid in stages:

- An agreed percentage will be paid on receipt of the signed Grant Agreement, provision of any requested documentation and on receipt of a suitable tax invoice (inclusive of GST where applicable)
- The balance of the funds will be dispersed following successful delivery of the event or as agreed in the Grant Agreement.

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

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 90 days of the project completion date.

The acquittal report for Event Grants includes:

- An evaluation of the media coverage achieved including media clippings and images where available
- Summary of marketing outcomes from the event including social media activity
- Local community support and participation achieved including evidence of community support that might include volunteer participation, donations and philanthropy and social media
- Any other data collected by organisers as part of the event 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 must be submitted with your application.

Recognition of Council Assistance

Successful applicants must acknowledge the City of Hobart's assistance for the project. This will be required at a value proportional to the grant offered. Please refer to the [Grant and Partnership Acknowledgement Guidelines](#) for details of the expectations in terms of acknowledging Council's assistance. When submitting Event Grant applications, applicants will need to ensure that all agreed Council benefit deliverables can be provided within an appropriate timeframe prior to the event delivery date.

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 documents referred to throughout these guidelines can be found via the hyperlinks contained throughout these guidelines or at the City of Hobart website: 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 regarding your application for an Event Grant, please contact our office on telephone 03 6238 2132 or by email grants@hobartcity.com.au