

CITY OF HOBART GRANTS PROGRAM

EVENT GRANTS GUIDELINES



City of **HOBART**

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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 regional and community levels
- 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.

What can you apply for?

Organisations and groups can receive only one Events Medium Grant per annum for the same project or activity, including Quick Response grants. This means that applicants may also apply for grants in the Council's Creative Hobart, Venue Support, Christmas and Community Grants Programs simultaneously and in consecutive rounds, but not for the same project.

How much can your organisation apply for?
Event Medium Grants
Funding over \$1,000 up to \$20,000
Two Rounds per year.

For more information and to determine eligibility for other Grants Programs (including Quick Response Grants), please check the guidelines on the City of Hobart website, hobartcity.com.au/Grants or contact the Grants Officer on 03 6238 2770 or grants@hobartcity.com.au.

Who can apply?

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

Incorporated, not-for-profit organisations are eligible to apply for and auspice applications for 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 shareholders, 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](http://www.ato.gov.au) or the [Arts Law Centre of Australia](http://www.artslawcentre.org.au).

- **Unincorporated Groups or Organisations:**

Unincorporated organisations or groups may apply for grants. As 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 visit: [Auspicing Agreements](#).

- **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 Events 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 accredited schools

- Government Business Enterprises
- Businesses/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.

The City of Hobart uses SmartyGrants to administer the grants program. 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 contact the Grants Officer on 03 6238 2770 or grants@hobartcity.com.au and we will be happy to assist you.

Key Dates for Applications

The Event Medium Grant program is open for application twice a year. Late applications are not eligible and will not be assessed.

Round 1

For projects commencing:	After June 30 2019
Grant Applications open:	Saturday, February 9 2019
Public Information Session:	1pm and 5.30pm, February 19 2019
Grant round closes:	10am, March 12 2019
Assessment Panel meet:	April 5 2019
Decision made:	April 30 2019
Advice distributed to applicants:	May 3 – 6 2019

Round 2

For projects commencing:	After December 31 2019
Grant Applications open:	Saturday, 31 August 2019
Public Information Session:	1pm and 5.30pm, 10 September 2019
Grant round closes:	3pm, 30 September 2019
Assessment Panel meet:	1 November 2019
Decision made:	20 November 2019
Advice distributed to applicants:	22 November 2019

Venue and Equipment Hire

The City of Hobart no longer provides "in-kind" support for venue or equipment hires, fees or permits through this Grant program. As such it is the responsibility of the applicant to ensure that all venue or equipment bookings or any associated charges for fees, hires or permits required by your application are all managed and confirmed directly with the specific officers within the City.

Please allow yourself time to make venue bookings and keep a record of your correspondence as you will need to upload your confirmation email in this application.

Event Equipment Hire

The City of Hobart has limited events 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 Production Coordinator – Community Events on 03 6238 2770.

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](#) or on the [Creating Spaces](#) website.

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 city parks and reserves, as well as Alexandra Battery, Beaumaris Zoo, Blinking Billy Point and Princes Park Magazine, please contact Parks and City Amenity on telephone 03 6238 2886 or via email parks@hobartcity.com.au
- For City Hall, Town Hall, Town Hall Underground and Waterside Pavilion, please contact Corporate Services on 03 6238 2765 or email hallbookingenquiries@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 6238 2100 or youthartsandrec@hobartcity.com.au.

For promotional assistance including the hire of street banners or for the lighting up of Council assets, please contact the City Marketing Administration Officer on 03 6238 2770 or marketing@hobartcity.com.au.

Project Eligibility

To be eligible to be assessed for a Event Medium Grant, all applicants must fall under one of the groups listed above under [‘Who can Apply?’](#). In addition to this, applications for the Event Grant funding stream 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 8 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 received another City of Hobart Grant Program 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 unless there is a public outcome.
- 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
- 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.

Assessment Criteria

Eligible applications will be assessed against the criteria 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:

- 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 the 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 [Social Inclusion Strategy](#)
- 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 Activities](#).

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 project.

6. 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 [Eligibility](#) in these Guidelines.

It is important that your budget lists the request to the City being made in this application as well as where those funds will be spent. If the City's support is spread across a number of costs those should be listed up to the value of the total grant request.

It is required that this section is accurately completed and income and expenditure balances. All items listed in the income and expenditure budget must be GST exclusive.

You may attach a budget of your own design with extra detail as supporting material however this section will still need to be completed.

Income Budget

Please describe all income items that are contributing to this project. This includes your cash and in-kind contribution, as well as an estimate of any in-kind volunteer hours.

Please note, that if you expect to generate revenue from your project, it should be reflected in your budget income table. Additional in-kind support from other

sources may be listed but must be reflected with the equivalent value in the Expenditure Budget.

If you are a profit-making, commercial organisation requesting grants within this program must at least be matched dollar-for-dollar by your own financial contribution.

Expenditure Budget

At least one item must be attributed to the requested support from the City of Hobart.

All venue or equipment hire amounts **must** be discussed with a Council Officer and a quote provided. Venue and equipment 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 attach a booking confirmation, which should specify the name of the Council Officer you spoke to, the date of contact, the quote received (GST exclusive) and the booking made.

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

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. 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.

Decision to accept recommendations

The Panel will make recommendations as to which applications should receive funding based on the above deliberation process. The General Manager has the delegated authority from Council to consider and approve the recommendations. Through this authority, the General Manager's decision regarding funding outcomes is final. Once approved, the recommendations are provided to the Community, Culture and Events Committee for notification.

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 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 Grant Agreement may result in withdrawal Council support.

Grants will be paid in full on receipt of a tax invoice or a Recipient Created Tax Invoice (RCTI).

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. A copy of this form can be found on the City of Hobart website: 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. All documents that need to be provided by you must be included with your Grant application unless otherwise indicated.

Contact Officer

For further information specifically regarding a project proposal for an Event Medium Grant, please contact our office on telephone 03 6238 2770 or via email grants@hobartcity.com.au