



COMMUNITY DEVELOPMENT
GRANTS PROGRAM

QUICK RESPONSE EVENT GRANTS
GUIDELINES



Contents

| | |
|--|----------|
| INTRODUCTION | 3 |
| STRATEGIC PLAN & VISION | 3 |
| QUICK RESPONSE EVENT GRANT GUIDELINES | 4 |
| WHAT CAN YOU APPLY FOR? | 4 |
| HOW MUCH CAN YOUR ORGANISATION APPLY FOR? | 4 |
| WHEN CAN YOU APPLY? | 4 |
| WHO CAN APPLY?..... | 5 |
| WHO CAN'T APPLY? | 5 |
| HOW TO APPLY | 5 |
| IN-KIND REQUEST VERIFICATION..... | 6 |
| PROJECT ELIGIBILITY | 6 |
| INELIGIBLE APPLICATIONS | 6 |
| ASSESSMENT CRITERIA | 7 |
| COMMUNITY PARTICIPATION CRITERIA | 7 |
| PROJECT BUDGET | 7 |
| ASSESSMENT PROCESS | 8 |
| NOTIFICATION | 8 |
| SUCCESSFUL APPLICATIONS | 8 |
| RECOGNITION OF COUNCIL ASSISTANCE | 8 |
| UNSUCCESSFUL APPLICATIONS | 9 |
| FURTHER INFORMATION AND ENQUIRIES | 9 |
| DOCUMENTATION | 9 |
| CONTACT OFFICER..... | 9 |

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 involve, engage and 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.

There are three types of grants within this program:

- **QUICK RESPONSE GRANTS** that are up to a value of \$1000 specifically for event equipment hire only, and are available all year round (four week turnaround).
- **EVENT GRANTS** (\$1000 - \$20,000) available twice per year: February and August.
- **EVENT PARTNERSHIPS** (\$20,000+) available annually, opening in June.

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

Quick Response Event Grant Guidelines

These guidelines outline eligibility, assessment criteria and the assessment process for Events Quick Response Grants. All applications must comply with these guidelines.

What can you apply for?

Quick Response Event Grants are for in-kind requests only, no cash grants are available in this category. Organisations and groups can receive only one quick response grant per project within any twelve month period. This means that applicants may apply for grants in the Council's Community, Creative Hobart, Venue Support and Christmas Grants Programs simultaneously, and in consecutive rounds, but not for the same project.

The Quick Response Event Grants program is specifically designed to encourage and simplify the use of Council-owned event equipment. These grants are intended for use by the community to increase the use of Council's event equipment in order to support events taking place in Hobart and encourage life and activity within the city.

Applicants can apply for the use of the following Council owned event equipment:

- Bean bags
- Table and Bench Set Hire
- Umbrella with stand
- PW1 Food Kiosk
- Waterside Fence
- Scullery Sink

The value of items listed can be found in Council's Fees & Charges booklet, available on the City of Hobart website hobartcity.com.au/Fees_and_Charges

For more information and to determine eligibility for other Community and Culture Grants Programs, please refer to the City of Hobart website: hobartcity.com.au/Grants.

| How much can your organisation apply for? |
|--|
| Quick Response |
| Up to \$1000 (in-kind) Available year round and a 4 week turnaround for a response. |

When can you apply?

Quick Response applications can be submitted throughout the year until the total fund for this financial year is expended. Please contact grants@hobartcity.com.au prior to commencing your application to ensure there are funds available.

Please note that applications can only be funded for events occurring no earlier than five weeks and no later than six months after of the date of your submission.

Who can apply?

- **Incorporated, Not-For-Profit Organisations:**

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

- **Unincorporated Groups or Organisations:**

Unincorporated organisations or groups may apply for Event Grants. As this grant round is for in-kind support only, applicants are not required to enter into an auspice agreement.

Who can't apply?

The following are not eligible to apply:

- Individuals
- Commercial and profit-making organisations
- 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.

In-kind request verification

All in-kind requests **must** be discussed with a Council Officer and a quote provided prior to application. 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 booking made.

Project Eligibility

To be eligible to be assessed for a Quick Response Grant, all applications must fall under one of the groups listed above under '[Who can apply?](#)', and must:

- Align with at least one Strategic Objective in the Capital City [Strategic Plan 2015-2025](#)
- Be submitted by an incorporated non-profit organisation
- Be for in-kind support only
- Be for an event occurring at least five weeks after and no later than six months of your application
- Have outcomes which are delivered in the City of Hobart
- Incorporate waste reduction strategies, if food is sold or given away in disposable containers, in which only certified compostable containers and utensils are provided to patrons
- Not duplicate or overlap with existing similar activities
- 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 grant for the same project within the same financial year
- The applicant has not fulfilled the conditions of a previous grant by its due date

- The project has the 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 activities that have already occurred or commenced.

Assessment Criteria

Projects and programs determined eligible for funding will be assessed against the criteria listed below. Projects or activities must meet all the following assessment criteria however, this is not a guarantee of support.

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
- Align with the Community Participation Criteria below
- Demonstrate that suitably qualified and experienced people are involved in the project.

Community Participation Criteria

- a. Supports and enhances the cultural life of Hobart and acknowledges and celebrates its cultural diversity
- b. Involves local communities, organisations and individuals (including relevant professionals) in the development and implementation of the festival or event
- c. Encourages local communities into the City of Hobart area

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.

You must provide a budget summary, accounting for all expenses and income, including in-kind (free of charge), other sponsorships or grants and the amount requested 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.

Assessment Process

Each application will be assessed on its merit, against the assessment criteria.

Council officers will have a 48 hour review period to contact applicants after the grant application has been received 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.

The Assessment Panel, consisting of three or more relevant Council officers, will assess each application according to the criteria. The Panel will make recommendations to the City of Hobart's Director Community and Culture, as to which applications should receive in-kind support, based on decisions made as a result of the assessment process.

The City of Hobart's Director Community and Culture is delegated to approve funding for Quick Response applications. This decision is final.

Details of successful applications, including applicant name, grant amount and a description of the project will be made publicly available on the City of Hobart's website as an agenda item for the relevant Community, Culture and Events Committee meeting.

Notification

All applicants will be advised of the funding decision within four weeks from the date of receipt.

Successful Applications

A formal Grant Agreement will be sent to successful applicants. In general, the City of Hobart will not make a Grant Agreement 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 of support.

Goods will be received:

- On receipt of the signed Grant Agreement
- On receipt of any requested documentation.

Recognition of Council Assistance

Successful applicants must acknowledge the Council's assistance for their project. Please refer to the [Grant and Partnership Acknowledgement Guidelines](#) for details 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

Documentation

Copies of all City of Hobart documents referred to in these guidelines can be found via the hyperlinks in this document or via 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 Events Grant, please contact our office by telephone 03 6238 2132 or by email

grants@hobartcity.com.au