



CITY OF HOBART GRANTS PROGRAM

EVENT SUPPORT QUICK RESPONSE GRANT GUIDELINES



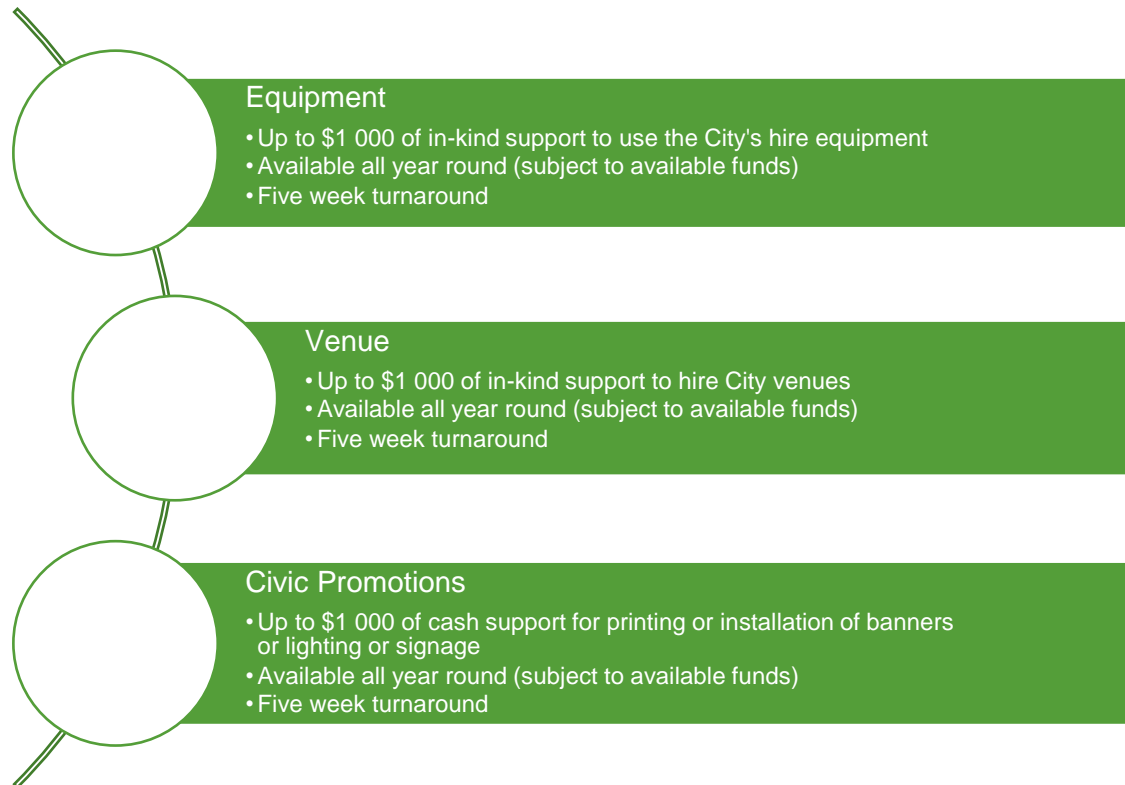
City of **HOBART**

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Introduction

Events Support Quick Response Grants assist the community with the costs associated in hiring some City of Hobart-owned event equipment, venues, banners, signage or lighting. There are three categories within this grant stream:



City of Hobart vision and key strategies

The City of Hobart Grants Program is reflected throughout many areas of the City's community vision, strategic plans and strategies. Applicants are required to demonstrate how their activity will support a range of community objectives, which include:

- [Waste Management Strategy 2015- 2030](#) to implement waste reduction actions and programs with the primary aim to achieve zero waste to landfill
- [Capital City Strategic Plan 2015 - 2025](#) to help you understand what the City of Hobart is aiming to achieve for the city
- [Hobart: A Community Vision for Our Island Capital](#) to help you understand how your project can contribute to our vision for the city. The community vision guides our planning and decision-making and is a useful guide for anyone looking to understand community identity and aspirations in Hobart. You are encouraged to reference the vision and identity statements, and the pillars.
- [Creative Hobart strategy](#) to help you understand how your project fits with the City of Hobart's cultural strategy
- [Social Inclusion Strategy](#) to demonstrate how your project will contribute to community inclusion and tolerance, values diversity and encourages participation

What can you apply for?

Applications can be made for support of up to \$1 000 in one of the three Events Support streams.

Please note that applicants can only apply for one grant per project per financial year from any of the City's grants programs.

Applicants may apply for more than one grant in the City's grants program at the same time, but not for the same project.

Stream 1: Equipment Hire

The Equipment Quick Response Grant is provided as in-kind support for equipment hire fees. These grants are provided to the community in order to increase use of the City's event equipment in order to support events taking place in Hobart and encourage life and activity within the city.

The grant is not issued as cash, and is applied to the agreed cost of hire for nominated City owned equipment. While the applicant does not receive money through this process, they will need to meet the reporting and acquittal requirements.

It is the responsibility of the applicant to ensure that all equipment bookings, or any associated charges for fees or permits required by your application are all managed and confirmed directly with the responsible officers within the City. The applicant is responsible for booking and transporting hire items, the lodgement of any associated bonds, and any applicable cancellation fees.

Please allow yourself time to make the required bookings and enquiries. You must upload correspondence of your booking as part of the application, and include:

- The start and end date and time of the booking
- The cost excluding GST
- The name of the City of Hobart officer
- Confirmation that the hire is either confirmed or tentatively booked

The cost of equipment hire, fees and permits can be found in the City of Hobart's Fees and Charges booklet, available on the City of Hobart website

hobartcity.com.au/feesandcharges

This grant program is specifically designed to encourage the use of City of Hobart owned event equipment. Applicants can apply to use:

- bean bags
- table and bench set hire
- umbrella with stands
- PA systems
- Imagination playground
- scullery sink
- water refill stations
- marquees

For more information, please contact Production Coordinator – Community Events on 03 6238 2770.

Stream 2: Venue Hire

The Venue Quick Response Grant is provided as in-kind support for venue hire fees at a selection of city owned venues. These grants are intended to assist the community with the costs associated, and to increase the use of the City's venues for public meetings, forums, projects, activities and events.

The grant is not issued as cash, and is applied to the agreed cost of hire for nominated City owned venues. While the applicant does not receive money through this process, they will need to meet the reporting and acquittal requirements.

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. This grant supports the use of the following City venues:

- Alexandra Battery
- Beaumaris Zoo
- Blinking Billy Point
- City Hall
- Mathers House
- Princes Park Magazine
- Town Hall
- Town Hall Underground
- Waterside Pavilion

The cost of venue hire, fees and permits can be found in the City of Hobart's Fees and Charges booklet, available on the City of Hobart website

hobartcity.com.au/feesandcharges

It is the responsibility of the applicant to ensure that all venue bookings, or any associated charges for fees or permits required by your application are all managed and confirmed directly with the responsible officers within the City. The applicant is responsible for bookings, the lodgement of any associated bonds, and any applicable cancellation fees.

Please allow yourself time to make the required enquiries and bookings. You must upload correspondence of your booking as part of the application, and include:

- The start and end date and time of the booking
- The cost excluding GST
- The name of the City of Hobart officer
- Confirmation that the hire is either confirmed or tentatively booked

Submitting a grant application does not mean that you have booked the venue. Please contact the City of Hobart officers for more information and to confirm venue bookings.

- For city parks and reserves, as well as Alexandra Battery, Beaumaris Zoo, Blinking Billy Point and Princes Park Magazine, please contact 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

Steam 3: Civic Promotions

The City provides cash support through the Civic Promotions grants to utilise some of the City's event promotion services. Support can be requested for:

- Civic Banners
- Street Banners
- City Lighting Program
- Event Signage

These grants are intended to contribute towards the costs associated with promoting sporting, cultural, recreational, community, or tourism related projects, that:

- are held within the Hobart municipal area
- will increase visitation to Hobart
- will provide direct economic benefits to the City
- is a national or international event of significant civic value

For information about the City's Civic Banners, Street Banners, and Event Signage programs, visit <https://www.hobartcity.com.au/City-services/Venues-banners-and-signage/Banners-and-signage>

Information about the City Lighting Program can be read at <https://www.hobartcity.com.au/City-services/City-lighting>

It is the responsibility of the applicant to ensure that all bookings or any associated charges for fees, or permits required by your application are all managed and confirmed directly with the specific officers within the City.

Event Support Quick Response Grants guidelines

These guidelines outline the eligibility, assessment criteria and the assessment process for all grant streams within the program.

All applications must comply with these guidelines. The City reserves the right to reject any application that does not meet the eligibility, qualification or evaluation criteria. The City also reserves the right to request further information in considering any application.

When can you apply?

Quick Response Grant applications can be submitted throughout the year until the grants funds for this financial year is expended.

Applications are welcome for activities between 1 July 2019 and 30 June 2020.

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

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

Who can apply?

Incorporated, not-for-profit organisations

Incorporated, not-for-profit organisations are eligible to apply for and auspice applications for this grant.

For the purposes of this grant, a not-for-profit organisation is one that is not operating for the 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 must be used

to carry out its purposes and must not be distributed to owners, members or other private people. For more information please contact the [Australian Tax Office](#).

Unincorporated groups or organisations

Unincorporated organisations or groups may apply for this grant. As this is a cash grant request, the applicant is required to enter an auspicing agreement with an incorporated, not-for-profit organisation to assist with the project, for example, financial management and public liability coverage.

Applicants who are auspiced must provide full details and confirmation from their auspicing organisation. A [sample letter](#) to confirm your auspice arrangement is available on the City of Hobart's website. The letter should be submitted as a PDF.

For more information about auspice agreements visit [Auspicing Agreements](#).

Individuals or a group of individuals

Applications for projects initiated by an individual or a collaborative group (of two or more individuals) can apply under the auspice of an incorporated, not-for-profit organisation or group to be eligible for grants.

Applicants who are auspiced must provide full details and confirmation from their auspicing organisation. A [sample letter](#) to confirm your auspice arrangement is available on the City of Hobart's website. The letter should be submitted as a PDF.

For more information about auspice agreements visit: [Auspicing Agreements](#).

Commercial and for-profit organisations

For companies and organisations that operate as for-profit entities, the Urban Sustainability Grant is available only as a matched grant. That is, for every dollar requested from the City of Hobart, the applicant must match an equal, or greater, amount to the project.

The types of matching contributions that are accepted include in-kind contributions (such as donated or supplied, materials or services), volunteer time (such as labour) and direct cash input to the project. All contributions must have an actual dollar value and be clearly itemised in the project budget.

To be eligible for funding as a commercial or for-profit organisation you must:

- be a small business, defined by the Australian Bureau of Statistics (ABS) as employing under 20 people. This includes franchises where the franchisee (not the parent company) employs under 20 people.
- be a business physically located in the City of Hobart municipal area.
- have an appropriate business registration, including that of sole trader.

Who can't apply?

The following are not eligible to apply:

- Current employees of or contractors to the City of Hobart
- Individuals that are not auspiced (excluding sole traders)
- Applicants who have received a City of Hobart 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 or training providers
- Government business enterprises
- Political parties
- 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 grant programs. 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.

Project eligibility

To be eligible to be assessed for an Event Quick Response Grant, all applicants must fall under one of the groups listed above under ['Who can Apply?'](#). In addition to this, applications for this grant stream will:

- ✓ be for event equipment hire costs of the nominated City of Hobart equipment.
- ✓ align with at least one Strategic Objective in the [Capital City Strategic Plan 2015 - 2025](#).
- ✓ demonstrate the equipment booking is confirmed through provision of a City-generated confirmation.
- ✓ have outcomes that are delivered within the City of Hobart.
- ✓ be for a project or a part of an ongoing program occurring at least five (5) weeks and no greater than six (6) months from the date of application.
- ✓ appropriately acknowledge the City of Hobart's support as per the Grant and Partnership Acknowledgement Guidelines.
- ✓ incorporate waste reduction strategies in the project that are aimed at:
 - **reducing waste in food services at events**
This means that if food is sold or given away in disposable containers, only certified compostable containers and utensils may be provided to patrons.
 - **reducing land-fill**
This means that the use and distribution of plastic, "micro-bead" and glitter products (such as balloons, flags and promotional paraphernalia and plastic single use water bottles) will not be undertaken as part of the event.

- ✓ 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 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 that 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 that 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 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 demonstrable public outcome.
 - the purchase of equipment that 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.
 - 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 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 applicants for projects that 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.

The success of an application is determined by its merits against the assessment criteria.

Each application will be assessed on its individual merit and its capacity to:

- respond to a need or interest in the community.
- for the community to support or be involved in the activity.
- enhance the image of the City as a vibrant place to live and visit.
- be accessible to the community.

As well as the overall quality and capacity of the application to deliver the identified outcomes. This includes:

- key personnel and their experience.
- how manageable and organised the project is.
- an adequate balanced budget.
- the ability for the project's concept to achieve the identified outcomes.

Community involvement

Your application should demonstrate the extent that the project involves the community in areas such as consultation, project development, delivery or documentation.

Key personnel and strategic partners

The assessment process will include evaluation of key personnel and strategic partners.

Your application should demonstrate that suitably qualified and experienced personnel will be involved in the development and delivery of the proposed event.

A strategic partner is not necessarily your auspice organisation, but rather a group or organisation that is assisting in some way to deliver your project. It is very beneficial to include a letter outlining their role and support they are providing to the project.

We encourage you to use the information about running your own event, at www.hobartcity.com.au/Community/Events-and-activities/Running-your-own-event. The guide includes information about the required permits and licences, contact details for relevant authorities, venue booking details, and other important factors to consider when planning your event.

Project budget

You must provide a balanced budget for your project, 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.

Clear budget information will allow the Assessment Panel to understand your project or activity and which parts of it the City is being asked to support.

Your application should demonstrate appropriate research in relation to the budget, and include detail of the items the grant will fund. Applications should demonstrate that the level of funding requested is adequate for the expected outcomes, participants involved and audience engagement.

If the project you are seeking funding for is part of a larger project, it may be worthwhile to attach the complete project budget as 'support material'.

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

Assessment process

Communication

Applicants will receive an automatic notification upon receipt of an application as well as notification of the assessment results. All applicants will be advised of the decision by email following approval according to the dates, [listed above](#).

Pre-assessment eligibility check

City of Hobart officers will have a 48-hour review period after the grant round has closed. If necessary, applicants may be contacted to clarify technical points, such as eligibility or to request supplementary information to assist the Assessment Panel.

Assessment panel

The assessment panel will consist of three or more relevant City of Hobart officers. The panel will assess each application on its merit against the assessment criteria.

Applications will only be scored and assessed according to the assessment criteria.

As a result of the assessment, projects 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 offer by the City will involve consultation with the applicant at the time of an offer being made.

Decision to accept recommendations

The panel will make its recommendations for funding based on the above deliberation process. All recommendations are approved by the General Manager. The decision regarding funding outcomes is final.

At this stage the recommendations become available as public records, and will include the name of the applicant, amount requested, a brief outline of the project, the panel's recommendation and amount approved (for successful applicants).

Successful applications

Successful applicants will be sent a Letter of Offer. 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 Letter of Offer may result in withdrawal of the City's support.

Grants will be paid in full within 30 days on receipt of the following from the applicant or its auspice organisation:

- the signed Grant Agreement
- any requested documentation

- tax invoice from the organisation or bank details to create a Recipient Created Tax Invoice (RCTI).

Applicants who do not meet their obligations under the Letter of Offer may not be eligible to apply for future grants.

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

Unsuccessful applications

If your application is not successful, the decision does not necessarily reflect the worthiness or community benefit of the proposal. All applicants are encouraged to arrange a phone appointment to discuss feedback on their application with the Grants officer.

Acknowledgement of City of Hobart support

Successful applicants must acknowledge the City of Hobart's assistance for their project. Please refer to the Grant Partnership Acknowledgement Guidelines that show how you should acknowledge the City's assistance. The Grant Partnership Acknowledgement Guidelines will be sent to successful applicants with the Letter of Offer.

Acquittal

Upon completion of the project, successful applicants will be required to acquit their grant, providing evidence of the delivery of their project, expenditure and outcomes.

The acquittal form will be made available to successful applicants via SmartyGrants once the Letter of Offer has been sent and must be completed online within three (3) months of the project completion date.

The acquittal report for the grant asks for:

- 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, such as feedback from participants and audience
- examples of promotion, including how the City's support was acknowledged, such as posters, social media post and flyers
- at least three (3) good quality images of the activity with no watermarks or logos

- feedback on your experience of the City of Hobart grants program.

Applicants that do not satisfactorily acquit their grant may not be eligible for future funding. Applicants may be required to return unspent funds allocated to their project.

Further information and enquiries

Documents

Copies of the City of Hobart documents referred to in these guidelines can be found via the hyperlinks contained in this document or on the City of Hobart website

<https://www.hobartcity.com.au/Community/Grants-and-funding/Urban-Sustainability-Grants>.

Contact officer

To discuss a project proposal for a City of Hobart grant or for further information on eligibility or grant conditions, please contact our office on telephone 03 6238 2770 or via email grants@hobartcity.com.au.