



COMMUNITY DEVELOPMENT
GRANTS PROGRAM

QUICK RESPONSE EVENT GRANTS
GUIDELINES



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Introduction

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

There are three grant categories within the Events Grants program:



Event Quick Response Grants assist the community with the costs associated in hiring some City of Hobart-owned event equipment.

Event Quick Response Grants are intended for use by the community, in order to increase the 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 to the applicant as cash, instead it is applied to the full agreed cost of hire for nominated City of Hobart equipment. The City does not offer waivers or reduced fees for venues. While the applicant does not receive money through this process, they are required to meet all reporting and representation requirements as if they had.

City of Hobart vision and key strategies

The City of Hobart grants program is reflected throughout many areas of the Vision, Strategic Plan and key strategies. Applicants are required to demonstrate how their activity will support the range of community objectives. These documents include:

- [Hobart: A Community Vision for Our Island Capital](#) to help you understand how your project can contribute to our vision for the city. The 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 statement, the identity statements and the pillars in your application.
- [Capital City Strategic Plan 2015 - 2025](#) to help you understand what the City of Hobart is aiming to achieve for the city.

Event Quick Response Grants guidelines

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

For more information and to determine eligibility for other City of Hobart grants, please refer to the guidelines on the City of Hobart website hobartcity.com.au/grants.

The City of Hobart reserves the right to reject any application that does not meet the eligibility, qualification or evaluation criteria. The City of Hobart also reserves the right to request further information in considering any application.

What can you apply for?

Applicants can apply for only one grant per project per financial year, including Quick Response Grants. This means applicants may apply for grants in the City of Hobart's grants program at the same time, and in consecutive rounds, but not for the same project.

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

- bean bags
- table and bench set hire
- umbrella with stands
- PW1 food kiosk
- waterside fence
- scullery sink

The Event Quick Response Grant is provided as in-kind" support for equipment hire fees.

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

How much can you apply for?

Quick Response Grant

- Up to \$1,000 for equipment hire costs of the nominated City of Hobart event equipment.
- Available year round or until grant funds are expended
- Four-week turnaround for a response

Applications should demonstrate that the level of funding requested is commensurate with the expected outcomes, participants involved and audience engagement.

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 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](#) or the [Arts Law Centre of Australia](#).

Unincorporated groups or organisations:

Unincorporated organisations or groups may apply for this grant. As there is a cash component to the 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](#).

Who can't apply?

The following are not eligible to apply:

- Current employees of or contractors to the City of Hobart
- Individuals
- Commercial and profit-making organisations
- 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
- 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.

City of Hobart venue and equipment hire

The Event Quick Response Grant is provided as "in-kind" support for event equipment hire fees.

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

Please allow yourself time to make the required bookings and enquiries. You must upload correspondence of tentative booking in this application, this must include:

- The start and end date and time of the booking
- The cost excluding GST
- The name of the City of Hobart officer
- Confirmation the hire is confirmed.

The cost of equipment or venue hire, fees or 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

Please note, this grant does not include:

- Transportation costs associated with the use of the equipment.
- The lodgement of associated bonds
- Any cancellation fees application (if the event is cancelled).

We encourage you to use the [Major Event Development Guide](#), which provides practical information on how to run 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. For more information about running your own event, visit www.hobartcity.com.au/Community/Events-and-activities/Running-your-own-event

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 and transporting these items.

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

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.

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. The form requires you to specify whether they are paid or volunteering as part of the project.

Your activity may have strategic partners. A strategic partner is not your auspice organisation, but rather a group or organisation that is assisting in some way to deliver your project. If you have strategic partners, it is beneficial to include a letter outlining their role in and support they are providing to the project.

Project budget

Your application should demonstrate adequate research in relation to the submitted budget, including details of expenditure of grant funds.

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. Please note the expenses that the City 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. 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.

All venue or equipment hire, fees or permits must be discussed with a City of Hobart officer and a quote provided. These items are subject to availability and additional costs, for example transport, must either be included in the grant request or will be at the expense of the applicant. The application form requires you to provide the correspondence you have had with the specific City of Hobart officer. This correspondence should include the date of contact, the cost excluding GST and the hire is tentatively confirmed.

Assessment process

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. All applications will be advised of the funding decision within five (5) weeks from the date of submission.

Pre-assessment eligibility check

City of Hobart 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.

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.

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 City will involve consultation with the applicant at the time of a Grant Offer being made.

Decision to accept recommendations

The panel will make its recommendations as to which applications should receive funding based on the above deliberation process. All recommendations are approved by Council, either directly or through delegation of authority. Through this authority, 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. Where the City is unable to provide the full amount requested, any lesser assistance will involve consultation with the applicant at this stage.

Applicants are asked to accept the offer in writing within 14 days. Grants will be paid on receipt of a tax invoice (inclusive of GST where applicable) from the applicant or its auspice organisation.

Inability to comply with the conditions of the offer may result in the withdrawal of the grant.

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 discuss their application with the relevant City of Hobart 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 for detail of the expectations in terms of acknowledging the City's assistance.

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 **one calendar month 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 grant programs.

The Acquittal form is available on SmartyGrants once the Letter of Offer has been sent.

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.

Further information and enquiries

Documents

Copies of all City of Hobart documentation referred to throughout these guidelines can be found via the hyperlinks contained in this document 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 a City of Hobart grant, please contact our office on telephone 03 6238 2770 or via email grants@hobartcity.com.au.