

CITY OF HOBART GRANTS PROGRAM

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# URBAN SUSTAINABILITY GRANTS GUIDELINES



City of **HOBART**

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## Introduction

The City of Hobart Grants Program provides financial assistance for projects and programs that involve, engage and benefit the Hobart community.

Urban Sustainability Grants are available to schools, community groups and businesses, providing up to \$5 000 in support for projects that:

- increase resource recovery
- reduce the volume and type of waste otherwise directed to landfill
- promote or undertake initiatives to increase energy efficiency
- actively address or promote air and water quality improvements
- support the development of sustainable community food gardens and local biodiversity projects
- support academic or community research into any of the above.



## 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 statement, the identity statements and the pillars in your application.
- [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.

## Urban sustainability guidelines

These guidelines outline the eligibility, assessment criteria and the assessment process for the Urban Sustainability 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](http://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 when considering any application.

### What can you apply for?

Applicants may only apply for one grant, per project, per financial year. This means applicants may apply for more than one grant, in more than one grant program, but not for the same project.

All grants are for cash only. The City of Hobart does not provide in-kind support for venue or equipment hire, fees or permits through the Urban Sustainability grant program.

### How much can you apply for?

#### Urban Sustainability Grant

- Up to \$5 000
- Available once each year

### When can you apply?

This grant is open for applications once each year. Late applications are not eligible and will not be assessed.

#### Key dates for applications

Applications for activities commencing after 31 December 2019 must be received in the annual round of grants held in September 2019.

Grant applications open:	31 August 2019
Public information session:	10 September 2019
Grant round closes:	30 September 2019
Assessment panel meets:	November 2019
Decision made:	20 November 2019
Advice distributed to applicants:	22 November 2019

Applications for activities commencing after 31 December 2020 will be received in the annual round of grants held in August/September 2020.

## 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](http://hobartcity.com.au/Grants). Applications cannot be submitted by mail or email.

The City of Hobart uses SmartyGrants to administer the grant 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](mailto:grants@hobartcity.com.au) and we will be happy to assist you.

## Project eligibility

To be eligible for assessment, an Urban Sustainability Grant applicant must fall under one of the groups listed above under [Who can Apply?](#) In addition to this, applications must:

- ✓ be for a project or part of an ongoing program occurring within 12 months from the approval of the grant
- ✓ have outcomes which are delivered within the City of Hobart
- ✓ incorporate waste reduction strategies in their project as outlined in the [City of Hobart Waste Management Strategy 2015 - 2030](#)
- ✓ appropriately acknowledge the City of Hobart's support
- ✓ not duplicate or overlap with existing similar activities
- ✓ provide relevant support documents, including:
  - any applicable insurances, including public liability
  - detailed financial estimates regarding the requested grant funds. These must include co-contributions, quotes and contractor estimates

- an outline of how the project will be implemented and an ongoing management plan for the timeframe of the project
- an outline of how infrastructure funded will be utilised, if applicable. This outline should include how users of the infrastructure will be informed and educated in its use, and/or how operators of the infrastructure will be educated in its operation
- for schools, an education program detailing the student learning and involvement process and outcomes, and how the project aligns with the Australian Curriculum.

### 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 the 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 the curriculum
  - donations or fundraising projects that support the recurrent operations of the applicant
  - contribution towards payment 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 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.

## 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:

- broadly support urban sustainability. This could relate to waste management, sustainable transport, energy efficiency, clean air and water, local biodiversity and climate change awareness etc
- specifically address climate change or urban sustainability issues within Hobart. You might note how, if at all, this issue is currently being addressed
- support a strong, safe and healthy community. This might include awareness education, improved access, encouraging positive change behaviour, and improved health or environment outcomes
- ensure the project is accessible to people attending/participating/supporting, or, outcomes that will be made available and are accessible after the project. This might include consideration of cost, physical access, or access to information and resources
- continue to have an impact beyond the life of the project. You might consider the legacy or outcomes that remain after your project, or how your project will support the growth of sustainable activity
- to connect with the target audience.

As well as the overall quality and capacity of the application to deliver these criteria, the assessment process will also consider:

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

### Community involvement

To what extent does the project involve 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.



### 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.

### Venue and equipment hire

All grant applications must be for cash only. The City of Hobart does not provide in-kind support for City venues, equipment hire, fees or permits through this grant program.

It is the responsibility of the applicant to ensure that all venue, equipment bookings, or any associated charges for fees or permits (private, commercial or City owned) required for the project are managed by the applicant.

All venue, equipment hire, fees, or permits that are critical to your project should be itemised in your budget, with confirmation and quotes attached as 'support material'.

## 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 include expert representation from the community and City of Hobart officers. Each panel member will assess each application on its merit, against the assessment criteria. The panel will then meet to discuss the applications. Applications will only be scored and assessed according to the 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 a Grant Agreement 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 Grant Agreement. 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 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 Grant Agreement 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](http://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](mailto:grants@hobartcity.com.au).