

COMMUNITY DEVELOPMENT GRANTS PROGRAM

QUICK RESPONSE VENUE SUPPORT GRANTS GUIDELINES



City of **HOBART**

Contents

INTRODUCTION	3
STRATEGIC PLAN AND VISION.....	3
VENUE SUPPORT - QUICK RESPONSE GRANTS GUIDELINES.....	4
WHAT CAN YOU APPLY FOR?	4
HOW MUCH CAN YOU APPLY FOR?	4
WHEN CAN YOU APPLY?	5
WHO CAN APPLY?	5
WHO CAN'T APPLY?	5
HOW TO APPLY	5
VENUE HIRE AGREEMENT CRITERIA	6
PROJECT ELIGIBILITY AND ASSESSMENT	7
ELIGIBLE APPLICATIONS	7
INELIGIBLE APPLICATIONS.....	7
ASSESSMENT CRITERIA.....	7
ASSESSMENT PROCESS.....	8
ASSESSMENT DECISION	8
RECOGNITION OF COUNCIL ASSISTANCE	9
FURTHER INFORMATION AND ENQUIRIES.....	9
DOCUMENTS	9
CONTACT OFFICER	9

Introduction

The City of Hobart Grants Program provides financial assistance for a range of projects and programs that involve, engage and benefit both the local and wider Hobart community. The grants program operates through five funding streams: Community, Creative Hobart, Events and Christmas, as well as Venue Support Grants.

Venue Support Grants assist the community with the costs associated in hiring some Council-owned venues. This grant stream is for venue hire only, for funded projects and programs that align with relevant objectives of the Capital City Strategic Plan 2015-2025.

The Venue Support Grants are available by means of a Quick Response Grant, which is up to the value of \$1,000 (in-kind support only). These Grants are available all year round and have a four-week turn around period.

There is a limited funding pool available for this grant stream. Applications can be submitted until the total fund for the financial year is expended. Before progressing with your application, it is suggested that you contact Council's Community and Culture Officer (contact details on [Page 8](#)), to ensure there are funds available.

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

Venue Support - Quick Response Grants Guidelines

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

What can you apply for?

Quick Response Venue Support 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 also apply for grants in the Council's, Community, Creative Hobart and Events Grants Programs simultaneously and in consecutive rounds, but not for the same project.

For more information about other grants streams and to determine eligibility for other Community and Culture Grants Programs, please check the guidelines on the City of Hobart website, hobartcity.com.au/Grants.

Quick Response Venue Support Grants are intended for use by the community, in order to increase the use of Council venues for public meetings, forums, projects, activities and events.

This Grant program is specifically designed to encourage and simplify the use of Council-owned and operated venues. The venues available in this grant stream are:

- Alexandra Battery
- Beaumaris Zoo
- Blinking Billy Point
- City Hall
- Mathers House
- Princes Park Magazine
- Town Hall
- Town Hall Underground
- Waterside Pavilion
- Youth Arts & Recreation Centre Rehearsal Room

Additional venues available for Community and Creative use, but not aligned with this Venue Support Grants program include: Cascade Gardens, Cornelian Bay Park, Elizabeth Street Mall, Mathers Place, St David's Park Rotunda, The Doone Kennedy Hobart Aquatic Centre, Waterworks Reserve and the Youth Arts & Recreation Centre and others. For further details please refer to the [Guide for Creative Places](#).

How much can you apply for?

Quick Response Venue Support Grants

Funding up to \$1000

Available year-round with a four-week turnaround for response.

When can you apply?

Applications to this grant program can be submitted throughout the year until the total fund for the financial year is expended. Please contact grants@hobartcity.com.au prior to submitting your application to ensure there are funds available.

Applications can be funded for activities occurring no earlier than five weeks and no later than six months after the date that you submit your application.

Who can apply?

- **Unincorporated Groups or Organisations:**

Unincorporated organisations or groups may apply for a Quick Response Venue 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.

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

Incorporated, not-for-profit organisations are eligible to apply for and auspice applications for a Quick Response Venue Support Grants.

For more information about not-for-profit status, please visit the website of the [Australian Taxation Office](#) or the [Arts Law Centre of Australia](#).

Who can't apply?

The following are not eligible to apply:

- Individuals
- Commercial and profit-making organisations
- 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/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.

If you do not have access to a computer or are unable to complete an application via the website, please email grants@hobartcity.com.au or telephone the Grant Officer Josie Chapman on (03) 6238 2132 and we will be happy to assist you.

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. We encourage you to save your application as you proceed through the form. You may return to your application to continue working on it and when complete, submit it by following the prompts.

Venue Hire Agreement Criteria

Applicants must ensure their proposal will operate in a manner that meets all hire conditions for the intended venue.

During or before your application, you must ensure you have either booked, or tentatively booked the desired venue. You will need to provide written evidence of this booking with your grant application, if evidence is not supplied, your application will not be assessed.

To make a venue booking, please contact the applicable Council Officer as listed below:

- For 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 the Youth Arts & Recreation Centre Rehearsal Room, please contact 03 6231 5150 or imberj@hobartcity.com.au.

Please note, this grant stream does not include:

- Power consumption charges (including heating) that may apply to venue use
- The lodgement of associated bonds
- Any cancellation fees applicable if the event is cancelled.

Project Eligibility and Assessment

Eligible Applications

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

- Be for in-kind support only
- Align with at least one Strategic Objective in the Capital City [Strategic Plan 2015-2025](#)
- Align with the City of Hobart [Social Inclusion Strategy](#)
- Have outcomes which are delivered within the City of Hobart
- Be for a project or a part of an ongoing program occurring at least five weeks, but no greater than 6 months from the date of application
- 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 not fulfilled the conditions of a previous grant by its due date
- The applicant has received another grant for the same project within the same financial year
- The project has potential to make significant profit and/or where other funding sources are considered to be more appropriate
- The activity/project has already commenced or occurred
- The application is for retrospective payments or deficit funding
- The application is for individual pursuits or professional development
- The application is for 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 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, 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 at least one Strategic Objective in the Capital City [Strategic Plan 2015-2025](#):
 - Economic development, vibrancy and culture: City growth, vibrancy and culture comes when everyone participates in city life
 - Urban Management: City planning promotes our city's uniqueness, is people-focussed and provides connectedness and accessibility
 - Environment and Natural Resources: An ecologically sustainable city maintains its unique character and values our natural resources
 - Strong, Safe and Healthy Communities: Our communities are resilient, safe and enjoy healthy lifestyles
 - Governance: Leadership provides for informed decision-making for our capital city.

Assessment Process

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 Director Community and Culture is delegated to approve funding for Quick Response applications and the decision made is final.

Details of successful applications, including applicant name, in-kind 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.

Assessment Decision

Formal advice will be sent to applicants regarding the outcome of the assessment within four weeks from the date of receipt. If successful, the applicant must confirm the tentative venue booking with the relevant Council Officer within 14 days from the date of notification.

Council's Community and Culture Department will process the grant as in-kind support for the specific venue booking, on behalf of the applicant. If associated hire fees are more than the in-kind grant amount, all additional fees must be paid to the venue by the applicant, within 14 days of receiving notification of the applications success.

All other details regarding the hire of the venue must be handled by the applicant.

Unsuccessful application decisions may occur; and do not directly reflect the worthiness or community benefit of the proposal. Applicants can discuss their application with the Grants Coordinator.

If your grant application is not successful, you must then choose to continue with the booking or notify the relevant Council Officer that you wish to cancel your booking.

Recognition of Council Assistance

Successful applicants must acknowledge the Council's assistance for the project, please refer to [Grant and Partnership Acknowledgement Guidelines](#) for detail. The City of Hobart does not promote your events on your behalf, but if possible will include social media listing provided by you, well in advance of the event.

Further Information and Enquiries

Documents

Copies of all City of Hobart documentation referred to throughout the guidelines can be found via the hyperlinks contained throughout or on the City of Hobart website, hobartcity.com.au/Grants.

Contact Officer

For further information please contact our office on telephone 03 6238 2132 or via email grants@hobartcity.com.au.