

# Local Business for a Better Community Grant Guideline

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This guideline outlines the eligibility, assessment criteria and application process for the Local Business for a Better Community Grant.

For detailed information and definitions, please read the [Grant Program 2021 – 2022 Overview](#).

## OVERVIEW

We are a city whose economies connect people, businesses, education and government to create a high-quality lifestyle in a thriving and diverse community. Our city is our workshop. We collaborate, embracing ideas, inventiveness and initiative.

The Local Business for a Better Community Grant is an opportunity for small businesses in Hobart to enhance their offering to the Hobart community and create new visitor experiences during the COVID-19 pandemic recovery phase and into the future.

The grant aims to:

- assist businesses in running activities or programs beyond their business as usual to create a community benefit
- be customer focused
- assist businesses to build a new loyal Hobart customer base.

## WHAT CAN YOU APPLY FOR?

The Local Business for a Better Community Grant is available to small businesses in Hobart to present activities that engage Hobart customers.

The grant supports activities in the City of Hobart that:

- are of interest to the Hobart community
- are an extension on the general operations of a small business
- target Hobart customers to visit their business
- are free or low cost to customers to participate.

Some examples of the types of activities that could be supported include:

- presenting workshops or demonstrations on how to use products that a business sells
- educational tasting experiences with local producers
- introducing or engaging people in hobbies
- professional services providing information sessions (i.e. financial literacy for young adults or people at risk).

## AVAILABLE FUNDING

The Local Business for a Better Community Grant provides cash support from \$1000 to \$5000 matched funding.

Activities can only be funded once per financial year. If successful, the supported activity cannot receive additional funding through other City of Hobart grants.



## WHO CAN APPLY?

Below is a list of eligible and ineligible applicants to this grant stream. Please review the glossary in the [Grant Program 2021 – 2022 Overview](#) to understand how applicants are defined.

Eligible applicants	Ineligible applicants
<p>Applicants must:</p> <ul style="list-style-type: none"><li>✓ be a small business (defined as employing fewer than 20 full time equivalent staff)</li><li>✓ have an active Australian Business Number (ABN) that is registered in Tasmania</li><li>✓ be registered for GST</li><li>✓ provide goods or services within the City of Hobart local government area</li><li>✓ be located within the City of Hobart local government area, being either:<ul style="list-style-type: none"><li>○ a business that has a permanent physical presence in Hobart,</li><li>○ not-for-profit organisations, incorporated associations and charities where trading activities within the local government area are a substantial part of the organisation’s activities, or</li><li>○ a current market stallholder that trades in a weekly market that is regularly operating in Hobart<sup>1</sup> and, as a stallholder, regularly trades at that market.<sup>2</sup></li></ul></li><li>✓ provide evidence of matched funding for the activity. Applicants must match the funding requested with a financial contribution (including hours worked) equal to or greater than the funds requested. This must be evident in the application form’s budget.</li></ul>	<ul style="list-style-type: none"><li>✗ Current employees of or staff contractors to the City of Hobart.</li><li>✗ Federal, state and local government agencies, bodies and enterprises, not-for-profit organisations, owner’s corporations.</li><li>✗ Any public company under the meaning as defined in the <i>Corporations Act 2001</i>.</li><li>✗ Political parties and organisations.</li><li>✗ An applicant that is subject to any legal impediment, including bankruptcy or liquidation.</li><li>✗ The business is listed for sale either privately or publicly.</li><li>✗ Direct selling businesses where sales of another business’ goods or services are made in the customer’s home, work or meeting place through methods such as party plan or network marketing.</li><li>✗ Taxi/ride-sharing operations (including UberEats).</li><li>✗ AirBnB or similar shared economy applicants.</li><li>✗ Submissions made after the closing time and date of the grant round.</li></ul>

<sup>1</sup> The market must operate in the City of Hobart for at least one day per week, 70 per cent of the year (36 weeks minimum).

<sup>2</sup> The stallholder must trade in the eligible market for 70 per cent of available markets in the last 12 months (25 times minimum).



## APPLICANT ELIGIBILITY

Applicants must also:

- ✓ match the grant request with their own funds
- ✓ ensure the applications are submitted by the business owner/manager/ appropriate signatory and not a third party (i.e. an accountant)
- ✓ not have received other funding from the City for the same activity this financial year
- ✓ have fulfilled the conditions of a previous City of Hobart grant by the due date and have no overdue debts to the City
- ✓ have adequate public liability insurance.

## ACTIVITY ELIGIBILITY

Applications for the Local Business for a Better Community Grant will need to demonstrate that the request for support:

- ✓ is encouraging local customers to engage with a Hobart small business and its offerings
- ✓ has outcomes that are delivered in the City of Hobart local government area.

## ACTIVITY INELIGIBILITY

Applications are ineligible if the request for support:

- ✗ is for an activity that is part of an activity that has received a grant or sponsorship from the City of Hobart
- ✗ is part of routine business operations or does not directly relate to the running of the business
- ✗ is for an activity that can be funded through other sources that are more appropriate

- ✗ is delivered on an 'in-kind' basis
- ✗ is where fees for services and/or goods are provided by related parties (such as companies with common shareholdings, immediate family of the applicant)
- ✗ applications that do not provide evidence of matched funding for the project..

## FUNDING USE

The grant funding would be used to enable these activities to happen. Applicants would seek to cover costs such as:

- ✓ presenter fees
- ✓ equipment hire / purchase
- ✓ promotional costs
- ✓ education or printed material for attendees
- ✓ limited food and beverage costs (must not be more than 30% of the total funding request)
- ✓ travel costs for regional Tasmanians to participate (i.e. food producers).

This grant cannot be used to fund:

- ✗ servicing creditors or personal debts
- ✗ annual business tax or accounting services
- ✗ franchise fees
- ✗ retrospective payments
- ✗ individual pursuits that do not directly relate to the business
- ✗ contributions towards payment of rates
- ✗ activities that would rely on recurrent future funding from the City of Hobart



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- \* general operating expenses, such as electricity, lease/rent payments, telephone, salaries, uniforms etc that are part of ongoing expenses
- \* the purchase of good/services that are not specific to the delivery of the activity
- \* activities that require a Development Application to proceed
- \* purchase of vehicles/machinery, property or any other asset that would be eligible as an instant asset write-off in accordance with the Australian Tax Office
- \* activities that are not consistent with the City of Hobart's Waste Strategy.

## HOW TO APPLY

The first step is to contact the grants officer to discuss your proposal by calling 03 6238 2132 or email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).

We use the SmartyGrants system to administer the grants program, and all applications can be started at [hobartcity.com.au/grants](http://hobartcity.com.au/grants).

If you are having difficulty submitting your application, please contact the grants officer.

## WHEN TO APPLY

The Local Business for a Better Community Grant is open for applications twice a year for a four-week period.

### August round

Applications open

Monday 9 August 2021

Applications close

5pm on Monday 6 September 2021

Notification of application outcome

November 2021

Activity timeframe

Activity starts between  
1 January 2022 and 31 December 2022

Activity ends no later than 31 December 2023

### February round

Applications open

Monday 7 February 2022

Applications close

5pm on Monday 7 March 2022

Notification of application outcome

May 2022

Activity timeframe

Activity starts between  
1 July 2022 and 30 June 2023

Activity ends no later than 30 June 2024



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## ASSESSMENT

Assessments for Local Business for a Better Community Grant are undertaken by a panel of City of Hobart officers and external representatives with relative experience in the subject matter. Panel recommendations are reported to the Chief Executive Officer for approval.

### APPLICATION ASSESSMENT CRITERIA

Each eligible application will be assessed on its individual merit against the following criteria to determine its capacity to:

- align with at least one of the identified City of Hobart Strategic Plan strategies:
  - 4.1.2 Attract investment that supports businesses and communities to flourish in ways consistent with the community vision.
  - 4.1.6 Support local businesses and enterprises working to find innovative solutions to significant challenges.
  - 4.2.1 Support ways of welcoming people of all backgrounds to participate in Hobart's economy and professional communities.
  - 4.3.2 Actively support and engage with local area businesses, business groups and other business networks.
  - 4.4.3 Create and support opportunities for businesses to test new ideas.
  - 2.2.3 Provide and support activities and programs that celebrate diversity to reduce social isolation and build social cohesion.
- demonstrate how the activity is relevant to the business and what positive impact the activity will have on the business (for example, this could be building the local customer base)
- demonstrate benefit to the Hobart community by addressing a need or interest in the community continue to have an impact beyond the life of the activity
- demonstrate that the activity is well planned, that suitably skilled people are involved and that the applicant and the activity are financially viable
- demonstrate the level of funding requested is in-line with the project activities.



## SUCCESSFUL APPLICATIONS

### Agreement

A formal agreement will be sent to successful applicants. Inability to comply with the agreement may result in withdrawal of support.

Applicants who do not meet their obligations under a grant agreement may not be eligible to apply for future grants.

### Payment and GST

Payment information will be provided with the letter of offer. Grants will be paid in full upon receipt of a tax invoice or the City can generate a recipient created tax invoice (RCTI).

Grant recipients should add GST to the grant amount. The maximum value of this grant is \$5 000 exclusive of GST.

### Recognition of assistance

Successful applicants must acknowledge the City of Hobart's assistance for their activity. Please refer to the [Grant Partnership Acknowledgement Guidelines](#) for details.

### Activity variations

If there are significant changes to the funded activity, applicants must contact the grants officer to confirm the variation is acceptable.

This includes, but is not limited to, activity start and end dates, venues, fees and charges.

### Acquittal

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

The acquittal form is available on SmartyGrants, and must be completed online within three months of the activity completion date.

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 activity.

## UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants are strongly encouraged to arrange a feedback session with the grants officer to discuss the results.

Feedback sessions can offer insight into the reasons behind an unsuccessful result and are valuable for future applications.

## INFORMATION AND ENQUIRIES

### Accessibility

If you can't access the online form or documents for this grant, please contact the grants officer to discuss how it can be adapted to suit your needs.

### Documents

Copies of all City of Hobart documentation referred to throughout this guideline can be found via the hyperlinks contained in this document and on the City of Hobart website.

### Contact Officer

To discuss your proposal or administration and technical matters, please contact the grants officer on 03 6238 2132 or [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).

