

Local Business for a Better Community Grant - 2021-2022

Form Preview

Welcome

* indicates a required field

Introduction

This form is for applicants who wish to apply for a Local Business for a Better Community Grant with requests up to \$5000.

Please don't hesitate to contact the Grants Officer on 03 6238 2132 or grants@hobartcity.com.au should you require assistance completing your application.

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [SmartyGrants applicant FAQs](#).

IMPORTANT INFORMATION Adapting your project proposal for COVID-19 It is important that your project can be safely delivered with changing restrictions in mind. In your application, you will be asked to identify how your project is consistent with current requirements for gatherings and maintaining a safe environment. Please visit coronavirus.tas.gov.au or [Worksafe Tasmania](#) for more information. For specific information related to events, please review [A Framework for COVID-19 Safe Events and Activities in Tasmania](#).

Please ensure you have read the guidelines before completing this application form. This will help you understand if your event is eligible and what kind of information the assessors need to know to make their decision.

If you have any questions about the criteria, please contact the grants officer.

Applicants must be:

- a small business (defined as employing fewer than 20 full time equivalent staff)
- have an active Australian Business Number (ABN) that is registered in Tasmania
- registered for GST
- provide goods or services within the City of Hobart local government area
- located within the City of Hobart local government area, being either:
 - a business that has a permanent physical presence in the City of Hobart,
 - 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
 - a current market stallholder that trades in a weekly market that is regularly operating in the City of Hobart and, as a stallholder, regularly trades at that market.

Applicants must also:

- match the grant request with their own funds
- be 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.

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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 which are delivered in the City of Hobart local government area

Applications are ineligible if the request for support:

- is for an activity that is part of an activity which 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
- the activity can be funded through other sources that are more appropriate
- is delivered on an 'in-kind' basis
- fees for services and/or goods are provided by related parties (such as companies with common shareholdings, immediate family of the applicant).

I confirm I have read and understood the eligibility criteria, and this application meets all the grant requirements. *

Yes

Have you or your organisation received a grant from the City of Hobart before? *

Yes

No

How did you find out about this Grant Program? *

Advert in Mercury newspaper

Social Media

Another Website (please tell us which site in the box below)

Was told by a staff member from the City of Hobart

Attended an information session / presentation

Was told by a previous grant recipient

City of Hobart Website

Word of mouth

I am a previous applicant

Window signage on Davey Street

Newspaper

Other:

Received an email from the City of Hobart

You may select more than one option.

Applicant Details

Business details

Business name

Organisation Name

Contact person

Title

First Name

Last Name

Applications must be submitted from the business owner/ manager/appropriate signatory and not a third party (such as an accountant).

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Position

Mobile Phone Number

Must be an Australian phone number.

Other Phone Number

Must be an Australian phone number.

Email address

Must be an email address.

Business street address

Address

This address must be within the City of Hobart unless you are a market stallholder.

Website or social media page

Must be a URL.

Business ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

What is the main activity of your business?

Please provide a brief description of your business including products or services you provide within the City of Hobart local government area.

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Are you a market stallholder? Yes No

Do you have public liability insurance? Yes No The grant includes costs to purchase public liability insurance

Market stallholders

Market stallholders are eligible for this grant if they meet both of the below criteria:

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

Which market do you attend?

Have you attended the above market(s) more than 25 times in the last 12 months?

Yes No

Public liability insurance

Please upload the public liability insurance certificate

Attach a file:

An updated certificate may be requested closer to the date to ensure the insurance covers the activity start and end dates.

Information about your business

Please provide your business industry code (BIC)

Must be a number.

A business industry code (BIC) is a five-digit code you include on relevant tax returns and schedules that describes your main business activity. For more information visit the ATO's website.

Do you employ fewer than 20 people?

Yes No

Is your business registered for GST?

Yes No

Are you subject to any legal impediment (including bankruptcy or liquidation)?

Yes No

Is the business listed for sale, either publicly or privately?

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Yes

No

Does your business have a COVID-19 safe plan and registered for Check-in TAS?

Yes

No

Activity information

* indicates a required field

Key activity information

Activity name

Describe your activity

Word count:

Must be no more than 300 words.

Provide a short description of your project - what are you out to do?

What are the planned activities?

Word count:

Must be no more than 500 words.

Briefly list (bullet points) the specific activities that will take place and where they will take place.

In a succinct statement, please describe what you are seeking funding for and how this support will assist you.

Must be no more than 100 words.

This statement will be used for reports and be published on the City's website.

In dot points, please outline how your activity will be delivered.

Briefly list (bullet points) the planning timeline for your activity. You may attach further information as support material.

Activity start date

Must be a date and between 1/7/2022 and 30/6/2023.

Activity end date *

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Must be a date and between 1/7/2022 and 30/6/2024.

What are the primary areas of focus for this project/program?

No more than 5 choices may be selected.

You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

Has this activity been delivered before?

Yes No

Is this activity being delivered at your business premise?

Yes Part of the activity is presented at the business premise. No

Activity location

Because you have answered that the activity or part of the activity is happening outside of your business premise, please list the venue or location of the activity.

This grant can only support activities happening in the City of Hobart local government area. Please see the Grant Program Overview for a map.

Main location(s) and/or venue(s) of activity:	Is this a City of Hobart managed space or venue?	Is this venue your business premise?
Please be more specific than Hobart.	Please include booking confirmation as support material.	

Strategic alignment

The Local Business for a Better Community Grant is supports small businesses in the City of Hobart to present activities that engage Hobart customers and align with relevant strategies of the [City of Hobart Capital City Strategic Plan 2019-29](#).

Which of the following strategies from the City of Hobart's Strategic Plan does your activity align with?

- 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.

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2.2.3 Provide and support activities and programs that celebrate diversity to reduce social isolation and build social cohesion.

People

* indicates a required field

Staff, volunteers and participants

The **participants** are people or groups who are actively involved in the delivery of the event. These are performers, speakers, artists, creatives, staff, contractors and volunteers.

How many paid staff are working on your project? *

Must be a number.

How many volunteers will be working on your project? *

Must be a number.

How many other people do you anticipate to participate in the project? *

Must be a number.

This excludes staff and volunteers

Total number of participants *

This number/amount is calculated.

Key project staff

Please detail the key project personnel involved in this project and their roles. Where possible, please provide a CV, biography or description of each person. In this document please describe their suitability for the role and confirm their intended participation in this project.

Name	Role in the project	Employed by the applicant	Do they have experience in delivering this type of activity?

Strategic partners

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A strategic partner is not necessarily your auspice organisation, but rather a group or organisation that is assisting in some way to deliver your event. This can be charities, other not-for-profits, non-government organisations or sponsors and donors.

Are you working with strategic partners to deliver this event? *

- Yes No

Strategic partner details

List any strategic partners here.

Please be sure that a Letter of Support is attached, and is relevant to this project.

A strategic partner is a group or organisation that is assisting or contributing in some way to the delivery of your project.

Please note that an auspice organisation is not necessarily a strategic partner.

You may add more rows to the table by clicking on the 'add more' button.

Name of strategic partner	Their role in your project	Are they providing cash or in-kind support	Correspondence confirming their involvement

Audience

Please identify the number of people involved in your activity. The overall capacity of your activity includes staff, volunteers, artists, participants and attendees.

The **audience** is defined as people who engage with the event program, such as ticket holders, event attendees, subscribers, customers and workshop participants.

Outline the total projected number of people that will engage with or attend your activity *

Must be a number.

Describe how you determined this estimated audience figure

What method did you use and include a breakdown of how many are new or existing customers.

Who are the expected primary beneficiaries of this project/program? *

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'

Fee for Attendance or Participation

- No. There are no fees for participation or attendance.

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- Yes, there will be a mix of ticketed and free activities for participants/attendees.
- Yes. The entire activity will have fees to participate/attend.

Ticketing Charges

List the pricing for admission charges here, including any variations, such as discounts or concessions.

You may edit the descriptions 'Fee Type' to suit your requirements. More rows can be added to the table if necessary by clicking the 'add more' button.

Fee Type	Price	Comments (optional)
	Must be a dollar amount.	
Full Price	\$	
Concession	\$	
	\$	

City outcomes

* indicates a required field

How is the activity relevant to your business? *

Word count:

Must be between 50 and 200 words.

This may include building your local customer base.

What evidence do you have this activity is interesting or serves a need for the Hobart community? *

Word count:

Must be between 50 and 200 words.

How will this activity help you attract more Hobart-based customers and have an ongoing impact to your business? *

Word count:

Must be between 50 and 200 words.

Explain how the business will expand its offering beyond the normal audience

Accessibility

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Regardless of background, gender, identity or life situation, the City believes our community should have the opportunity to connect, share and express one's identity.

One of the fundamental principles of the grants program is to encourage all of our community with the opportunity to be involved or attend the activities we support.

Applicants should endeavour to ensure that their activity will be accessible for people of all abilities. For more information visit our [Equal Access webpage](#).

Please keep the costs associated with delivering an added services in mind when developing your budget.

Will the activity include any of the following

- Venue: entrance is step-free and a lift is available if the activity is not on the ground floor
- Invitation: is in an accessible format and asks participants "Please inform us of any dietary and/or access requirements"
- Wayfinding and signage: include an access map denoting paths of travel, location of accessible toilets, prominent signage, green areas for assistive animals (to toilet during the activity)
- Inclusiveness: book Auslan interpreters, provide captions on videos, provide viewing platforms, train staff in disability awareness
- Space arrangements: allow sufficient space between aisles and leave gaps in seating for people using mobility aids
- Video recording or streaming online
- Activity or event signage in languages other than English

Sustainability

All activities funded through the grants program must commit to reducing their environmental impact and improving waste management.

Applicants are encouraged to consider their commitment to sustainable practices as part of the activity, including encouraging the use of public transport to and from the activity, providing recycling facilities, reducing single-use plastics, reducing printed collateral, completing a waste audit report and establishing improvement targets.

The Single-use plastics by-law is enforceable from 1 July 2021. To find out how this may affect your activity, please visit our [webpage](#).

The [City of Hobart Waste Management Strategy 2015 - 2030](#) encourages all entities affiliated with the City of Hobart to support our endeavour to achieve **zero waste** to landfills by 2030.

As a minimum, grant recipients are required to implement strategies 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 activity.

Describe how the organisation will undertake waste management at your activity.

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This can include describing the potential environmental impacts of the activity and how you will manage and minimise waste creation at the activity.

Marketing and documentation

* indicates a required field

Marketing and Promotion

Please identify how you will promote your project? *

- | | |
|---|--|
| <input type="checkbox"/> Applicant's website | <input type="checkbox"/> Event signage |
| <input type="checkbox"/> Social media | <input type="checkbox"/> Newsletters |
| <input type="checkbox"/> Paid social media | <input type="checkbox"/> Direct communication with members |
| <input type="checkbox"/> Printed material | <input type="checkbox"/> Civic banners |
| <input type="checkbox"/> Media (such as radio interviews) | <input type="checkbox"/> Shared with like-mind groups or organisations |
| <input type="checkbox"/> Paid advertising | <input type="checkbox"/> Other: <input type="text"/> |

At least 1 choice must be selected.

Briefly describe your marketing plan and how you intend to connect with your audience and how you will reach new customers. *

Word count:

Must be no more than 150 words.

Please note your marketing costs should be reflected in your budget.

Marketing engagement

Platform	URL	Following/distribution
If additional lines are required please click the 'Add More' button on the bottom right side of the table.	Must be a URL.	Must be a number.
Facebook		
Instagram		
eNewsletter		

Documentation

As part of the grant agreement, grant recipients are required to provide evidence that the activity was delivered. This is demonstrated by providing photos, video or media clippings in your acquittal report.

How do you intend to document your project outcomes?

- | | |
|---|--|
| <input type="checkbox"/> Take photographs during the activity | <input type="checkbox"/> Gather feedback from audience |
| <input type="checkbox"/> Take photographs after the activity | <input type="checkbox"/> Write a project report |
| <input type="checkbox"/> Make a video about the activity | <input type="checkbox"/> Other: <input type="text"/> |

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Gather feedback from participants

Budget

* indicates a required field

Notes to your budget

What is the request of the City of Hobart Grant (GST exclusive)? *

\$

Must be a whole dollar amount (no cents) and between 1000 and 5000.

Would you be willing to accept an offer of partial funding? *

Yes

No

Support from the City

Does this activity have any involvement or association with any other program areas of the City of Hobart? Include any units, teams or individual staff members' names.

Please identify any income you are receiving from the City of Hobart for this activity in the income budget.

Budgeted Income

Please describe all income items that are contributing to this project. This includes your cash and in-kind contribution, as well as an estimate of any in-kind volunteer hours.

Please note, that if you expect to generate revenue from your project, it should be reflected in your budget income table. Additional in-kind support from other sources may be listed but must be reflected with the equivalent value in the Expenditure Budget.

If you are a profit-making, commercial organisation requesting grants within this program must at least be matched dollar-for-dollar by your own financial contribution.

PLEASE NOTE: All items listed in your Income Budget should be GST exclusive

Income source	In-kind or cash	Confirmed or Not	Dollar Amount (GST exclusive)	Notes
City of Hobart (cash only)			\$	
Applicant matched funding			\$	
			\$	
			\$	
			\$	

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Total Income Amount

\$

This number/amount is calculated.

Budgeted Expenses

Please describe your budget expenditure. Please note, the income described in your Income Budget should all be accounted for in your Expenditure Budget.

PLEASE NOTE:

- All items listed in your Expenditure Budget should be GST exclusive.
- At least one item must be attributed to the requested support from the City of Hobart.

Expenditure Item	Funding Source	Dollar Amount (GST exclusive)	Notes
		Must be a whole dollar amount (no cents).	Please outline how you came to this amount (for example the number of hours at the agreed upon rate.)
	City of Hobart	\$	
		\$	
		\$	
		\$	
		\$	

Expenditure Budget Totals

Total Expenditure Amount

\$

This number/amount is calculated.

Budget Totals

Your budget must balance, that is, Income minus Expenses equal zero.

If you have a budgeted loss, enter a line item in the income section to balance to zero.

Total Budgeted Income

\$

This number/amount is calculated.

Total Budgeted Expenses

\$

This number/amount is calculated.

Net budget (should be zero)

\$

This number/amount is calculated.

Budget Comments (optional)

Budget commentary that you feel the assessors would benefit from further clarification of what you have written in your budget table above.

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'.

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Upload the budget for the activity (optional)

Attach a file:

Word count:

Must be no more than 200 words.

Support Material

Application Support Material

Support material must be directly relevant to the project and complement rather than duplicate information already provided in this application.

A maximum of eight (8) items may be submitted.

Suggested support material may include:

- recent examples of your work and/or that of the key personnel (visual, aural or literary)
- evidence of community support (e.g. a letter of support from a community organisation that may directly or indirectly benefit from and that shows understanding of your project)
- other documentation or materials which will help the assessors understand your project

Acceptable formats, sizes and quantities:

- word documents, pdfs, jpgs and mp3 files
- maximum 5MB per file
- maximum of three urls that directly link to relevant webpages
- passwords must be provided for private links to YouTube, Vimeo etc

The following are not considered as support material and will not be assessed:

- Facebook pages
- additional CV or bio information
- annual reports
- minutes of meetings (including AGMs)

Uploading Support Material

Item Description	Upload your Files here	Website	Password (if required)
		Must be a valid url	If required to access your file.

Venue/Equipment/Hire/Permits Confirmation

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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 here'.

For information about City of Hobart venues and equipment, read [A Guide to Hobart's Creative Places](#) or visit [Creating Spaces](#) for more information and hire costs.

Item Description	Booking correspondence	Value of support (GST exclusive)
		Must be a dollar amount.
		\$
		\$

Declaration

* indicates a required field

The City of Hobart's support

The City of Hobart is proud to support creative initiatives that activate Hobart. If you are successful in your grant application you will be required to acknowledge the contribution that the City of Hobart has made to your project. The following section asks you to specify how you will accomplish this requirement.

Please be aware that failure to comply to the [Grant and Partnership Acknowledgment Guidelines](#) could make the applicant ineligible for grant assistance from the City of Hobart in the future.

Have you read and understood the Grant and Partnership Acknowledgment Guidelines? *

Yes

The City can promote your activity through our website and other channels. Do you agree to provide promotional material to the City of Hobart?

Yes

No

Payment information

If your request is approved we can provide an electronic transfer of the funds into your account within 14 days of receiving your signed grant agreement. Alternatively you may provide a Tax invoice.

To allow us to process your payment based on the information provided in this application please agree to the following statement:

- Both parties to the following agree that they are parties to a **Recipient Created Tax Invoice (RCTI)** agreement.
- In this instance the recipient is the City of Hobart and the supplier is the Grant applicant.
- The recipient and the supplier declare that this agreement relates to the requested supplies (grant) if accepted.

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- The recipient can issue tax invoices in respect of these supplies.
- The supplier will not issue tax invoices in respect of these supplies.
- The supplier acknowledges that it is registered for GST and that it will notify the recipient if it ceases to be registered.
- The recipient acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered.
- Acceptance of this recipient created tax invoice (RCTI) constitutes acceptance of these terms.
- The supplier must notify the recipient within 21 days of receiving this document if the supplier does not wish to accept the proposed agreement.

If successful the City of Hobart will be able to pay your grant funds automatically into your account without a separate invoice. *

- I accept the above. Please generate a RCTI on my behalf.
- I will provide a Tax Invoice.

Payment via Recipient Created Tax Invoice

To allow us to process your payment as an electronic transfer based on the information provided in this application please agree to the following statement:

- The City of Hobart and the Grant Recipient declare that this agreement relates to the above grant.
- The City of Hobart can issue tax invoices in respect of this grant.
- The Grant Recipient will not issue tax invoices in respect of this grant.
- The City of Hobart acknowledges that it is registered for GST and that it will notify the Grant Recipient if it ceases to be registered.
- Acceptance of this RCTI constitutes acceptance of the terms of this written agreement.
- Both parties to this supply agree that they are parties to an RCTI agreement.
- The grantee must notify the City of Hobart within 21 days of receiving this document if the Grant Recipient does not wish to accept the proposed agreement.

Please confirm the following *

- The Grant Recipient acknowledges that it is registered for GST and that it will notify the City of Hobart if it ceases to be registered
- The Grant Recipient acknowledges that it is not registered for GST.

Applicant Bank Details

Applicant Primary Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Declaration

- I am authorised to submit this application

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- I accept that my application will not be accepted if it is submitted after the deadline as specified on the City of Hobart website and/or if it does not have all the required information and/or material
- I will inform the City of Hobart if key details such as date(s) of the activity, the location and the programming change before I am notified of the outcome of the application.
- I have reviewed the information I have provided and the statements I have made in this application form and it is correct and they are true to the best of my knowledge
- I acknowledge that any information you provide to the City of Hobart, and details of any funding you receive, may be subject to disclosure under the Right to Information Act 2009.
- I acknowledge and understand that the level of funding offered to an activity (if any) is determined by the available budget and how well the activity supports the City to achieves its goals and that this amount may differ from the amount requested.
- If this application is approved, I consent to the City of Hobart publishing the name of the activity, the description of the activity, how the funding will be used and the amount of funding received on its website www.hobartcity.com.au
- If this application is approved, the applicant will be required to fulfil the conditions of the grant.
- I consent to be contacted by the City of Hobart from time to time about other grants offered by the City of Hobart and any other similar topics.

Name of person completing this submission *

Position *

Date *

Must be a date.