

# Policy

---

**Title:** Grants Program

**Category:** Community Services and Events

**Date Last Adopted:** 27 July 2020

---

## 1. Objectives

The policy sets out the City of Hobart’s approach to managing the Grants Program.

The objective of the Grants Program is to encourage and support the development and delivery of Hobart-based activities, events, projects and programs that have activation, community, cultural, economic, heritage or urban sustainability outcomes that align with the objectives of the City’s Vision, Strategic Plan and other relevant strategies.

## 2. Background

The term “grant” is defined as funds or products that are disbursed from one party (grant maker) to a recipient (grant seeker). All support provided through the City of Hobart Grants Program, be it cash or in-kind is referred to as a “grant” and recognised as hard costs.

The City of Hobart Grants Program provides transparent and equitable governance of the City’s grants.

Sponsorship arrangements held by the City of Hobart with other organisations are not grants and are defined as a commercial arrangement with the City of Hobart as the sponsor, or an external party sponsoring the City, and involve a contribution of money or in-kind support for an activity, in return for a certain specified benefit. Inbound City of Hobart sponsorships are guided by the ‘Inbound requests for sponsorship’ policy.

The administration of the Grants Program is detailed in the ‘City of Hobart Grants Program Administration’ document.

### 3. Policy

That:

1. The City makes grant funds available to assist eligible applicants as defined within the guidelines for each grant through the Grants Program.
2. The General Manager is delegated to authorise administrative changes to relevant grant guidelines, application forms, assessment criteria and other relevant documentation in accordance with this policy, as may be required, to ensure implementation of the program is compliant with this policy.
3. The General Manager is delegated to authorise changes to the timing of relevant grants in accordance with this policy, as may be required throughout the implementation of the program.
4. All grants are provided either as cash or as in-kind, and not through the waiving of fees and charges or rental subsidies.
5. The total grant funds, including cash and in-kind, available within each stream for a financial year will be approved by Council as part of the annual budget process.
6. All grant funds are contained within a single budget function that shall be reserved solely for this activity, except for Heritage Grant funds, which are administered through a designated trust.
7. The Grants Program is organised into the following grant streams:

Business	Events
Christmas	Heritage
Community	Urban Sustainability
8. The City of Hobart also offers the City Partnership and Major Cultural Organisation grants.
9. The funding allocation to each grant stream is not transferable to another stream unless approved by the General Manager in exceptional circumstances in accordance with this policy, as may be required throughout the implementation of the program.
10. Grant streams may be divided into categories. Grant funding can be transferred between categories within a stream if funding for a category has not been fully expended within the financial year and there is insufficient funds within another category to fully fund all recommended applications.
11. Each grant stream and its relevant categories, except for City Partnerships, will be open to applications through funding rounds at set times each year.
12. Each grant round, except for City Partnerships and Major Cultural Organisation grants, will be advertised to the public.

13. Where there are multiple rounds for a grant category within a financial year, the grant funding allocation for that category will be distributed equally between both rounds, unless approved by the General Manager in exceptional circumstances in accordance with this policy, as may be required throughout the implementation of the program.
14. Applications will be assessed according to the criteria within the guidelines for each grant category, as stipulated by the City of Hobart and provided on the City's website.
15. City officers who are not involved in grant assessments may consult with an applicant in order to assist the application to align with the Council's strategic objectives.
16. In circumstances where any lesser grant amount is offered by the City to a grant applicant, consultation with the applicant will be undertaken prior to the grant offer being made.
17. Deputations / presentations by applicant organisations to relevant Council Committees or Council meetings shall not be permitted following the closing date of grant rounds.
18. Grant streams that include a 'Quick Response' category will be open to applications throughout each financial year until such time as the annual budget allocation is fully allocated.
19. Quick Response Grants will be approved under the Director Community Life's general delegation (as referenced in the City's delegation register), whereby the Director Community Life is able to approve grants to organisations for the amount listed under this delegation.
20. For grant amounts between \$1,001 and \$20,000 the assessment panel recommendations will be referred to the General Manager for approval.
21. For grant amounts between \$1,001 and \$20,000, applications approved under the delegated authority of the General Manager will be provided to the relevant Council Committee at its next meeting. These reports will not be subject to Council determination, but provided for information only.
22. For grant amounts over \$20,000, except for City Partnership Grants, the assessment panel recommendations will be referred to the relevant Council Committee at its next meeting via an officer report and then onto the Council for determination.

### **City Partnerships**

23. City Partnership grant recipients will be determined by Council resolution.
24. City Partnership grants will be provided through a five (5) year partnership agreement with each City Partner.

25. City Partners will provide an annual report to Council via SmartyGrants, which includes information on grant expenditure and utilisation of City of Hobart financial and in-kind support, as well as other details on the delivery of the project.
26. The value of each individual City Partnership is indexed at a Council determined rate annually for the life of the agreement.
27. City Partnerships will be reviewed at the end of each agreement period.
28. City Partnership grants do not provide support for sporting or recreational events and activities.
29. City Partners are not eligible for funding through any other City of Hobart grant streams.

### **Major Cultural Organisations**

30. Major Cultural Organisation grant recipients will be determined by Council resolution.
31. Major Cultural Organisations are also eligible for project funding through the City of Hobart other grant streams.

## **4. Review**

This policy will be reviewed annually.

## **5. Legislation, Terminology and References**

*Hobart: A community vision for our island capital*

*Capital City Strategic Plan 2019-29*

*City of Hobart Grants Program Administration document*

*City of Hobart Grant and Partnership Acknowledgment Guidelines*

Delegations Register – Community, Culture and Events Committee and Economic Development and Communications Committee Terms of Reference

### **Terminology**

Grant	Cash or in-kind products, facilities or services that are disbursed from one party (grant maker) to a recipient (grant seeker).
Grants Program	Provides transparent and equitable governance of the City's grant provision.
Grant Stream	Focuses on a specific aspect of the City's strategic direction.
Grant Category	Targeting a specific type or size of funding category within a grant stream e.g. Quick Response, Small, Medium, etc.

<b>Responsible Officer:</b>	Director Thriving Capital
<b>Policy first adopted by the Council:</b>	21 September 2015
<b>History</b>	
Amended by Council	21/12/2015
Amended by Council	25/01/2016
Amended by Council	06/06/2016
Amended by Council	25/07/2016
Amended by Council	21/11/2016
Amended by Council	22/05/2017
Amended by Council	05/06/2017
Amended by Council	04/12/2017
Amended by Council	19/03/2018
Amended by Council	04/06/2018
Amended by Council	18/06/2018
Amended by Council	21/01/2019
Amended by Council	22/07/2019
Amended by Council	27/07/2020
<b>Next Review Date:</b>	Within 2 years of last review.
<b>File Reference:</b>	F16/65308