

COMMUNITY DEVELOPMENT GRANTS PROGRAM

QUICK RESPONSE CREATIVE HOBART GRANTS GUIDELINES

**CREATIVE
HOBART**

AN INITIATIVE OF



City of **HOBART**

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Introduction

The City of Hobart encourages you to apply to the Creative Hobart Grants Program, which provides financial assistance for projects and programs that contribute to Hobart as a creative city, support and enhance the cultural life of Hobart and take place in the Hobart municipal area.

The three grant streams in the program are as follows:

- **QUICK RESPONSE GRANTS** that are up to a value of \$1000, and are available year round (four-week turnaround).
- **SMALL** (\$1000 - \$5000) and **MEDIUM GRANTS** (\$7000 - \$15,000) available twice per year: August and February.
- **MAJOR CULTURAL ORGANISATIONS GRANTS** (\$10,000 +) available annually.

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

Creative Hobart Strategy

The [Creative Hobart Strategy](#) is the City's cultural policy.

Creative Hobart is based on a vision that contemporary cultural policy needs to build on the recognition that cultural development and the creative industries provide a real opportunity to strengthen community wellbeing, create a culturally rich sense of place and contribute to economic viability.

To contribute to the development of a vibrant and diverse city, Creative Hobart supports an expanded breadth of programs that: bring more cultural and creative activities out into the public realm; provide greater exposure to cultural activities; increase opportunities for the involvement of the community; provide an attractor for cultural tourism; and above all, make Hobart a truly wonderful place to live, work and visit.

Social Inclusion Strategy

The [Social Inclusion Strategy](#). Through the development of the Hobart 2025 Strategic Vision, the people of Hobart, together with the City of Hobart, have identified a range of community objectives to be achieved. These have been brought together in this Social Inclusion Strategy.

By working on these objectives, Hobart will build on the strengths of its people to increasingly be a city that reflects a spirit of community inclusion and tolerance, values diversity and encourages participation by all ages in the life of their community.

Creative Hobart - Quick Response Grant Guidelines

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

What can you apply for?

Organisations and groups can apply for only one grant per project per annum, including Quick Response grants. This means that applicants may apply for grants in the Council's Community and Event Grants Programs simultaneously, and in consecutive rounds, but not for the same project.

For more information and to determine eligibility for other Community Development Grant Programs, please refer to the guidelines on the City of Hobart website, hobartcity.com.au/Grants.

How much can you apply for?
Quick Response
Up to \$1000 Available year-round and a 4-week turnaround for a response.

When can you apply?

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

Please note that applications can only be funded for activities occurring no earlier than five weeks and no later than six months after the date of your submission.

Who can apply?

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

Incorporated, not-for-profit organisations are eligible to apply for and auspice applications for Creative Hobart grants. For the purposes of these grants, a

not-for-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit/surplus, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

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

- **Unincorporated Groups or Organisations:**

Unincorporated organisations or groups may apply for Community grants. If the application is requesting only in-kind support the applicant is not required to enter an auspicing agreement. If there is a cash component to the grant request the applicant is required to enter an auspicing agreement with an incorporated, non-profit organisation to assist the project with, for example, financial management and public liability coverage. Applicants who are auspiced must provide full details and confirmation from their auspicing organisation.

For more information about auspice agreements please refer to the Arts Law Centre of Australia Information Sheet: [Auspicing Agreements](#).

- **Commercial and profit-making organisations:**

Applications from commercial (profit-making) entities that operate or provide services in the City of Hobart will be considered on the condition that the grant requested is matched dollar-for-dollar by the applicant. In addition to all other criteria for funding, the outcome of these projects must be focused on the benefits to the community and/or arts sector, rather than for the commercial gain of the applicant.

- **Individuals or a group of individuals**

Applications for projects initiated by 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 Creative Hobart project grants. Applicants who are auspiced must provide full details and confirmation from their auspicing organisation. For more information see above.

Who can't apply?

The following are not eligible to apply:

- Applicants who have received a City of Hobart Creative 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 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.

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 email grants@hobartcity.com.au or telephone (03) 6238 2770 and we will be happy to assist you.

Project Eligibility

To be eligible for a Creative Hobart Grant, applicants must fall under one of the groups listed above under '[Who can apply?](#)', and must:

- Align with the objectives of the City's Creative Hobart Strategy
- Have outcomes that are delivered in the City of Hobart
- Be for a project or a part of an ongoing program occurring at least five weeks and no greater than six months from the date of application
- Incorporate waste reduction strategies, if food is sold or given away in disposable containers, in which only certified compostable containers and utensils are provided to patrons
- 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 received another grant for the same project within the same financial year
- The applicant has not fulfilled the conditions of a previous grant by its due date
- The project has potential to make significant profit
- 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/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/support staff and/or the delivery of curriculum

- Donations or fundraising projects which support the recurrent operations of the applicant
- Remissions of rates
- Activities that have already commenced or occurred
- Retrospective payments or deficit funding
- Individual pursuits or professional development
- Funding of capital works, construction of, or improvements to buildings
- The purchase of equipment which is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation
- Core delivery of national conferences or seminars to be staged in Hobart
- School camps or travel expenses for sporting trips, educational, civic, political events, conferences, seminars, forums or similar trips or excursions.

Assessment Criteria

Projects and programs determined as eligible for funding 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. 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 several of the nine objectives of the City's [Creative Hobart](#) Strategy, listed below
- Demonstrate that suitably qualified and experienced people are involved in the project.

Creative Hobart Criteria

The City's cultural strategy, [Creative Hobart](#), outlines three 'Outcome Areas' with nine 'Objectives' for the city. Applications in this category will be assessed according to their capacity to contribute to several of the City's nine objectives, being:

Outcome Area 1 – A Platform for Creativity

The city directly engages artists and cultural workers in the continual invigoration of the city's built and natural public spaces, providing greater opportunities for the community to become actively and spontaneously involved in arts and culture.

Objective 1.1 Creating a sense of place: By enhancing the look and feel of city spaces through the promotion of civic pride, community involvement, acknowledgement of Hobart's rich Aboriginal and European heritage, as well as the broad diversity and creativity of its people.

Objective 1.2 Activating public space: By using Hobart as an open stage for cultural activities - events in the streets, along the waterfront, in the parks or in bushland – to increase the use of public space within the city.

Objective 1.3 Opening Council facilities: The Council has a rich and diverse range of historical and modern facilities and alternative spaces indoor, outdoor and underground and encourages the use of these by the community for cultural activities

Outcome Area 2 – The City as an Incubator of Creativity

The Council encourages and supports creativity, innovation, excellence and diversity in the city. As facilitator, it works with the creative sector and the community to foster a vibrant environment in which creativity can flourish and grow.

Objective 2.1 Nurturing creativity: The Council provides a supportive environment in which creativity and innovation are consciously developed and nurtured. It supports those working in the arts and the creative industries to allow them to strengthen and grow.

Objective 2.2 Investing in innovation: The Council recognises that innovation in creativity needs support to develop and so offers strategic investment of resources to encourage the exploration of ideas and innovative practices.

Objective 2.3 Celebrating quality and diversity: Hobart and Tasmania have strong artisan traditions, particularly in craft and design. The Council nurtures opportunities that showcase the diversity, creativity and excellence of city's artisan products and other arts activities.

Outcome Area 3 – The City as a Connector of Creativity

Connecting creative people, spreading information and knowledge, developing mutual respect and exchanging opinions enrich the community and so the Council promotes programs and activities that provide a welcoming and supportive environment in which ideas and plans for the future are shared.

Objective 3.1 Connecting creative people: By strengthening existing networks and making new connections within the cultural sector, within the region and beyond for major organisations and individuals to inspire new initiatives that bring creative people together.

Objective 3.2 Gathering and spreading knowledge: By widening the availability and accuracy of information about Hobart's cultural and arts potential, including a sharing of knowledge across the sector and with the community.

Objective 3.3 Brokering connections: By identifying opportunities to connect individuals, small community groups and even large organisations with people inside and outside of the Council to simplify and smooth the way to encourage creative activities.

Project Budget

Clear budget information will allow the assessment panel to understand your project and which parts of it the Council is being asked to support. You must provide a budget summary for the project, showing expenses and income, including all cash and in-kind amounts, other sponsorships or grants and the amount requested from the City of Hobart.

Please note that 'Income' refers to all cash and in-kind resources that will be directed towards the development, implementation and/or evaluation of proposed projects. It does not just refer to income generated from a proposed project, such as ticket sales or sale of publications.

All in-kind amounts must be discussed with a Council officer and a quote provided. In-kind items are subject to availability and additional costs such as transport must either be included in the grant request or will be at the expense of the applicant. The application form requires you to specify the name of the Council officer you spoke to, the date of contact, the quote received and the tentative booking made.

Assessment Process

Each application will be assessed on its merit, against the assessment criteria and alignment with the [Creative Hobart](#) Strategy.

Council officers will have a 48 hour review period to contact applicants after the grant application has been received to clarify technical points such as eligibility, if necessary, or to request the provision of supplementary information that would assist the Assessment Panel in their deliberations.

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 Development, as to which applications should receive in-kind support, based on decisions made as a result of the assessment process.

The City of Hobart's Director Community Development is delegated to approve funding for Quick Response applications. This decision is final.

Details of successful applications including applicant name, 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.

Notification

All applicants will be advised of the funding decision within four weeks from the date of receipt.

Successful Applications

Grant Agreement

A formal Grant Agreement will be sent to successful applicants. In general, the City of Hobart will not make a Grant Agreement 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 funding.

Grants will be paid:

- On receipt of the signed Grant Agreement
- Provision of any requested documentation
- Receipt of the applicant's tax invoice (inclusive of GST where applicable).

Acquittal

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

The deadline for acquittals will be outlined in the Grant Agreement, which will be emailed to successful applicants.

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.

Recognition of Council Assistance

Successful applicants must acknowledge the Council's assistance for the project. Please refer to the [Grant Partnership Acknowledgement Guidelines](#) for detail of the expectations in terms of acknowledging Council's assistance.

Unsuccessful Applications

Unsuccessful applicants may discuss their application with the relevant Council officer. If your application is not successful, the decision does not necessarily reflect the worthiness or community benefit of the proposal.

Further Information and Enquiries

Documents

Copies of all City of Hobart documentation referred to throughout this document can be found via the hyperlinks contained throughout or on the City of Hobart website, hobartcity.com.au/Grants. All support material that need to be provided by you must be included with your Grant application unless otherwise indicated.

Contact Officers

For further information, please contact the relevant officer as below:

For any enquiries, please contact the Council's Cultural Programs Officer, Beatrix Vivian on telephone 03 6238 2430 or via email vivianb@hobartcity.com.au