

# COMMUNITY DEVELOPMENT GRANTS PROGRAM

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# EVENT PARTNERSHIPS GUIDELINES



City of **HOBART**

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# Introduction

The City of Hobart Event Partnerships Program provides financial assistance for a range of events which are held in the City of Hobart area and provide benefits to the local and wider community.

The City of Hobart Event Partnerships Program provides single and multi-year funding for organisations delivering major annual events which:

- Enhance community identity
- Encourage accessibility and community participation
- Support and enhance the cultural life of Hobart
- Celebrate cultural diversity
- Deliver economic benefits through increased visitation and promotion
- Enhance the reputation of the City of Hobart as an attractive tourist destination.

Through this program, the City of Hobart is keen to build genuine partnerships with organisations to assist in delivering its vision for Hobart as a vibrant city with a distinctive character. Successful partners will be required to provide meaningful and thorough event related information in their application and post-event as part of their acquittal and as such adequate budget will need to be set aside for event research to enable the provision of this information.

As part of the application, organisations will be required to show how they meet the criteria and what outcomes their event will bring to Hobart. The Event Partnerships program will also allow negotiation, prior to the application, to occur between Council and the applicant regarding outcomes for the City particularly in line with any current focus and strategic direction being undertaken by Council

This funding program is looking to develop real partnerships with event organisations to the benefit of Hobart with the aim to improve community experience and enjoyment, enable events to be staged throughout the City, and enhance the quality and variety of events hosted in Hobart.

The [Creative Hobart](#) cultural strategy outlines the City's commitment to promoting the creativity of the people of Hobart, nurturing and investing in creativity, and celebrating excellence. Accordingly, in partnerships with events that identify primarily as Arts Festivals, the City is especially keen to see a portion of its investment allocated to the development and presentation of Tasmanian artistic product within the festival program

The Event Partnerships program supports events which enhance the vibrancy of the City and add value to the City of Hobart brand. Events supported in this program will generate significant media outcomes and provide economic benefits and promotional opportunities and draw visitors from the Hobart region, intrastate and interstate.

## 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 options
- Builds strong and healthy communities through diversity, participation and empathy
- Is dynamic, vibrant and culturally expressive

## 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.

## Event Partnerships Guidelines

These guidelines outline eligibility and assessment criteria and the assessment process for the Event Partnerships program. All applications must comply with these guidelines.

The City of Hobart may elect to target specific outcomes within the assessment criteria and will redistribute assessment weightings accordingly. This will be notified in advance on the Grants website as the 'Key Criteria' for each round. Where there are no Key Criteria, all criteria will be evenly weighted.

<b>How much can your organisation apply for?</b>
Funding requests over \$20,000 per annum will be considered
Available once per year with a multi-year funding option

## Who can apply?

Only legally constituted organisations are eligible to apply for support. These include:

- An incorporated association
- An incorporated cooperative
- A company – proprietary company or public company incorporated under the *Corporations Act 2001*
- An Aboriginal corporation
- An organisation established by legislation
- Entities that provide outcomes in the City of Hobart municipal area.

## What can you apply for?

The City of Hobart provides Event Partnerships for major events held in the City of Hobart municipal area.

Applicants can apply for single or multi-year funding over \$20,000 to support the delivery and content of major events.

For events identifying as Arts Festivals, applications should include a commitment to allocating at least 50 per cent of the grant to the development and presentation of Tasmanian artistic content within the festival program

### Multi-year Funding

Applications for multi-year funding will be considered for selected major events at the discretion of the Council, taking into consideration the recommendations of the assessment panel, other funding arrangements and Council's long lead planning and programming requirements.

Applicants for multi-year funding will be required to provide the following, (including but not limited to): an updated event plan, a revised budget and proposed allocation of City of Hobart grant funds for each year of funding. Organisations and groups can apply for only one Event Partnerships grant per project per annum.

Organisations applying for Event Partnerships cannot apply through the Council's other Event Grants funding streams, but can apply for Creative Hobart, Community, Venue Support and Christmas Grants funding simultaneously and in consecutive rounds, but not for the same project.

For more information and to determine eligibility for other Grants Programs, please refer to the City of Hobart website, [hobartcity.com.au/Grants](http://hobartcity.com.au/Grants).

## Who can't apply?

The following are not eligible to apply:

- Individuals
- Applicants who have received a City of Hobart Event 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 that do not operate or provide services in the City of Hobart municipal area.

## How to Apply

All Event Partnerships applications are to be made via the City of Hobart website, [hobartcity.com.au/Grants](http://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](mailto:grants@hobartcity.com.au) or telephone 03 6238 2770 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.

Once the application has been submitted, you should receive acknowledgement of your submission automatically via the online system. If you do not receive an acknowledgement within 24 hours, or if you are having difficulty submitting your application, please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone 03 6238 2770.

## Venue and Equipment Hire

The City of Hobart's Community Development Grants Program offers assistance, both financial and in-kind, for the usage of the City of Hobart's venues, including parks or equipment. If you are seeking to use venues that are managed by the City of Hobart or use equipment as part of your proposed project, you **MUST** first contact the relevant officer to determine suitability and availability for the proposed event. You will need to make a tentative booking *before* you submit your grant application and provide written evidence of this booking with your grant application, so that your application can be assessed.

### In-kind Support

In the context of the City of Hobart Community Development Grants Program, in-kind support is when the Council covers the cost of Council venue or equipment hire as part of your grant, resulting in the fee being reduced or removed.

### Equipment and Venue Hire (including Parks)

The City of Hobart hires out various items that can be utilised for events. There may be limited access to event equipment due to availability requirements.

For the following equipment, contact the Events & Salamanca Market team on 03 6238 2410 to determine what items are available and the cost of hire and associated costs such as delivery:

- Bean bags
- Table and Bench Set Hire
- Umbrella with stand
- PW1 Food Kiosk
- Waterside Fence
- Scullery Sink

The value of items listed can be found in Council's Fees & Charges booklet, available at the City of Hobart's website [hobartcity.com.au/Fees\\_and\\_Charges](http://hobartcity.com.au/Fees_and_Charges).

The City has a broad range of venues it owns and manages that are available for hire, some of which are included in the [Creative Hobart - A Guide to Creative Places](#). Venues include:

- 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](mailto:parks@hobartcity.com.au)
- For City Hall, Town Hall and Waterside Pavilion, please contact Corporate Services on 03 6238 2765 or email [hallbookingenquiries@hobartcity.com.au](mailto:hallbookingenquiries@hobartcity.com.au)
- For the Town Hall Underground, please contact Creative Hobart on 03 6238 2778 or [duffy@hobartcity.com.au](mailto:duffy@hobartcity.com.au)
- For Mathers House, please contact the Mathers House Program Officer on 03 6234 1441 or [mathers@hobartcity.com.au](mailto:mathers@hobartcity.com.au)
- For the Youth Arts & Recreation Centre Rehearsal Room, please contact 03 6231 5150 or [imberj@hobartcity.com.au](mailto:imberj@hobartcity.com.au).

Please note, submitting a grant application does not mean that you have booked the desired venue or equipment. This is a separate process which you will need to discuss with the relevant Council officers as listed above.

## Key Dates

Applications for Event Partnerships funding will be accepted once per year in June, **only** for upcoming events not yet funded.

For projects commencing:	After November 30 2018
Grant Applications open:	June 4 2018
Grant round closes:	Midnight, July 16 2018
Assessment Panel meet:	August 7 2018
Decision made by Council:	September 17 2018
Advice distributed to applicants:	September 18 – 20 2018

## Eligibility

To be eligible to be assessed for an Event Partnerships grant, applicants must fall under one of the groups listed above under '[Who can apply?](#)'. In addition to this, applications for Event Partnerships will:

- Improve the quality of life for the City of Hobart by providing access to a range of quality festivals and events
- Not duplicate or overlap with existing similar activities in the City
- Have outcomes and deliver the entire event, or a significant portion of the event or program, within the City of Hobart boundaries



- Support the engagement of local professional contractors including artists and performers in both the preparation and delivery of the event
- Demonstrate that suitably qualified and experienced people are involved in the project
- Have the capacity to successfully manage and administer their proposed project on time and within budget
- Appropriately acknowledge the City of Hobart's support, commensurate with the level of funding provided.

Events identifying as Arts Festivals will be required to allocate at least 50 per cent of the grant to the development and presentation of Tasmanian artistic content within the festival program.

'Artistic content' is defined as investment in the people and organisations that will develop and deliver specific projects within the festival program such as a performance or exhibition.

People are defined as:

- Tasmanian artists (musicians, actors, visual artists, dancers, writers, sound and digital artists, etc.)
- Tasmanian creatives (designers, choreographers, directors and producers).

Organisations are defined as:

- Tasmanian arts organisations presenting a specific project (or projects) within the festival program.

Direct payments to the Tasmanian Museum and Art Gallery, and the Tasmanian Symphony Orchestra are not to be included in the 50 per cent.

## Ineligible Applications

Applications will be ineligible if:

- The applicant has not fulfilled the conditions of a previous grant by its due date
- 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 or group including such things as permanent core staff costs, administrative and miscellaneous expenses
  - Remissions of rates
  - Activities which have already occurred
  - Retrospective payments or deficit funding
  - Funding for individuals
  - Funding of capital works
  - Funding for the purchase of equipment which is not specifically inherent to the delivery of the festival or event
  - Projects that have potential to make significant profit or where other funding sources are considered to be more appropriate
  - Funding for core delivery of national conferences or seminars to be staged in Hobart.

## Assessment Criteria

Submissions assessed as eligible for support will be evaluated against the following criteria. Projects or activities must meet all of the following assessment criteria, however, meeting all the criteria is not a guarantee of funding. The success of an application is determined by its merits against the evaluation criteria and in competition with other submissions in the Event Partnerships category.

Applicants are required to provide quantitative information to support any answers provided for the following criteria. The assessment panel will take into consideration this supporting information when making assessment.

### 1. Community Participation

- a. Supports and enhances the cultural life of Hobart and acknowledges and celebrates its cultural diversity
- b. Involves local communities, Tasmanian and Hobart based organisations and individuals, including creative and event or festival related professionals and providers, in the development, implementation and delivery of the festival or event

- c. Allocation of at least 50 per cent of the grant to the development and presentation of Tasmanian artistic content within the festival program for events identifying as Arts Festivals
- d. Encourages local communities into the City of Hobart area

## **2. Vibrancy**

- a. Produces innovative, high quality, creative festival and event outcomes
- b. Enhances the image of the City both nationally and internationally, as a vibrant place to live, work and visit

## **3. Economic Benefit**

- a. Delivers measurable economic and media and promotional yield outcomes
- b. Drives intrastate, interstate and international visitation including during shoulder and low visitation seasons

## **4. Aligns with and supports relevant Council Strategies**

- a. Aligns with, and supports relevant Future Directions as outlined in the Capital City [Strategic Plan 2015-2025](#)
- b. Supports and delivers relevant outcome areas of the City of Hobart's cultural strategy – [Creative Hobart](#)
- c. Supports and delivers relevant outcome areas of the Council's [Economic Development Strategy](#).

## **5. Key Personnel**

The assessment process will include evaluation of key personnel. Your application should demonstrate that suitably qualified and experienced personnel will be involved in the development and delivery of the proposed event.

## **6. Project Budget**

Your application should demonstrate adequate research in relation to the submitted budget including details of expenditure of grant funds. Clear budget information will allow the assessment panel to understand your project and which parts of it the Council is being asked to support. Please note the expenses that Council will not cover, as listed under [Eligibility](#) in these Guidelines.

You must provide a balanced budget, accounting for all expenses and income, including in-kind (free of charge), other sponsorships or grants and the amount you are requesting from the City of Hobart.

Applicants must have provision in their budget for public liability insurance if they do not hold a current policy.

Consideration will also be given to the outcomes of past funding provided by the City of Hobart and funding provided by other tiers of government, ticketed income and private sector investment.

# Assessment Process

## Assessment Panel

The Assessment Panel will comprise of an external representative and Council officers. The panel will assess each application on its merit, against the assessment criteria and will be scored and assessed accordingly.

Through assessment the application may be recommended for partial funding (cash or in-kind). This decision is carefully considered with the view of maintaining the integrity of the proposal.

Any lesser financial assistance by the Council will involve consultation with the applicant at the time of a Grant Offer being made.

As part of the assessment process, the Council may consult with an applicant regarding possible modifications to their proposal which would address more appropriately the Council's strategic objectives.

The City of Hobart reserves the right to reject any application that does not meet the eligibility, qualification or evaluation criteria. The City of Hobart also reserves the right to request further information in considering any application. If the Panel requires additional information in relation to your application, applicants will be contacted by the relevant Council Officer, who may wish to discuss your application with you.

## Recommendations to Council

The Panel will make recommendations to the City of Hobart's Community, Culture and Events Committee as to which applications should receive funding based on the assessment process. The Committee will then approve the recommendations or make amendments to the recommendation that will then go to Council for approval.

It should be noted that the report detailing the recommendations for funding will be on the open agenda of the City of Hobart's Community, Culture and Events Committee. The full application is not available, but brief details of all applications including: applicant name, amount requested, amount recommended for approval (for successful applicants), a brief outline of the project, a brief summary of the feedback from the panel, will all be available.

The decision of Council regarding funding outcomes is final.

## Communication

Applicants will receive automatic notification of receipt of application and notification of the assessment results. All applicants will be advised of the Council decision by email following Council approval (usually 8-9 weeks after the closing date).

# Successful Applications

## Grant Offer and Grant Agreement

Successful applicants will be sent an Event Partnerships Offer and Agreement.

Inability to comply with the Event Partnerships Agreement may result in withdrawal of the Event Partnerships Offer.

Event Partnerships will be paid in stages:

- An agreed percentage will be paid on receipt of the signed Event Partnerships Agreement, provision of any requested documentation and on receipt of a suitable tax invoice (inclusive of GST where applicable)
- The balance of the funds will be dispersed following successful delivery of the event or as agreed in the Event Partnerships Agreement.

Applicants who do not meet their obligations under the Event Partnerships Agreement may not be eligible to apply for future grants.

## Acquittal

Upon completion of the event, successful applicants will be required to acquit their grant, providing evidence of the execution of their event, expenditure and outcomes. Multi-year grant recipients will be required to acquit annually prior to payment of subsequent funding. Details of all acquittal requirements will be outlined in the Event Partnerships Agreement.

Organisations that do not satisfactorily acquit their grant may not be eligible for future funding.

## GST and Grants

If your organisation will incur a GST liability as a result of receiving the Event Partnerships funding (which can only occur 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.

## Recognition of Council Assistance

Successful applicants must acknowledge the City of Hobart's assistance for the project. This will be required *at a value proportional to the Event Partnerships offered*. Please refer to the [Grant and Partnership Acknowledgement Guidelines](#) for details of the expectations in terms of acknowledging the Council's assistance.

When submitting an Event Partnerships application, applicants will need to ensure that all agreed Council benefit deliverables can be provided within an appropriate timeframe prior to the event delivery date.

## **Waste Management Strategy**

The City of Hobart has a waste reduction strategy and encourages all entities affiliated with the City of Hobart to support us in this endeavour.

One of the ways this will impact Grant recipients is by reducing waste in food services at events. This means that if food or beverages are sold or given away in disposable containers, only certified compostable containers and utensils must be provided to patrons.

As part of the application process, all applicants will be asked to agree to use certified compostable containers at their event.

For further information, a copy of the City of Hobart [Waste Management Strategy 2015-2030](#) can be found on the City of Hobart website.

## **Unsuccessful applications**

Unsuccessful applicants may discuss their application with the relevant Council Officer.

## **Further Information and Enquiries**

### **Documents**

Copies of all City of Hobart documents referred to above can be found via hyperlinks in this document or at [hobartcity.com.au/Grants](http://hobartcity.com.au/Grants). All documents that need to be provided by you must be included with your Grant application unless otherwise indicated.

### **Contact Officer**

For further information specifically regarding a project proposal for an Event Partnerships Grant, please contact our office on telephone 03 6238 2132 or by email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au)