

Community Quick Response Grant Guideline

This guideline outlines the application process, eligibility and assessment criteria for the Community Quick Response Grant (QRG).

OVERVIEW

Hobart is a place where diversity is celebrated and everyone can belong, and where people have opportunities to learn about one another and participate in city life.

The Community QRG provides funding to activities that enhance community identity, encourage accessibility, celebrate the cultural life of Hobart and create opportunities that facilitate and encourage participation within the city.

WHAT CAN YOU APPLY FOR?

The Community Quick Response Grant is available to undertake activities that involve, engage and benefit the Hobart community.

Applications should align with the City of Hobart's Community Inclusion and Equity Framework, [Hobart: A City for All](#).

The grant supports activities that:

- benefit the community by addressing a need or interest
- encourage inclusiveness by drawing together diverse groups to share in positive outcomes
- create opportunities to enhance community spirit and encourage participation across all sectors of the community

- develop connectedness by encouraging accessibility.

AVAILABLE FUNDING

The Community Quick Response Grant provides cash support of up to \$1,000.

WHEN TO APPLY

Applications open

1 August 2023

Applications close

5pm on Thursday 30 May 2024 or when the funding pool has been allocated*

Notification of application outcome

Within 10 business days of submission of a complete application

Activity timeframe

Activity starts no sooner than one month and no later than six months after the submission date of the application.

*As soon as the funding pool has been allocated the grant round will close. Please contact grants@hobartcity.com.au before commencing your application to ensure there are funds available.

Late applications, including applications submitted less than one month before the activity are not eligible.



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WHO CAN APPLY?

Eligible applicants	Ineligible applicants
<p>Applicants must be either:</p> <ul style="list-style-type: none">✓ a registered charity✓ a not-for-profit organisation✓ an incorporated association✓ a registered school or training organisations✓ a social enterprise✓ unincorporated groups, auspiced by a not-for-profit organisation <p>and</p> <ul style="list-style-type: none">✓ have not 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 no overdue debts to the City✓ have adequate public liability insurance.	<ul style="list-style-type: none">✗ Current employees of or staff contractors to the City of Hobart.✗ Federal, state and local government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery and Royal Tasmanian Botanical Gardens.✗ Individuals and sole traders.✗ Businesses.✗ Political parties.✗ Organisations that are subject to any legal impediment, including bankruptcy or liquidation.✗ Submissions made less than one month before the activity commences.

ACTIVITY ELIGIBILITY

Applications for the Community Quick Response Grant will need to demonstrate that the request for support:

- ✓ is for an activity that addresses a need or interest in the Hobart community
- ✓ has outcomes which are delivered in the City of Hobart local government area
- ✓ if the activity is part of an ongoing program, the application must demonstrate how the City's support will substantially increase the impact of the ongoing program.

ACTIVITY INELIGIBILITY

Applications are ineligible if the request for support:

- ✗ is for an activity that is part of a larger festival or event which has received a grant or sponsorship from the City of Hobart
- ✗ is for commercial purposes, has the potential to make a significant profit or the activity is self-sustaining
- ✗ is part of the ongoing administration or operational costs of the applicant
- ✗ in the case of registered schools and training organisations, includes costs associated with the employment of teaching or support staff and/or the delivery of the curriculum.



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FUNDING USE

This grant cannot be used to fund:

- ✘ donations or fundraising activities that support the recurrent operations of the applicant
- ✘ activities that have commenced before applying or are scheduled to commence prior to the eligible activity timeframe
- ✘ contribution towards payment of rates
- ✘ capital works, construction or improvement to buildings
- ✘ individual pursuits or professional development unless there is a public outcome
- ✘ the purchase of equipment that is not specific to the delivery of the activity and would otherwise support the operations of the organisation
- ✘ school camps or travel expenses to attend sporting trips, educational, civic, political events, conferences, seminars, forums or similar trips or excursions
- ✘ activities that are primarily for the delivery of sporting or recreation programs unless the applicant can demonstrate strong alignment to the City of Hobart's Community Inclusion and Equity Framework, [Hobart: A City for All](#)
- ✘ the core delivery of national conferences or seminars to be staged in Hobart.

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.

We use the SmartyGrants system to administer the grants program, and all applications can be started at hobartcity.com.au/grants.

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

ASSESSMENT

Applicants will receive an email confirmation on receipt of an application, and notification of the success of their application.

Applications will be scored and assessed according to the criteria, by an assessment panel of three relevant Council officers.

The panel make recommendations to the Head of Intergovernmental Relations and Partnerships for final approval.

APPLICATION ASSESSMENT CRITERIA

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

- align with at least one of the priority areas from the City of Hobart's Community Inclusion and Equity Framework, [Hobart: A City for All](#):
 - Truth and reconciliation
 - Participation and access
 - Wellbeing and knowledge
 - Safety and resilience
- demonstrate benefit to the community as an outcome of the activity by addressing a need or interest in the community
- allow the community to support or be involved in the activity
- be accessible to the community
- demonstrates that the activity is well planned, that suitably skilled people are involved and that the applicant and the activity are financially viable.



SUCCESSFUL APPLICATIONS

Agreement

A letter of offer will be provided to Community Quick Response Grant recipients prior to the activity commencing.

The letter will outline the acknowledgement and reporting responsibilities of the grant recipient. Inability to comply with these requirements may result in withdrawal of support.

Applicants who do not meet their obligations 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).

Organisations registered for GST should add GST to the grant amount.

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 one month 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 these guidelines 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.

