

# Urban Sustainability Grant Guideline

This guideline outlines the application process eligibility and assessment criteria for the Urban Sustainability Grant.

## OVERVIEW

For two decades, the City has been building climate considerations into its decision-making processes and operations.

The City is responding to the global issue of climate change in an intelligent, localised and community-focused way through the [Sustainable Action Plan 2020-2025](#).

The Urban Sustainability Grant gives the community the opportunity to develop solutions to climate change and sustainability issues.

## WHAT CAN YOU APPLY FOR?

The Urban Sustainability Grant support community-led activities that develop solutions to climate change and sustainability issues.

Activities should have one or more of the following outcomes:

- increase resource recovery
- reduce the volume and type of waste otherwise directed to landfill
- promote or undertake initiatives to increase energy efficiency
- actively address or promote air and water quality improvements
- support the development of sustainable community food gardens and local biodiversity projects
- develops data or understanding that directly informs any of the above.

Applicants are encouraged to identify how the activity supports the [Sustainable Action Plan 2020-2025](#).

## AVAILABLE FUNDING

This grant provides cash support up to \$15,000.

The grant request should be commensurate with the scale of the proposed activity with expected audience numbers and participants involved.

## WHEN TO APPLY

Applications open

Friday 7 July 2023

Applications close

3pm on Monday 7 August 2023

Notification of application outcome

September 2023

Activity timeframe

Activity starts between  
1 January 2024 and 31 December 2024

Activity ends no later than 31 December 2025

## More Information

Information about the Urban Sustainability Grant and other grants is available at [hobartcity.com.au/grants](http://hobartcity.com.au/grants).

If you require additional assistance, please contact the grants officer on 03 6238 2132 or email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).



## WHO CAN APPLY?

Eligible applicants	Ineligible applicants
<p>Applicants must be either:</p> <ul style="list-style-type: none"><li>✓ a registered charity</li><li>✓ a not-for-profit organisation</li><li>✓ an incorporated association</li><li>✓ a registered school or training organisation</li><li>✓ a small business based in Hobart, including sole traders, matching the request for support</li><li>✓ unincorporated groups and individuals who are auspiced by a not-for-profit organisation.</li></ul> <p>and</p> <ul style="list-style-type: none"><li>✓ have not received other funding from the City for the same activity this financial year</li><li>✓ have fulfilled the conditions of a previous City of Hobart grant by the due date and no overdue debts to the City</li><li>✓ have adequate public liability insurance.</li></ul>	<ul style="list-style-type: none"><li>✗ Current employees of or staff contractors to the City of Hobart</li><li>✗ Federal, state and local government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery and Royal Tasmanian Botanical Gardens</li><li>✗ Political parties</li><li>✗ Organisations that do not operate or provide services in the City of Hobart local government area</li><li>✗ Submissions made after the closing time and date of the grant round.</li></ul>

### ACTIVITY ELIGIBILITY

Applications for the Urban Sustainability Grant will need to demonstrate that the request for support:

- ✓ is for an activity that broadly supports urban sustainability, this could relate to:
  - waste management
  - sustainable transport
  - energy efficiency
  - clean air and water
  - local biodiversity
  - climate change awareness
- ✓ is for activity that is delivered in the City of Hobart local government area.

### ACTIVITY INELIGIBILITY

Applications are ineligible if the request for support:

- ✗ is part of a larger festival or event, which has received a grant or sponsorship from the City of Hobart
- ✗ duplicates existing activities already available within the City of Hobart
- ✗ is commercial, has the potential to make significant profit or be self-sustaining
- ✗ is part of 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.



## FUNDING USE

This grant cannot be used to fund:

- ✘ donations or fundraising activities that support the recurrent operations of the applicant
- ✘ contribution towards payment of rates
- ✘ activities that have already commenced or are scheduled prior to the eligible activity timeframe
- ✘ programs which have already commenced, unless the proposed activity substantially increases the impact of the existing program
- ✘ capital works, construction, or improvements 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 application can demonstrate strong alignment to the City of Hobart Social Inclusion Strategy.
- ✘ the core delivery of national conferences or seminars to be staged in Hobart.

## HOW TO APPLY

The first step is to contact the grants team to discuss your proposal by calling 6238 2132 or email [grants@hobartcity.com.au](mailto: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](http://hobartcity.com.au/Grants).

If you are having difficulty submitting your application please contact the grants officer on 03 6238 2132 or [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).

## ASSESSMENT CRITERIA

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

- address urban sustainability issues (in particular waste, energy, emissions, or climate change) within the Hobart local government area
- support a strong, safe and healthy community
- enable all community members to have the opportunity and capacity to access the activity by ensuring:
  - it is accessible to people attending, participating or supporting the activity
  - outcomes are made available and accessible after the activity
- continue to have an impact beyond the life of the activity
- demonstrates that the activity is well planned, that suitably skilled people are involved and that the applicant and the activity are financially viable
- demonstrates value for money for the level of funding request and positive community impact.



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## ASSESSMENT

Assessments for the Urban Sustainability Grant are undertaken by a panel of council officers and external representatives with relative experience in the subject matter. Panel recommendations are reported to the Chief Executive Officer, or their delegate, for approval.

## SUCCESSFUL APPLICATIONS

### Agreement

A formal grant agreement will be sent to successful applicants. Inability to comply with the agreement may result in withdrawal of support.

Applicants who do not meet their obligations under a grant agreement 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 three months 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 application 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](mailto:grants@hobartcity.com.au).

