

Community Grant Guideline

This guideline outlines the application process, eligibility and assessment criteria for the Community Grant.

OVERVIEW

The City of Hobart Community Grant provides financial assistance to not-for-profit organisations and community groups wishing to undertake activities that involve, engage and benefit the Hobart community.

Community Grants are provided to support groups to deliver community based programs, activities and events that align with relevant objectives of the [City of Hobart Capital City Strategic Plan 2019–29](#), [Social Inclusion Policy](#) and [framework](#), as well as related community strategies.

WHAT CAN YOU APPLY FOR?

The Community Grant supports the delivery of community-based activities that involve, engage and benefit the Hobart community.

The grant supports activities in the City of Hobart that:

- 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

This grant program provides cash support from \$1000 to \$5000 per application.

Activities can only be funded once per financial year. If successful, the supported activity cannot receive additional funding through other City of Hobart grants.

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

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.

More Information

Information about the Community Grant and other grants is available at hobartcity.com.au/grants.

Speak to us before you apply so we can help you with tips for a successful application, please contact the grants team on 03 6238 2132 or email grants@hobartcity.com.au.



WHO CAN APPLY?

Below is a list of eligible and ineligible applicants to this grant stream. Please review the glossary in the [Grant Program Overview](#) to understand how applicants are defined.

Eligible applicants	Ineligible applicants
<p>Applicants must be either:</p> <ul style="list-style-type: none">✓ a not-for-profit organisation✓ a registered charity✓ an incorporated association✓ an unincorporated group✓ a social enterprise✓ a registered school or training 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 have 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✗ Individuals or sole traders✗ Partnerships✗ Trusts✗ Federal, state and local government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery, Royal Tasmanian Botanical Gardens.✗ Political parties✗ Submissions made after the closing time and date of the grant round.

ACTIVITY ELIGIBILITY

Applications for the Community Grant must demonstrate that the activity:

- ✓ involves, engages and benefits the Hobart community
- ✓ aligns with at least one of the priority areas from the City of Hobart's Community Inclusion and Equity Framework, [Hobart: A City for All](#)
- ✓ has outcomes that are 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
- ✗ is commercial, has the potential to make significant profit or be self-sustaining
- ✗ is part of ongoing administration or operational costs of the applicant
- ✗ is made by a registered school or registered training organisation and seeks supports for costs associated with the employment of teaching or support staff and/or the delivery of curriculum.



FUNDING USE

This grant cannot be used to fund:

- ✘ activities or programs that are already delivered by the City of Hobart or are our core business
- ✘ donations or fundraising activities that support the recurrent operations of the applicant
- ✘ a contribution towards payment of rates
- ✘ activities that have already commenced or are scheduled to 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
- ✘ the purchase of equipment that is not specific to the delivery of the activity and would otherwise support the operations of the organisation
- ✘ individual pursuits or professional development, unless there is a public outcome
- ✘ 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's Community Inclusion and Equity Framework, [Hobart: A City for All](#)
- ✘ the core delivery of national conferences or seminars to be staged in Hobart.

WHEN TO APPLY

Community Grant is open for applications twice a year for a four-week period.

August round

Applications open

Monday 28 August 2023

Applications close

3pm on Monday 25 September 2023

Notification of application outcome

November 2023

Activity timeframe

Activity starts between
1 January 2024 and 31 December 2024
Activity ends no later than 31 December 2025

February round

Applications open

Friday 16 February 2024

Applications close

3pm on Monday 18 March 2024

Notification of application outcome

May 2024

Activity timeframe

Activity starts between
1 July 2024 and 30 June 2025
Activity ends no later than 30 June 2026



City of **HOBART**

ASSESSMENT

Assessments for Community Grant are undertaken by a panel of City of Hobart officers and external representatives with relative experience in the subject matter. Panel recommendations are reported to the Chief Executive Officer for approval.

ASSESSMENT CRITERIA

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

- demonstrate benefits to the community as an outcome of the activity
- activate, enliven and engage local areas and facilities and/or build capacity, strength and resilience in the community
- 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
- involve the community as appropriate, through consultation or during project development, delivery and/or documentation
- demonstrate that the activity is well planned, that suitably skilled people are involved and that the applicant and the activity are financially viable
- demonstrate value for money for the level of funding request and positive community impact.

SUCCESSFUL APPLICATIONS

Agreement

A formal 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.

