

# Festive Season Charitable Quick Response Grant Guideline

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

## OVERVIEW

This grant is designed to make a difference to our most vulnerable and disadvantaged community members this festive season.

The Festive Season Charitable Quick Response Grant assists organisations and groups wishing to undertake activities that address need and share the spirit of compassion, generosity and connectedness during the festive season.

## WHAT CAN YOU APPLY FOR?

The Festive Season Charitable Quick Response Grant funds charitable organisations and groups to deliver projects that support vulnerable and disadvantage members of the Hobart community during the festive season. Examples include:

- providing food hampers or a food service for people in need
- Christmas gifts for disadvantaged or isolated community members.

## AVAILABLE FUNDING

The Festive Season Charitable Quick Response Grant offers cash support of up to \$1,000.

## WHEN TO APPLY

### Applications open

3 November 2023

### Applications close

5pm on Friday 1 December 2023

### Notification of application outcome

within 10 days of submitted a complete application

### Activity timeframe

Activity starts no sooner than three weeks after the submission date of the application and between 13 November 2023 and 25 December 2023.

As soon as the funding pool has been allocated the grant round will close. Please contact [grants@hobartcity.com.au](mailto: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?

Below is a list of eligible and ineligible applicants to this grant stream.

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>✓ an unincorporated group</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>✗ Individuals and sole traders</li><li>✗ Businesses</li><li>✗ Political parties</li><li>✗ Organisations that are subject to any legal impediment, including bankruptcy or liquidation.</li><li>✗ Submissions made less than one month before the activity.</li></ul>

## ACTIVITY ELIGIBILITY

Applications for the Festive Season Charitable Quick Response Grant will need to demonstrate that the request for support:

- ✓ shares the festive spirit of compassion, generosity and connectedness by demonstrating alignment with at least two of the grant aims
- ✓ has outcomes which are delivered in the City of Hobart local government area
- ✓ if the activity is part of an ongoing program, 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
- ✗ for commercial purposes, has the potential to make significant profit or the activity is self-sustaining
- ✗ part of ongoing administration or operational costs of the applicant.



## 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](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.

## 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 Director Community Life for final approval.



## APPLICATION ASSESSMENT CRITERIA

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

- shares the festive spirit of compassion, generosity and connectedness by demonstrating alignment with at least two of the grant aims of:
  - supporting disadvantaged and vulnerable members of the Hobart community over the festive season
  - enhancing community spirit, increased social inclusion and community connection by addressing the changing needs of the Hobart community
  - enhancing the cultural, creative, health and wellbeing, recreational or social opportunities available to Hobart residents
  - fostering partnerships between charities, community groups or other organisations
  - creating opportunities for people to connect to place, supporting spiritual and cultural customs and practices.
- demonstrate benefit to the community as an outcome of the project by addressing a need or interest in the community
- be accessible to the community
- demonstrates that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable
- demonstrates that the level of funding requested is commensurate with the expected participants involved.

## SUCCESSFUL APPLICATIONS

### Agreement

A letter of offer will be provided to Festive Season Charitable 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](mailto:grants@hobartcity.com.au).



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