

Community Christmas Carols Grant Application Form 2023-24

Form Preview

Welcome

* indicates a required field

Introduction

Before completing this application form, you should have read the Community Christmas Carols Grant guidelines.

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [SmartyGrants applicant FAQs](#).

Should you require assistance with completing your application, contact the grants officer on 03 6238 2132 or grants@hobartcity.com.au.

If you do contact us throughout the application process, please quote the application number below:

Application Number

This field is read only.
The identification number or code for this submission.

Eligibility

Application for the Community Christmas Grant must demonstrate that the activity:

- brings the community together to celebrate Christmas
- includes carols, but not necessarily as the sole activity
- has outcomes that are delivered in the City of Hobart local government area
- is open to the public and has no entry or participation fee or charge (including gold coin donations for entry)

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 a 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.

Applicants must 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 not have overdue debts to the City

Community Christmas Carols Grant Application Form 2023-24

Form Preview

- have adequate public liability insurance.

I confirm I have read and understood the guidelines and eligibility criteria, and this application meets all grant requirements. *

Yes

Have you, your group or your organisation received funding from the City of Hobart before? *

Yes

No

What type of applicant are you? *

Not-for-profit organisation

Registered charity

Incorporated association

Group (not incorporated)

Registered school or training organisation

An eligible government entity (Tasmanian Museum and Art Gallery or the Royal Tasmanian Botanical Gardens)

Applicant information

* indicates a required field

Organisation/group details

Applicant *

Organisation Name

Street Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

Postal Address

Address

Website *

Must be a URL.

What is the purpose of your organisation/group? *

Word count:

Must be no more than 50 words.

Please provide a short statement describing the applicant's reason for being and its activities. This statement will be used in reports, media statements and external communications related to this grant.

Community Christmas Carols Grant Application Form 2023-24

Form Preview

Does your organisation/ group have an ABN? * Yes No

ABN details

Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO website](#).

Please upload completed Statement of Supplier Form:

Attach a file:

Max 25mb per file uploaded

Contact person

This person will receive general correspondence relating to this application.

Contact name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Phone number *

Must be an Australian phone number.

Community Christmas Carols Grant Application Form 2023-24

Form Preview

Mobile phone number

Must be an Australian phone number.

Email address *

Must be an email address.

Are you the head of the organisation applying for this grant?

Yes No

Formal correspondence relating to this application will be sent to the head of the organisation.

If successful, are you happy for your contact details to be provided to the media?

Yes No I can provide alternative contact details

Head of the organisation

This person will receive formal correspondence relating to this application.

**Head of Organisation/
group**

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position

Email address

Must be an email address.

Auspice organisation

Please provide details of your auspice organisation. An auspice organisation is required if the applicant is an unincorporated organisation or group. Please see the grant program overview document for an exact definition.

Auspice *

Organisation Name

Street Address *

Address

Postal Address *

Address

Community Christmas Carols Grant Application Form 2023-24

Form Preview

Website *

Must be a URL.

Auspice ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice agreement *

Attach a file:

Applicants who are auspiced must provide documentation confirming their arrangement with the auspice organisation. A sample letter to confirm your auspice arrangement is available on the [City of Hobart's website](#). The letter should be provided as a PDF.

Auspice organisation contact

Auspice contact name

Title

First Name

Last Name

Position

Phone Number

Must be an Australian phone number.

Mobile number

Must be an Australian phone number.

Email address

Must be an email address.

Community Christmas Carols Grant Application Form 2023-24

Form Preview

Activity details

* indicates a required field

Key activity information

Activity Name *

Must be no more than 50 characters.

Activity start date *

Must be a date and between 21/11/2023 and 24/12/2023.

This is the date the activity is open to the public to attend or participate.

Activity end date *

Must be a date and between 21/11/2023 and 24/12/2023.

Would you be able to change the date of your activity if required? *

Yes No

Describe your activity *

Word count:

Must be no more than 100 words.

In a succinct statement, please describe what you are seeking funding for and how this support will assist you. *

Must be no more than 100 words.

What are the planned activities? *

Word count:

Must be no more than 500 words.

Briefly list (bullet points) the specific activities that will take place and where they will take place

In dot points, please outline how your activity will be delivered. *

Briefly list (bullet points) the planning timeline for your activity. You may attach further information as support material.

What are the primary areas of focus for this project/program? *

Community Christmas Carols Grant Application Form 2023-24

Form Preview

No more than 5 choices may be selected.

You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

Has this activity been delivered before? *

Yes

No

Activity location

This grant can only support activities happening in the City of Hobart local government area. Please see the Grant Program Overview for a map.

Main location(s) and/or venue(s) of activity:

Venue capacity

Is this a City of Hobart managed venue or space?

Main location(s) and/or venue(s) of activity:	Venue capacity	Is this a City of Hobart managed venue or space?
	Must be a number.	Please include booking confirmation as support material.

People

* indicates a required field

Staff, volunteers and participants

The **participants** are people or groups who are actively involved in the delivery of the activity. These are performers, speakers, artists, creative practitioners, stallholders, staff, contractors and volunteers.

Number of paid staff *

Must be a number.

Number of volunteers *

Must be a number.

Number of other people participating in the activity *

Must be a number.

Total number of participants *

This number/amount is calculated.

Key staff for activity

Please identify the key people involved in the delivery of the activity. This should include any responsible officers such as chief wardens, site managers or safety officers.

Community Christmas Carols Grant Application Form 2023-24

Form Preview

Please include a summary of their experience as a single document as support material for the grant. The summary document can include hyperlinks to websites.

If additional lines are required please click the 'Add More' button on the bottom right side of the table.

Name	Role in the activity	Paid or Volunteer?	Do they have experience in delivering this type of activity?

Strategic Partners

A strategic partner is a group, organisation or business that is assisting in some way to deliver your activity. This can be charities, other not-for-profits, non-government organisations or sponsors and donors.

Are you working with strategic partners to deliver this activity? *

Yes No

Strategic Partner Details

Please provide correspondence confirming the strategic partners involved in your activity. You may add more rows as required.

Name of strategic partner	Are they providing cash or in-kind support?	Correspondence confirming their involvement

Audience

Please identify the number of people involved in your activity. The overall capacity of your activity includes staff, volunteers, artists, participants and attendees.

The **audience** is defined as people who engage with the event program, such as ticket holders, event attendees, subscribers, customers and workshop participants.

Outline the total projected number of people that will engage with your activity *

Must be a whole number (no decimal place).

Describe how you determined this estimated audience figure *

Community Christmas Carols Grant Application Form 2023-24

Form Preview

What method did you use?

Who are the expected primary beneficiaries of this project/program? *

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of the audience for this activity. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'

Activity risk management

* indicates a required field

Activity risk assessment

The City of Hobart wants to ensure that applicants have considered all activity-specific risks and have addressed these with specific allowances.

These documents might be provided by the venues for your activity.

If appropriate, you can provide documents from when the activity has been previously delivered.

Attach evidence that the activity has considered all safety measures to deliver a public event. Evidence should include a Risk Assessment and an Emergency Management Plan. *

Attach a file:

Event management plan *

Attach a file:

Activity site plan *

Attach a file:

If you are presenting an outdoor activity, what is your wet weather contingency plan? *

Word count:

Must be no more than 200 words.

If the activity is not outdoors please enter N/A.

Do you have public liability insurance? *

Community Christmas Carols Grant Application Form 2023-24

Form Preview

Yes

No

The grant includes costs to purchase public liability insurance

Please upload the public liability insurance certificate

Attach a file:

An updated certificate may be requested closer to the date to ensure the insurance covers the activity start and end dates.

Place of assembly licence

A place of assembly is required for any mass outdoor public event. This means an event with over 1000 people for 2 hours or more.

For more information about the place of assembly licence please visit [our webpage](#).

The total estimated capacity at your activity *

This number/amount is calculated.

This is based on the information entered into your application form

What is the duration of your activity? *

Will you require a place of assembly licence? *

Yes

No, but we plan to obtain a licence

No

City outcomes

* indicates a required field

Community benefit

Explain how your activity will benefit the community. *

Word count:

Must be no more than 200 words.

Explain how the community will be encouraged to engage and participate in the activity. *

Community Christmas Carols Grant Application Form 2023-24

Form Preview

Word count:

Must be no more than 200 words.

Tasmanian Aboriginal culture

Hobart is a place that recognises and celebrates Tasmanian Aboriginal people, history and culture, working together towards shared goals. The [City of Hobart's Aboriginal Commitment and Action Plan](#) sets out the City's commitment and approach to working with Aboriginal people.

We encourage our grant recipients to acknowledge and engage with The Tasmanian Aboriginal community in the activities we support.

Acknowledgement of Country and/or Welcome to Country Both a Welcome to Country and an Acknowledgement of Country recognise the continuing connection Aboriginal people have to their land. Traditionally used as a way to grant permission to cross country boundaries, these remain important symbolic gestures today.

Some Aboriginal people will feel uncomfortable attending an event where no Welcome or Acknowledgement is offered and so it is important to consider whether providing one is appropriate.

These ceremonies and statements offer a valuable moment to reflect and consider the 40 000+ years of history and culture in this place and to pay respect to Aboriginal people.

Select formalities that the activity will include in relation to Tasmania's Aboriginal heritage. *

- Welcome to Country
- Acknowledgement of Country
- Both an Acknowledgement of Country and a Welcome to Country
- The activity will not have any form of official formalities

Outline any additional Aboriginal cultural programming that will involve Aboriginal history and culture. *

It is important to demonstrate consultation with the Tasmanian Aboriginal community. For more information, please visit the City's [Aboriginal Programs webpage](#) or contact us.

Accessibility

Regardless of background, gender, identity or life situation, the City believes our community should have the opportunity to connect, share and express one's identity.

One of the fundamental principles of the grants program is to encourage all of our community with the opportunity to be involved or attend the activities we support.

Applicants should endeavour to ensure that their activity will be accessible for people of all abilities. For more information visit our [Equal Access webpage](#).

Please keep the costs associated with delivering an added services in mind when developing your budget.

Will the activity include any of the following *

Community Christmas Carols Grant Application Form 2023-24

Form Preview

- Venue: entrance is step-free and a lift is available if the activity is not on the ground floor
- Invitation: is in an accessible format and asks participants "Please inform us of any dietary and/or access requirements"
- Wayfinding and signage: include an access map denoting paths of travel, location of accessible toilets, prominent signage, green areas for assistive animals (to toilet during the activity)
- Inclusiveness: book Auslan interpreters, provide captions on videos, provide viewing platforms, train staff in disability awareness
- Space arrangements: allow sufficient space between aisles and leave gaps in seating for people using mobility aids
- Video recording or streaming online
- Activity or event signage in languages other than English

Applicants should endeavour to ensure that their activity will be accessible for people of all abilities. For more information visit our [Equal Access webpage](#).

Outline any additional accessibility measures that the activity will implement *

Sustainability

All activities funded through the grants program must commit to reducing their environmental impact and improving waste management.

Applicants are encouraged to consider their commitment to sustainable practices as part of the activity, including encouraging the use of public transport to and from the activity, providing recycling facilities, reducing single-use plastics, reducing printed collateral, completing a waste audit report and establishing improvement targets.

The Single-use plastics by-law is enforceable from 1 July 2021. To find out how this may affect your activity, please visit our [webpage](#).

The [City of Hobart Waste Management Strategy 2015 - 2030](#) encourages all entities affiliated with the City of Hobart to support our endeavour to achieve **zero waste** to landfills by 2030.

As a minimum, grant recipients are required to implement strategies that are aimed at:

- **Reducing waste in food services at events.** This means that if food is sold or given away in disposable containers, only certified compostable containers and utensils may be provided to patrons.
- **Reducing land-fill.** This means that the use and distribution of plastic, "micro-bead" and glitter products (such as balloons, flags and promotional paraphernalia and plastic single-use water bottles) will not be undertaken as part of the activity.

Describe how the organisation will undertake waste management at your activity.

*

This can include describing the potential environmental impacts of the activity and how you will manage and minimise waste creation at the activity.

Community Christmas Carols Grant Application Form 2023-24

Form Preview

Describe how the organisation will encourage and enable attendees to reduce their own environmental impact. *

Marketing and documentation

* indicates a required field

Marketing is how you plan to promote and advertise the activity to a wider audience to drive attendance and engagement.

Please identify how you will promote your activity? *

- | | |
|---|---|
| <input type="checkbox"/> Applicant's website | <input type="checkbox"/> Newsletters |
| <input type="checkbox"/> Social media | <input type="checkbox"/> Direct communication with members |
| <input type="checkbox"/> Paid social media | <input type="checkbox"/> Shared with like-minded groups or organisations |
| <input type="checkbox"/> Printed material | <input type="checkbox"/> City of Hobart civic banners |
| <input type="checkbox"/> Media (such as radio interviews) | <input type="checkbox"/> City of Hobart's festive lighting |
| <input type="checkbox"/> Paid advertising | <input type="checkbox"/> City of Hobart's gateway signage |
| <input type="checkbox"/> Event signage | <input type="checkbox"/> Other: <input style="width: 80px;" type="text"/> |

Briefly describe your marketing plan and how you intend to connect with your primary audience. *

Word count:

Must be no more than 150 words.

Please note your marketing costs should be reflected in your budget. You are welcome to upload your marketing plan as support material.

Marketing engagement

Platform	URL
If additional lines are required please click the 'Add More' button on the bottom right side of the table.	Must be a URL.
Event website	
EDM	
Print	
Facebook	
Instagram	

Documentation

How do you intend to document the outcomes from your activity? *

- | | |
|---|--|
| <input type="checkbox"/> Take photographs during the activity | <input type="checkbox"/> Gather feedback from audience |
| <input type="checkbox"/> Take photographs after the activity | <input type="checkbox"/> Write a project report |

Community Christmas Carols Grant Application Form 2023-24

Form Preview

- Make a video about the activity
- Other:
- Gather feedback from participants

Will the documentation be shared with third parties? *

- Yes
- No

Please keep in mind the acquittal report requires grant recipients to submit photos, feedback, media coverage and other documentation as evidence that the activity was completed in line with the grant agreement.

What preparation are you making to allow you to share the visual assets? *

This could include talent release forms or how you advise the public photography or filming is happening at the activity.

Budget

* indicates a required field

Grant Request Details

Total Funding Request *

\$

Must be a whole dollar amount (no cents) and no more than 15000.
What is the total financial support you are requesting in this application?

Would you be open to accepting partial funding if it was offered? *

- Yes
- No

Support from the City

Does this activity have any involvement or association with any other program areas of the City of Hobart? Include any units, teams or individual staff members' names. *

Please identify any income you are receiving from the City of Hobart for this activity in the income budget.

Income Budget

Please describe all income items that are contributing to this activity. This includes your cash and in-kind contribution, as well as an estimate of any in-kind volunteer hours. (Volunteer hours can be valued at \$25 per hour for general volunteers and \$35 per hour for skilled volunteers).

Please note: All items listed in your budget should be exclusive of GST.

You are encouraged to upload a budget for the activity.

Community Christmas Carols Grant Application Form 2023-24

Form Preview

Income source	In-kind or cash	Confirmed or Not	Dollar Amount (\$)	Notes
City of Hobart (cash only)			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

Expenditure Budget

All items listed in your Expenditure Budget should be GST exclusive. At least one item must be attributed to the requested support from the City of Hobart.

Please review the grant program overview document to understand what costs the City prefers to fund through a grant.

Expenditure Item	Funding Source	Dollar Amount (\$)	Notes
			Please outline how you came to this amount (for example the number of hours at the agreed upon rate.)
	City of Hobart	\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

Budget Totals

Total Expenditure Amount

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Total Income Amount

\$

This number/amount is calculated.

Income - expenditure

\$

This number/amount is calculated.

You must submit a balanced budget. This number must be \$0

Budget Comments

This is a space to make budget comments if you feel the assessors would benefit from further clarification of what you have written in your budget table above.

Community Christmas Carols Grant Application Form 2023-24

Form Preview

You may also attach a budget and other documents expanding on this section as supporting material.

Upload the budget for the activity (optional)

Attach a file:

Additional comments

Support Material

Booking Confirmation

The City of Hobart no longer provides "in-kind" support for venue or equipment hires, fees or permits through this grant program.

If a council venue, space, equipment, permit or service is required for this activity you will need to make a tentative or confirmed booking.

Please upload correspondence from the appropriate booking officer, which should outline the dates, times and prices excluding GST. Please note that applicants who book Council equipment are responsible for any associated logistics including the cost of transport.

This should be discussed with the officer you make the booking through.

Any payment required for this activity will need to be made by the applicant directly to the relevant business unit of Council.

Item Description	Quoted fee (exclusive of GST)	Booking correspondence
------------------	-------------------------------	------------------------

	Must be a dollar amount.	
	\$	
	\$	

Application Support Material

Support material must be directly relevant to the activity and complement rather than duplicate information already provided in this application.

A maximum of eight (8) items may be submitted.

Suggested support material may include:

- recent examples of your work and/or that of the key personnel (visual, aural or literary)
- evidence of community support (e.g. a letter of support from a community organisation that may directly or indirectly benefit from and that shows an understanding of your activity).
- summary of people involved in the activity
- other documentation or materials which will help the assessors understand your activity.

Community Christmas Carols Grant Application Form 2023-24

Form Preview

Acceptable formats, sizes and quantities:

- word documents, pdfs, jpgs and mp3 files
- maximum 5MB per file
- maximum of three URLs that directly link to relevant webpages uploaded in a document
- passwords must be provided for private links to YouTube, Vimeo etc

The following are not considered as support material and will not be assessed:

- Facebook pages
- annual reports
- minutes of meetings (including AGMs)

Uploading Support Material

Item Description	Upload your Files here	Website
		Must be a URL.

Declaration and feedback

* indicates a required field

Payment Information

If your request is approved, we can provide an electronic transfer of the funds into your account within fourteen (14) days of receiving your signed grant agreement.

If you would like the City of Hobart to issue the funds via an electronic transfer, we will need to generate a tax invoice on your behalf, this is called a Recipient Created Tax Invoice (RCTI).

Alternatively, you may wish to provide the City of Hobart with a tax invoice.

Please nominate how you would like to receive payment. *

- City of Hobart to generate a Recipient Created Tax Invoice (RCTI)
- Applicant to provide a tax invoice

Payment via Recipient Created Tax Invoice

To allow us to process your payment as an electronic transfer based on the information provided in this application please agree to the following statement:

- The City of Hobart and the grant recipient declare that this agreement relates to the above grant.

Community Christmas Carols Grant Application Form 2023-24

Form Preview

- The City of Hobart can issue tax invoices in respect of this grant.
- The grant recipient will not issue tax invoices in respect of this grant.
- The City of Hobart acknowledges that it is registered for GST and that it will notify the grant recipient if it ceases to be registered.
- Acceptance of this RCTI constitutes acceptance of the terms of this written agreement.
- Both parties to this supply agree that they are parties to an RCTI agreement.
- The grantee must notify the City of Hobart within 21 days of receiving this document if the grant recipient does not wish to accept the proposed agreement.

Please confirm the following

- The Grantee acknowledges that it (or the auspice organisation) is registered for GST and that it will notify the City of Hobart if it ceases to be registered
- The Grantee acknowledges that it (or the auspice organisation) is not registered for GST.

Applicant bank details

Please provide the bank account details for the electronic transfer

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Auspice organisation bank details

Please provide the bank account details for your auspice organisation for the electronic transfer

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Declaration *

- I am authorised to submit this application
- I accept that my application will not be accepted if it is submitted after the deadline as specified on the City of Hobart website and/or if it does not have all the required information and/or material
- I will inform the City of Hobart if key details such as date(s) of the activity, the location and the programming change before I am notified of the outcome of the application.
- I have reviewed the information I have provided and the statements I have made in this application form and it is correct and they are true to the best of my knowledge
- I acknowledge that any information you provide to the City of Hobart, and details of any funding you receive, may be subject to disclosure under the Right to Information Act 2009.
- I acknowledge and understand that the level of funding offered to an activity (if any) is determined by the available budget and how well the activity supports the City to achieves its goals and that this amount may differ from the amount requested.

Community Christmas Carols Grant Application Form 2023-24

Form Preview

- If this application is approved, I consent to the City of Hobart publishing the name of the activity, the description of the activity, how the funding will be used and the amount of funding received on its website www.hobartcity.com.au
- If this application is approved, the applicant will be required to fulfil the conditions of the grant.
- I consent to be contacted by the City of Hobart from time to time about other grants offered by the City of Hobart and any other similar topics.

Name of person completing this submission *

Position *

Date *

Must be a date.

Applicant feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process: *

- Very easy
- Easy
- Neutral
- Difficult
- Very difficult

How many minutes in total did it take you to complete this application?

Must be a number.

Estimate in minutes i.e. 1 hour = 60

How did you find out about this Grant Program? *

- | | |
|---|---|
| <input type="checkbox"/> Advert in Mercury newspaper | <input type="checkbox"/> Received an email from the City of Hobart |
| <input type="checkbox"/> Another Website (please tell us which site in the box below) | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Attended an information session / presentation | <input type="checkbox"/> Was told by a staff member from the City of Hobart |
| <input type="checkbox"/> City of Hobart Website | <input type="checkbox"/> Was told by a previous grant recipient |
| <input type="checkbox"/> Hello Hobart | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> I am a previous applicant | <input type="checkbox"/> Window signage on Davey Street |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other: <input type="text"/> |

At least 1 choice must be selected.

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

