

# Major Cultural Organisation Application Form 2023-24

## Form Preview

## Welcome

\* indicates a required field

## Introduction

Before completing this application form, you should have read the Major Cultural Organisation 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](mailto: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

Applications will need to demonstrate that the request for support:

- is aligned with at least eight of the nine [Creative Hobart Strategy](#) objectives
- is for activity that is delivered in the City of Hobart local government area
- incorporates key strategic commitments for the City of Hobart, such as:
  - [Waste Reduction statement of commitment](#)
  - [Aboriginal Commitment and Action Plan](#)
  - [Hobart: A city for all](#), the City of Hobart's Community Inclusion and Equity Framework.

Applications will be ineligible if the request for support:

- submitted after the closing time and date of the grant round
- duplicates existing activities already available within the Hobart local government area
- is from an applicant that has not fulfilled the conditions of a previous City of Hobart grant by the due date
- is commercial, has the potential to make significant profit or be self-sustaining.

**Does your organisation employ core staff on a professional basis? \***

☐ Yes

☐ No

# Major Cultural Organisation Application Form 2023-24

## Form Preview

**Does your organisation deliver year-round creative and cultural outcomes in Tasmania? \***

☐ Yes

☐ No

**Does the organisation have a public presentation space? \***

☐ Yes

☐ No

**Was the annual cash income of your organisation at least \$1.5 million in the last financial year? \***

☐ Yes

☐ No

Please note, you are required to submit audited accounts with this application.

## Applicant Information

\* indicates a required field

### Organisation Details

**Applicant Name \***

Organisation Name

Please provide the name of the organisation

**Applicant Primary Address \***

Address

  

**Applicant Primary Website \***

Must be a URL.

**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                                  | <a href="#">More information</a> |
| ACNC Registration                                 |                                  |
| Tax Concessions                                   |                                  |

# Major Cultural Organisation Application Form 2023-24

## Form Preview

Main business location

Must be an ABN.

**What is the aim or mission of your organisation? \***

Word count:

Must be no more than 100 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.

## Applicant contact details

The contact person will receive general correspondence relating to this application.

**Name \***

Title

First Name

Last Name

**Position \***

**Primary Phone Number \***

Must be an Australian phone number.

**Email Address \***

Must be an email address.

## Head of Organisation Contact Details

This person will receive formal correspondence relating to this application.

**Name \***

Title

First Name

Last Name

**Position \***

**Primary Phone Number \***

Must be an Australian phone number.

**Primary Email \***

Must be an email address.

## Organisation leadership

# Major Cultural Organisation Application Form 2023-24

## Form Preview

Please provide information about your Executive/Management Team and Board by providing a website link or uploading a document.

This information must include the names and positions of board members, leadership team and staff involved who are primarily responsible for delivering the program.

You can include the organisational or group structure of your company.

| Document description      | Website        | Upload document |
|---------------------------|----------------|-----------------|
|                           | Must be a URL. |                 |
| Board of directors        |                |                 |
| Executive/Management Team |                |                 |
| Program staff             |                |                 |

## Personnel

Please indicate how many people are employed by your organisation and how many people volunteer.

Please provide the number as Full Time Equivalent (FTE).

**How many FTE are employed full-time? \***

Must be a number.

**How many FTE are employed casual or part-time? \***

Must be a number.

**How many FTE are engaged as volunteers? \***

Must be a number.

**Total number of people employed as FTE \***

This number/amount is calculated.

## Funding request

**\* indicates a required field**

### Grant request details

The Major Cultural Organisation grant provides cash support over \$10,000.

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

This is a competitive grant round and funding is determined by its merits against the assessment criteria. Due to the high interest in the funding, partial funding may be offered.

# Major Cultural Organisation Application Form 2023-24

## Form Preview

### Total Amount Requested \*

\$

Must be a whole dollar amount (no cents) and between 10000 and 100000.  
What is the total financial support you are requesting in this application?

### Funding purpose

The Major Cultural Organisations Grants support ongoing public program costs. This may include audience or artist development, community outreach, access initiatives or other activities that support the annual program of activities for Hobart's major cultural institutions.

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

Word count:  
Must be no more than 150 words.

### Planned Activities

**Please provide a summary of your public program. \***

Word count:  
Must be no more than 500 words.  
You may attach a PDF or other support material such as a draft program for the the requested period of funding as additional support material later in the application.

**Please update the annual program of activities to be undertaken (a draft is acceptable and will be taken in confidence). \***

Attach a file:

### Program summary

If aspects of your program don't fit the below definition, you may add more rows.

| Type of activity                 | Number of programs | Number of days of activity |
|----------------------------------|--------------------|----------------------------|
|                                  | Must be a number.  | Must be a number.          |
| Exhibitions                      |                    |                            |
| Performances                     |                    |                            |
| Professional development program |                    |                            |
| Public space activation          |                    |                            |
| Public talk/discussion           |                    |                            |
| School education program         |                    |                            |
| Workshops/masterclasses          |                    |                            |

# Major Cultural Organisation Application Form 2023-24

## Form Preview

### Program Details

#### Total number of programs

This number/amount is calculated.

#### Total number of days of activity

This number/amount is calculated.

#### Does your organisation plan to participate in any of the following festivals or large events during this funding period? \*

- |  |  |
|--|--|
| <input type="checkbox"/> ANZAC Day                       | <input type="checkbox"/> Festival of Bright Ideas    |
| <input type="checkbox"/> Australian Antarctic Festival   | <input type="checkbox"/> Festival of Voices          |
| <input type="checkbox"/> Australian Wooden Boat Festival | <input type="checkbox"/> Open House Hobart           |
| <input type="checkbox"/> Beaker Street                   | <input type="checkbox"/> The Royal Hobart Regatta    |
| <input type="checkbox"/> City of Hobart Eisteddfod       | <input type="checkbox"/> The Sandy Bay Regatta       |
| <input type="checkbox"/> Dark Mofo                       | <input type="checkbox"/> Ten Days on the Island      |
| <input type="checkbox"/> Estia Greek Festival            | <input type="checkbox"/> Other: <input type="text"/> |

- ☐ Festa Italia

At least 1 choice must be selected.

## Creative Hobart Assessment Criteria

\* indicates a required field

### Creative Hobart Strategy

Applications need to demonstrate that the request for support is aligned with at least **eight** of the nine [Creative Hobart Strategy](#) objectives.

#### Creative Hobart Outcome Area 1: The city as a platform \*

- ☐ Objective 1.1 - Enhancing a sense of place
- ☐ Objective 1.2 - Activating public spaces
- ☐ Objective 1.3 - Activating Council facilities

At least 1 choice must be selected.

Remember applications will need to demonstrate that the request for support is aligned with at least eight of the nine Creative Hobart Strategy objectives.

#### Creative Hobart Outcome Area 2: The city as an incubator \*

- ☐ Objective 2.1 - Nurturing creativity
- ☐ Objective 2.2 - Investing in innovation
- ☐ Objective 2.3 - Celebrating excellence and diversity

At least 1 choice must be selected.

Remember applications will need to demonstrate that the request for support is aligned with at least eight of the nine Creative Hobart Strategy objectives.

#### Creative Hobart Outcome Area 3: The city as a connector \*

- ☐ Objective 3.1 - Connecting creative people
- ☐ Objective 3.2 - Gathering and disseminating knowledge

# Major Cultural Organisation Application Form 2023-24

## Form Preview

### ☐ Objective 3.3 - Brokering connections

At least 1 choice must be selected.

Remember applications will need to demonstrate that the request for support is aligned with at least eight of the nine Creative Hobart Strategy objectives.

## Outcome Area 1: The City as a Platform for Creativity

The city directly engages artists and cultural workers in the continual invigoration of the city's built and natural public spaces, providing greater opportunities for the community to become actively and spontaneously involved in arts and culture.

Please outline how your organisation contributes to the City as a Platform for Creativity.

**Creative Hobart Outcome Area 1: Describe how your activity meets the selected criteria. \***

Word count:

Must be no more than 200 words.

## Outcome Area 2: The City as an Incubator of Creativity

The Council encourages and supports creativity, innovation, excellence and diversity in the city. As facilitator, it works with the creative sector and the community to foster a vibrant environment in which creativity can flourish and grow.

Please outline how your organisation contributes to the City as an Incubator of Creativity.

**Creative Hobart Outcome Area 2: Describe how your activity meets the selected criteria. \***

Word count:

Must be no more than 200 words.

## Outcome Area 3: The City as a Connector of Creativity

Connecting creative people, spreading information and knowledge, developing mutual respect and exchanging opinions enrich the community and so the Council promotes programs and activities that provide a welcoming and supportive environment in which ideas and plans for the future are shared.

Please outline how your organisation contributes to the City as a Connector of Creativity.

**Creative Hobart Outcome Area 3: Describe how your activity meets the selected criteria. \***

Word count:

Must be no more than 200 words.

# Major Cultural Organisation Application Form 2023-24

## Form Preview

### City outcomes

\* indicates a required field

**How will your program activate, enliven and engage local communities and facilities? \***

Word count:

Must be no more than 150 words.

We'd encourage you to consider how you use spaces other than your own presentation space.

This may include producing innovative, high quality, creative festival and event outcomes, and/or enhancing the image of the City as a vibrant place to live, work and visit.

**Demonstrate involvement and benefits to the community through the activity \***

Word count:

Must be no more than 150 words.

To what extent does your programming provide benefits to the community in areas such as consultation, project development or delivery?

### 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 your program 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



# Major Cultural Organisation Application Form 2023-24

## Form Preview

### **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 program include any of the following \***

- ☐ 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.

# Major Cultural Organisation Application Form 2023-24

## Form Preview

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.

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

## Support Material

\* indicates a required field

### Required Support Material

**Please attach the following information relevant to the period for which funding is requested.**

Acceptable formats, sizes and quantities:

- Word documents, excel documents, PowerPoints and PDFs.
- Maximum 5MB per file.
- Maximum of three URLs that directly link to relevant webpages.

**Budget for the public program** \*

Attach a file:

**Most recent Annual Report** \*

Attach a file:

# Major Cultural Organisation Application Form 2023-24

## Form Preview

The Annual Report must include audited financial statements.

### Marketing engagement

Please provide any additional website links which reference your program.

For example, the City of Hobart has dedicated websites to key programs, such as Hobart Current (<https://hobartcurrent.com/>) and the Loop (<https://theloophobart.com.au/>).

| Platform   | Web address   | Following/distribution |
|--|---------------|------------------------|
| If additional lines are required please click the 'Add More' button on the bottom right side of the table. | Must be a URL | Must be a number.      |
| Organisation website   |               |                        |
| Organisation EDM   |               |                        |
| Facebook   |               |                        |
| Instagram  |               |                        |
|  |               |                        |
|  |               |                        |
|  |               |                        |
|  |               |                        |

### Additional Support Material

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

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

Please specify which part of the application the supporting material is relevant to (e.g. proposed program plans are linked to Program Information).

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 understanding of your project)
- evidence of audience engagement and impact (e.g. survey reports and feedback)
- other documentation or materials which will help the assessors understand your project

Acceptable formats, sizes and quantities:

- word documents, pdfs, jpgs and mp3 files
- maximum 5MB per file is recommended
- for webpages, please upload them as a document along with any required passwords to access the information
- 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)

# Major Cultural Organisation Application Form 2023-24

## Form Preview

| Item Description | Relevant to:   | Website        | Upload your files here |
|------------------|--|----------------|------------------------|
|                  | Specify which section of the application this item is linked to. | 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 to 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.
- 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 is registered for GST and that it will notify the City of Hobart if it ceases to be registered

# Major Cultural Organisation Application Form 2023-24

## Form Preview

- ☐ The Grantee acknowledges that it is not registered for GST.

### Applicant Primary Bank Account

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 achieve its goals and that this amount may differ from the amount requested.
- ☐ 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](http://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

**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?**

# Major Cultural Organisation Application Form 2023-24

## Form Preview

Must be a number.

Estimate in minutes i.e. 1 hour = 60

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