

Urban Sustainability Grant Application Form 2023-24

Form Preview

Welcome

* indicates a required field

Introduction

This form is for organisations that wish to apply for the Urban Sustainability Grant with requests upto \$15,000.

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

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

Eligibility

Please ensure you have read the grants program overview document and grant guideline before completing this application form. This will help you understand if your activity is eligible and what kind of information the assessors need to know to make their decision.

If you have any questions about the criteria, please contact the grants officer.

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
- have adequate public liability insurance.

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.

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.

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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

Business (matching the grant request)

Group (not incorporated)

Individual

Registered school or training organisation

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

How did you find out about this Grant Program? *

Advert in Mercury newspaper

Another Website (please tell us which site in the box below)

Attended an information session / presentation

City of Hobart Website

Hello Hobart

I am a previous applicant

Newspaper

Received an email from the City of Hobart

Social Media

Was told by a staff member from the City of Hobart

Was told by a previous grant recipient

Word of mouth

Other:

Applicant information

* indicates a required field

Applicant details

Applicant *

Individual

Organisation

Organisation Name

Title

First Name

Last Name

Does the applicant have an ABN?

Yes

No

Street Address

Address

Postal Address

Address

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Website

Must be a URL.

Phone Number

Must be an Australian phone number.

Email address

Must be an email address.

Mobile phone number

Must be an Australian phone number.

What is the purpose of the applicant?

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.

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 *

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.

Media contact

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

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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.

Applicant ABN

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.

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

Primary address

Address

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Postal address

Address

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

Primary phone number

Must be an Australian phone number.

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Mobile phone number

Must be an Australian phone number.

Email address

Must be an email address.

Activity details

* indicates a required field

Key activity information

Activity Name *

Must be no more than 50 characters.

Describe your activity

Word count:

Must be no more than 300 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 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.

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.

Activity start date *

Must be a date and between 1/1/2024 and 31/12/2024.

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

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Activity end date *

Must be a date and between 1/1/2024 and 31/12/2025.

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

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)

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:

Is this a City of Hobart managed venue or space?

Main location(s) and/or venue(s) of activity:	Is this a City of Hobart managed venue or space?
	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.

How many paid staff are working on your activity?

Must be a number.

How many volunteers will be working on your activity?

Must be a number.

How many other people do you anticipate to participate in the activity?

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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 and COVID-19 safety officers.

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?

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

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The **audience** is defined as people who engage with the activity and its 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

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'

Fee for Attendance or Participation

- No. There are no fees for participation or attendance.
- Yes, there will be a mix of ticketed and free activities for participants/attendees.
- Yes. The entire activity will have fees to participate/attend.

Breakdown of Fees

Please tell us what the fee structure is. The fee types are examples. You are welcome to adjust the fee types to reflect your activity.

Fee type	Planned ticket/entry cost	Notes/explanation (if required)
	Must be a dollar amount.	
Full price	\$	
Concession	\$	
	\$	
	\$	
	\$	

Activity risk management

Public liability insurance

Do you have public liability insurance?

- Yes
- No
- The grant includes costs to purchase public liability insurance

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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.

City outcomes

* indicates a required field

Sustainability outcomes

How does your activity address climate change or urban sustainability issues specifically within the City of Hobart?

Word count:

Must be no more than 500 words.

What are the long term impacts of this activity for the Hobart community?

Word count:

Must be no more than 200 words.

Describe the legacy or outcomes that remain after your activity, or how it will support the growth of sustainable activity.

How does your activity support a strong, safe and healthy community? *

Word count:

Must be no more than 200 words.

This might include awareness education, improved access, encouraging positive change behaviour, and improved health or environment outcomes

Waste reduction

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](#).

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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 an 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.

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

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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](#).

Will the activity 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

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-mind 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: <div style="border: 1px solid #ccc; display: inline-block; width: 80px; height: 15px; vertical-align: middle;"></div> |

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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.

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 |
| <input type="checkbox"/> Make a video about the activity | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> 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.

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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.

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	\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

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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.

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

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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.

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

* 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).

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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
- The Grantee acknowledges that it 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

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- 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.
- 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.