

# Creative Hobart Small and Medium Grants Guideline

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This guideline outlines the application process, eligibility and assessment criteria for the Creative Hobart Small and Medium Grants.

## OVERVIEW

Creative Hobart grants fund activities that contribute to Hobart as a creative city, support and enhance the cultural life of Hobart and take place in the Hobart local government area.

Creative Hobart grants support a vision that recognises cultural development and the creative industries. They provide a real opportunity to strengthen community wellbeing, create a rich sense of place, and contribute to economic viability.

## WHAT CAN YOU APPLY FOR?

The Creative Hobart Small and Medium Grants support the delivery of artist led creative activities, projects and events in the Hobart local government area.

The grant supports activities in the City of Hobart that:

- bring more cultural and creative activities into the public realm
- inspire artistic excellence and innovation
- provide greater exposure to cultural activities
- increase opportunities for community involvement
- employ artists and creative practitioners
- attract cultural tourism

- make Hobart a truly wonderful place to live, work and visit.

Funding requests should focus on paying artists and creative practitioners and allow for the community to engage with the project.

## AVAILABLE FUNDING

The Creative Hobart Small Grant offer cash support from \$1000 to \$5000.

The Creative Hobart Medium Grant offer cash support from \$5000 to \$15 000.

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

### More Information

Information about the Creative Hobart Small and Medium Grant and other grants is available at [hobartcity.com.au/grants](http://hobartcity.com.au/grants).

Speak to us before you apply so we can help you with tips for a successful application, please contact the Creative Hobart team on 03 6238 2823

## 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>✓ an unincorporated group</li><li>✓ an individual with an ABN (if the applicant is under 18, they must be auspiced)</li><li>✓ a social enterprise</li><li>✓ a registered school or training organisation</li><li>✓ a small business based in Hobart matching the request for support</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, Royal Tasmanian Botanical Gardens.</li><li>✗ Political parties</li><li>✗ Submissions made after the closing time and date of the grant round.</li></ul>

## AUSPICING

Individuals and unincorporated groups applying for a Creative Hobart Medium Grant are required to enter into an auspicing agreement with a registered charity.

The registered charity becomes legally responsible for the project, financial management, and public liability coverage.

Applicants who are auspicied must provide full details and confirmation from their auspicing organisation with their application.

A [sample letter](#) is available online.

For more information about auspice agreements visit [Auspicing Agreements](#).

## ACTIVITY ELIGIBILITY

Applications for the Creative Hobart Small and Medium Grants must demonstrate that the activity:

- ✓ contributes to Hobart as a creative city and supports and enhances the cultural life of Hobart
- ✓ aligns with at least one of the identified City of Hobart's Strategic Plan outcomes
- ✓ has outcomes that are delivered in the City of Hobart local government area

## ACTIVITY INELIGIBILITY

Applications are ineligible if the request for support:

- ✗ is part of a larger festival or event, which has received a grant or sponsorship from the City of Hobart
- ✗ is commercial, has the potential to make significant profit or be self-sustaining
- ✗ is part of ongoing administration or operational costs of the applicant
- ✗ is made by a registered school or registered training organisation and seeks supports for costs associated with the employment of teaching or support staff and/or the delivery of curriculum.

## FUNDING USE

This grant cannot be used to fund:

- ✗ activities or programs that are already delivered by the City of Hobart or are our core business
- ✗ donations or fundraising activities that support the recurrent operations of the applicant
- ✗ a contribution towards payment of rates
- ✗ activities that have already commenced or are scheduled to prior to the eligible activity timeframe

- ✗ programs which have already commenced, unless the proposed activity substantially increases the impact of the existing program
- ✗ capital works, construction, or improvements to buildings
- ✗ the purchase of equipment that is not specific to the delivery of the activity and would otherwise support the operations of the applicant
- ✗ individual pursuits or professional development, unless there is a public outcome
- ✗ school camps or travel expenses to attend sporting trips, educational, civic, political events, conferences, seminars, forums or similar trips or excursions
- ✗ activities that are primarily for the delivery of sporting or recreation programs, unless the application can demonstrate strong alignment to the City of Hobart [Social Inclusion Policy](#)
- ✗ the core delivery of national conferences or seminars to be staged in Hobart.

## HOW TO APPLY

The first step is to contact the Creative Hobart team to discuss your proposal by calling 03 6238 2823 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 on 03 6238 2132 or [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).

## WHEN TO APPLY

Creative Hobart Small and Medium Grants are open for applications twice a year for a four-week period.

### August round

Applications open
Monday 28 August 2023
Applications close
3pm on Monday 25 September 2023
Notification of application outcome
November 2023
Activity timeframe
Activity starts between 1 January 2024 and 31 December 2024 Activity ends no later than 31 December 2025

### February round

Applications open
Friday 16 February 2024
Applications close
3pm on Monday 18 March 2024
Notification of application outcome
May 2024
Activity timeframe
Activity starts between 1 July 2024 and 30 June 2025 Activity ends no later than 30 June 2026

## CREATIVE HOBART STRATEGY

The City's cultural strategy guides the Creative Hobart grants. The [Creative Hobart strategy](#) features nine outcome areas.

Hobart is a city connected, embracing our diverse communities in cultural and creative expression; it is a city of creative thinkers and doers.

## PUBLIC ART

### Public art framework

Applicants seeking to undertake public art activities should demonstrate alignment to the key directions outlined in the [Public Art Framework](#).

The document has been developed to clearly articulate why and how we are involved in public art, what we seek to achieve from supporting and investing in public art, the philosophies that guide our actions, the various roles that we play and the context within which decision-making for public art takes place.

You are strongly encouraged to speak to the public art team before submitting your application. Contact the team on 03 6238 2494 or [publicart@hobartcity.com.au](mailto:publicart@hobartcity.com.au).

### Public art platforms

The City's Public Art Program has two ongoing initiatives.

[Soapbox](#) offers a series of billboards that give voice to the City, through responses by writers and artists from the community.

[The Loop](#) is large-scale outdoor public screen presenting a diverse collection of screen-based media including short films, documentaries, feature films, experimental films and interactive and non-narrative digital art.

## ASSESSMENT CRITERIA

Both Creative Hobart Small and Medium Grants require applicants to address the same assessment criteria.

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

- engages artists and creative practitioners by providing employment in developing projects that engage the community
- demonstrates innovation and artistic excellence by:
  - incorporating new thinking in how the project is created or delivered
  - presenting high quality work
  - incorporate diversity of art form or diverse artists and creative practitioners
  - engages new and emerging artists and creative practitioners
- align with at least one of the identified [City of Hobart Strategic Plan](#) outcomes:
  - 1.1 Hobart keeps a strong sense of place and identity, even as the city changes.
  - 2.1 Hobart is a place that recognises and celebrates Tasmanian Aboriginal people, history and culture, working together towards shared goals.
  - 2.2 Hobart is a place where diversity is celebrated and everyone can belong, and where people have opportunities to learn about one another and participate in city life.
  - 3.1 Hobart is a creative and cultural capital where creativity is a way of life.
  - 3.2 Creativity serves as a platform for raising awareness and promoting understanding of diverse cultures and issues.
  - 3.3. Everyone in Hobart can participate in a diverse and thriving creative community, as professionals and hobbyists.
  - 3.4 Civic and heritage spaces support creativity, resulting in a vibrant public realm.
- demonstrates involvement and benefits to the community through the project
- demonstrate that the activity is well planned, that suitably skilled people are involved and that the applicant and the activity are financially viable
- demonstrates value for money for the level of funding request and positive community impact.

## ASSESSMENT

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

## SUCCESSFUL APPLICATIONS

### Agreement

A formal agreement will be sent to successful applicants. Inability to comply with the agreement may result in withdrawal of support.

Applicants who do not meet their obligations under a grant agreement may not be eligible to apply for future grants.

### Payment and GST

Payment information will be provided with the letter of offer. Grants will be paid in full upon receipt of a tax invoice or the City can generate a recipient created tax invoice (RCTI).

Grant recipients registered for GST should add GST to the grant amount.

### Recognition of assistance

Successful applicants must acknowledge the City of Hobart's assistance for their activity. Please refer to the [Grant Partnership Acknowledgement Guidelines](#) for details.

### Activity variations

If there are significant changes to the funded activity, applicants must contact the grants officer to confirm the variation is acceptable.

This includes, but is not limited to, activity start and end dates, venues, fees and charges.

## Acquittal

Upon completion of the activity, successful applicants will be required to acquit their grant, providing evidence of the execution of their activity, expenditure and outcomes.

The acquittal form is available on SmartyGrants, and must be completed online within three months of the activity completion date.

Grant recipients that do not satisfactorily acquit their grant may not be eligible for future funding and may be required to return the funds allocated to their activity.

## UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants are strongly encouraged to arrange a feedback session with the grants officer to discuss the results.

Feedback sessions can offer insight into the reasons behind an unsuccessful application and are valuable for future applications.

## INFORMATION AND ENQUIRIES

### Accessibility

If you can't access the online form or documents for this grant, please contact the grants officer to discuss how it can be adapted to suit your needs.

### Documents

Copies of all City of Hobart documentation referred to throughout these guidelines can be found via the hyperlinks contained in this document and on the City of Hobart website.

### Contact Officer

To discuss your proposal or administration and technical matters, please contact the grants officer on 03 6238 2132 or [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).