

Community Christmas Carols Grant Guideline

This guideline outlines the application process eligibility and assessment criteria for the Community Christmas Carols Grant.

OVERVIEW

Let us help you celebrate the festive season with your community in Hobart this year.

The City is supporting carols events that engage local communities by producing innovative, high quality, creative event outcomes.

WHAT CAN YOU APPLY FOR?

The Community Christmas Carols Grant is provided to support community groups or not-for-profit organisations to present free events and activities that include Christmas carols, such as:

- precinct carols events located in halls or local facilities
- roving carollers
- neighbourhood Christmas celebrations with singing
- a series of gatherings featuring carols
- large scale carols by candlelight events.

AVAILABLE FUNDING

This grant program provides cash support of up to a maximum funding of up to \$15,000.

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

WHEN TO APPLY

Applications open

4 August 2025

Applications close

3pm Monday 1 September 2025

Notification of application outcome

October 2025

Activity timeframe

The activity must occur between Monday 24 November and Thursday 25 December 2025.

How to apply

Read the Guidelines in full, review the Application Form and start preparing your documentation. All applications are to be submitted through the grants system, Smarty Grants hobartcity.com.au/Grants.

If you have any questions, speak to us before you apply so we can help you with tips for a successful application. Contact our Customer Service Centre on 03 6238 2711 and mention that you are interested in the Community Christmas Carols Grant, or email your enquiry to our Grants Team at fundingprogram@hobartcity.com.au.



WHO CAN APPLY?

Eligible applicants	Ineligible applicants
<p>Applicants must be either:</p> <ul style="list-style-type: none"> ✓ a not-for-profit organisation ✓ an incorporated association ✓ a registered charity ✓ a registered school or training organisation ✓ an unincorporated groups who are auspiced by a not-for-profit organisation <p>and</p> <ul style="list-style-type: none"> ✓ 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 no overdue debts to the City ✓ have adequate public liability insurance. 	<ul style="list-style-type: none"> ✗ current employees of or staff contractors to the City of Hobart ✗ individuals or sole traders ✗ businesses ✗ federal, state and local government agencies and bodies, or funded agencies and bodies ✗ political parties

ACTIVITY ELIGIBILITY

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

- ✓ brings the community together to celebrate Christmas
- ✓ features carols, but not necessarily as the sole activity
- ✓ has outcomes that are delivered in the City of Hobart local government area ([LGA Map located on Page 8 of City Economy Strategy](#)).
- ✓ is open to the public and has no entry or participation fee or charge (including gold coin donations for entry)

For activities occurring on public holidays please note that there may be reduced capacity from event support staff and city services such as crowd control, permits, venues, banners. Take this into consideration when planning your event and contact us with any questions.

ACTIVITY INELIGIBILITY

Applications are ineligible if the request for support:

- ✗ is for an activity that has already commenced, or is due to occur outside the specified activity timeframe
- ✗ 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
- ✗ 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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FUNDING USE

This grant cannot be used to fund:

- ✗ 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
- ✗ individual pursuits or professional development, unless there is a public outcome
- ✗ 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 organisation
- ✗ 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 Strategy
- ✗ the core delivery of national conferences or seminars to be staged in Hobart.

LATE APPLICATIONS

Late applications will not be accepted, please ensure you prepare all documentation and upload well before the due date and time. If you require technical support, get in touch with us as soon as possible.

ASSESSMENT

Assessments for the Community Christmas Carols Grant are undertaken by a panel of City of Hobart officers and external representatives with relevant experience in the subject matter. Panel recommendations are reported to the Chief Executive Officer, for approval.

ASSESSMENT CRITERIA

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

- demonstrate benefits to the community as an outcome of the activity by addressing a need or interest in the community
- activate, enliven and engage local areas and facilities by producing innovative, high quality, creative events or activities
- involve the local community as appropriate in the development and implementation of the event by
 - enabling all community members to have the opportunity and capacity to access the event
 - supporting communities to celebrate their histories and identities and encourage mutual understanding
- 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.

SUCCESSFUL APPLICATIONS

Agreement

A formal agreement will be sent to the 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).



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Organisations registered for GST should add GST to the grant amount.

Recognition of assistance

Successful applicants must acknowledge the City of Hobart's assistance for their activity. Please refer to the Grant Partnership Acknowledgement Guidelines sent out during contracting, if successful.

Activity variations

If there are significant changes to the funded activity, applicants must contact the Grants Team 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.

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

UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants are strongly encouraged to arrange a feedback session with the Grants Team 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

At the City of Hobart, creating an equitable and inclusive community is a core part of our work. We can provide grant information in different formats and answer other access questions. Please contact the Accessible City Coordinator on [03 6238 2413](tel:0362382413).

For Interpreter Services, please telephone an interpreter on [13 14 50](tel:131450) and state the language you wish to speak.

Then ask the interpreter to call us on [03 6238 2711](tel:0362382711).

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 Our Grants Team

To discuss your proposal or administrative and technical matters, please contact us on [03 6238 2711](tel:0362382711) or fundingprogram@hobartcity.com.au.



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