

**COMMUNITY CHRISTMAS
CAROLS GRANT
GUIDELINES**



City of **HOBART**

SUMMARY

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

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

For detailed information and definitions, please read the Detailed Grant Program Information.

The City is supporting carols events that allow you to bring a picnic, raise your voices and welcome the festive season with your family, friends and wider community.

We are looking for carols events that:

- Demonstrate benefits to the community as an outcome of the project by addressing a need or interest in the community and encourage the local communities into the City of Hobart.
- Activate, enliven and engage local areas and facilities by producing innovative, high quality, creative event outcomes and enhancing the image of the City as a vibrant place to live, work and visit.
- Involve the local community as appropriate in the development and implementation of the event.

Funding of up to \$15 000 is available for organisations and groups to present locally focused carols events.

\$75 000 in total is available in this grant closing on Monday 24 August 2020. Applicants will be notified of the outcome of their application in September 2020.

KEY STRATEGIES

The grant is designed to support projects that contribute to the Capital City Strategic Plan 2019–29.

Applicants are encouraged to demonstrate how their project aligns to specific strategies within the Capital City Strategic Plan 2019–29.

What can you apply for?

The Community Christmas Carol Grant is provided to support community groups or not-for-profit organisations to present Christmas carols events and Christmas activities.

This could include large scale Carols by Candlelight events located in local parks or venues, or precinct Carols events located in halls or local facilities.

Through this program the Council can provide financial assistance as well as marketing and operational support to committees and organisers to assist in event management.

All proposed activities should have any necessary Council or other permits, and must address safety and risk issues, including meeting government requirements relating to the COVID-19 pandemic.

HOW MUCH CAN YOU APPLY FOR?

The Community Christmas Carol Grant offers cash support up to \$15 000.

Organisations and groups may receive one grant only each financial year for the same project or activity from any City of Hobart grant stream.

The grant request should be commensurate with the scale of the proposed event.

WHO CAN APPLY?

Incorporated not-for-profit organisations

Incorporated not-for-profit (NFP) organisations, including registered charities, are eligible to apply for and auspice applications for grants.

Unincorporated groups or organisations

Unincorporated organisations or groups may apply for grants under an auspice agreement. Applicants are required to enter an auspicing agreement with a registered NFP organisation to be legally responsible for the project, financial management, and public liability coverage.

Applicants who are auspiced 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](#).

WHO CAN'T APPLY?

The following are not eligible to apply:

- Current employees of or contractors to the City of Hobart
- Individuals
- Commercial organisations
- Applicants who have received a City of Hobart Grant for the same project within the same financial year
- Federal, state and local government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery, Royal Tasmanian Botanical Gardens and registered schools and training organisations.
- Political parties
- Organisations that do not operate or provide services in the City of Hobart local government area.

WHEN TO APPLY

This grant opens Wednesday 5 August and closes 5 pm Monday 24 August 2020.

Late applications are not eligible.

Applications can only be funded for activities occurring between 1 November and 25 December 2020.

Results are announced in September.

Visit the website for specific dates and relevant details.

HOW TO APPLY

The first step is to contact the Grants Officer to discuss your project by calling 03 6238 2132 or email 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.

If you are having difficulty submitting your application please contact the Grants Officer.

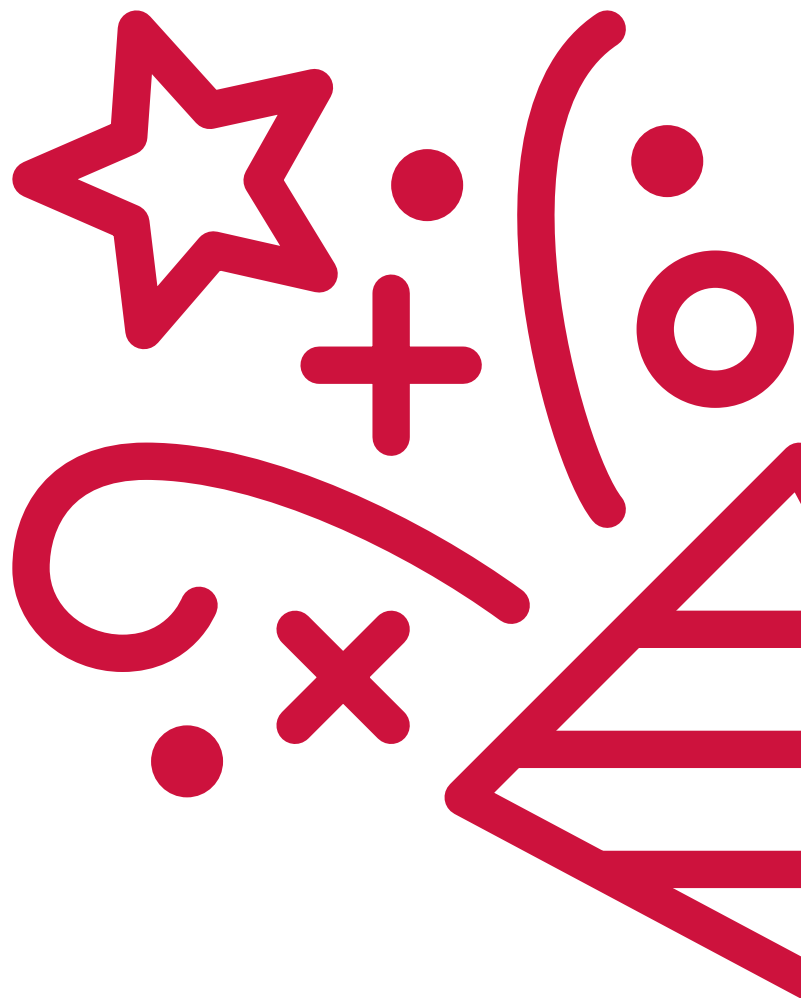
PROJECT ELIGIBILITY

ELIGIBLE APPLICATION WILL NEED TO DEMONSTRATE THAT THE EVENT:	
	brings the community together to celebrate Christmas
	has outcomes that are delivered in the City of Hobart local government area
	occurs between 1 November and 24 December 2020
	has no entry or participation fees or charges
	will be delivered with changing restrictions in mind due to the ongoing impact of COVID-19 by providing a safety plan

APPLICATIONS WILL NOT BE ELIGIBLE IF:	
	The applicant has not fulfilled the conditions of a previous City of Hobart grant by the due date.
	The project has received another City of Hobart grant for the same project within the same financial year.
	The project is part of a larger festival or event which has received grant or sponsorship supported by the City of Hobart.
	The project is inconsistent with prevailing COVID-19 pandemic restrictions.
	The project has potential to make significant profit and/or where other funding sources are considered to be more appropriate.
	The application is for ongoing administration or operational costs of the applicant.
	In the case of registered schools and training organisations, the application is for funding which includes costs associated with the employment of teaching or support staff and/or the delivery of the curriculum.

THIS GRANT CAN NOT BE USED TO FUND:

- donations or fundraising projects that support the recurrent operations of the applicant
- contribution towards payment of rates
- projects that have already commenced
- programs which have already commenced, unless the proposed activity substantially increases the impact of the existing program
- retrospective payments or deficit funding
- capital works, construction, or improvements to buildings
- individual pursuits or professional development, unless there is a public outcome
- the purchase of equipment that is not specific to project delivery and would otherwise support the operations of the organisation
- 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 Strategy
- the core delivery of national conferences or seminars to be staged in Hobart.



APPLICATION 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 project by:
	Addressing a need or interest in the community
	Encouraging the local communities into the City of Hobart
	Activate, enliven and engage local areas and facilities by:
	Producing innovative, high quality, creative event outcomes
	Enhancing the image of the City as a vibrant place to live, work and visit
	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 celebrate their histories and identities and encourage mutual understanding
	Demonstrate that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable.
	Demonstrate that the level of funding requested is commensurate with the expected audience numbers and participants involved.

COVID-19 COMPLIANCE

To ensure the health and safety of all Tasmanians, the grant application requires you to acknowledge your activity complies with the new minim standards. All applications must include a COVID-19 safety plan and/or checklist for their project.

The Safe Workplace Guidelines will help you complete your safety plan/checklist. For more information visit [Worksafe Tasmania](#).

ACCESSIBILITY

The Council is committed to making our venues and events accessible so that they can be enjoyed by all visitors.

When planning your event, consider what you can do to include all members of the community.

Costs of service, such as Auslan interpretation, must be included in the budget.

KEY PERSONNEL

The assessment process will include evaluation of key personnel. Applications should demonstrate that suitably qualified and experienced staff will be involved in the development and delivery of the project.

PROJECT BUDGET

The financial viability of the project is part of the assessment, and a budget for the funding request is required as part of the application. The budget should be accurate, and income and expenditure must balance.

It is important that your budget details the grant request and where those funds will be spent.

All items in the budget must be GST exclusive. You may attach a budget of your own design with extra detail as supporting material.

PROJECT INCOME

You should detail all income sources that are contributing to this project, including any (in-kind) volunteer hours, and other grants. In-kind support should be estimated and included to reflect the total cost of the project. If your project will generate revenue it must be included in the budget.

BUDGET EXPENSES

At least one item must be attributed to the grant request.

It is the responsibility of the applicant to ensure that all venue or equipment bookings, any fees or permits required for your project are managed and confirmed. Please allow yourself time to make venue bookings and keep a record of your correspondence as you will need to upload your confirmation and quotes in the application.

VENUE HIRE

The Council has a broad range of venues for hire, some of which are included in the Guide to Hobart's Creative Places.

Other City owned venues, including parks and green spaces, are available. For more information visit the bookings website.

EVENT EQUIPMENT HIRE

The City has various event equipment for hire, including bean bags, table and bench sets and umbrellas. Please note that the applicant is responsible for booking, transporting and returning these items. For more information, please contact the Production Coordinator – Community Events on 03 6238 2566.

ASSESSMENT PROCESS

Applicants will receive email confirmation on receipt of an application, and notification of the success of their application.

Applications will be scored and assessed according to the criteria, by an assessment panel that will include external representatives and council officers.

The Panel will make recommendations to the General Manager for final approval.

A summary of all applications and requests will be publicly available on the agenda of the City's Community, Culture and Events Committee.

A summary of all successful applications will be publicly available at hobartcity.com.au/grants

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).

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 project. Please refer to the Grant Partnership Acknowledgement Guidelines for details.

Project variations

If there are significant changes to the funded project, applicants must contact the Grants Officer to confirm the variation is acceptable.

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

Acquittal

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

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

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 project proposal or administration and technical matters please contact the Grants Officer on 03 6238 2132 or grants@hobartcity.com.au



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