

COMMUNITY DEVELOPMENT  
GRANTS PROGRAM

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COMMUNITY CHRISTMAS  
CAROLS GRANTS  
GUIDELINES



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## Introduction

The City of Hobart Community Christmas Grants Program provides financial assistance for community or not-for-profit based organisations and groups to present Christmas Carol events and festive activities.

There are two grant categories within the Community Christmas Grants program:



Community Christmas Carols Grants are provided to support groups to deliver locally focused carols events. 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.

These grants aim to support and strengthen the people of Hobart's capacity to bring the whole community together to celebrate and share festive occasions that celebrate the vibrancy of life in our City.

## City of Hobart vision and key strategies

The City of Hobart Grants Program is reflected throughout many areas of the Vision, Strategic Plan and key strategies. Applicants are required to demonstrate how their activity will support the range of community objectives. These documents include:

- [Hobart: A Community Vision for Our Island Capital](#) to help you understand how your project can contribute to our vision for the city. The vision guides our planning and decision making and is a useful guide for anyone looking to understand community identity and aspirations in Hobart. You are encouraged to reference the vision statement, the identity statements and the pillars in your application.
- [Capital City Strategic Plan 2015 - 2025](#) to help you understand what the City of Hobart is aiming to achieve for the city.
- [Creative Hobart Strategy](#) to help you understand how your project fits with the City of Hobart's cultural strategy.
- [Social Inclusion Strategy](#) to demonstrate how your event will contribute to community inclusion and tolerance, value diversity and encourage participation.

## Community Christmas Carols Grants Guidelines

These guidelines outline eligibility, assessment criteria and the assessment process for the Community Christmas Carols Grants Program. All applications must comply with these guidelines.

For more information and to determine eligibility for other City of Hobart Grants, please refer to the guidelines on the City of Hobart website, [hobartcity.com.au/grants](http://hobartcity.com.au/grants).

The City of Hobart reserves the right to reject any application that does not meet the eligibility, qualification or evaluation criteria. The City of Hobart also reserves the right to request further information in considering any application.

### What can you apply for?

Applicants can apply for only one grant per project per financial year, including Quick Response Grants. This means applicants may apply for grants in the City of Hobart's Grants Program at the same time, and in consecutive rounds, but not for the same project.

The City of Hobart no longer provides "in-kind" support for venue or equipment hires, fees or permits through this Grant program. All applications are for cash only.

As such it is the responsibility of the applicant to ensure that all venue or equipment bookings or any associated charges for fees, hires or permits required by your application are all managed and confirmed directly with the specific officers within the City.

### How much can you apply for?

#### Community Christmas Carols Grant

- Between \$1,000 and \$15,000
- Offered in one grant round per year that opens in June.

Applications must demonstrate that the level of funding requested is commensurate with the expected outcomes, participants involved and audience engagement.

Please take into account the maximum capacity of your venue when estimating the attendance of your event.

### When can you apply?

This grant is open for applications once a year. Late applications are not eligible and will not be assessed.

### Key dates for applications

For activities commencing:	1 November and 24 December 2019
Grant applications open:	Saturday 15 June 2019
Public information session:	1pm and 5.30pm, Tuesday 25 June 2019
Grant round closes:	3pm, Tuesday 23 July 2019
Assessment panel meets:	Friday 16 August 2019
Decision made:	4 September 2019
Advice distributed to applicants:	6-9 September 2019

## Who can apply?

### **Incorporated, not-for-profit organisations:**

Incorporated, not-for-profit organisations are eligible to apply for and auspice applications for this grant.

For the purposes of these grants, a not-for-profit organisation is one which is not operating for the profit or gain of its individual shareholders, whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit/surplus, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

For more information about not-for-profit status please visit the website of the [Australian Tax Office](#) or the [Arts Law Centre of Australia](#).

### **Unincorporated Groups or Organisations:**

Unincorporated organisations or groups may apply for this grant. As there is a cash component to the grant request the applicant is required to enter an auspice agreement with an incorporated, non-profit organisation to assist your project with, for example, financial management and public liability coverage.

Applicants who are auspiced must provide full details and confirmation from their auspice organisation. A sample letter to confirm your auspice arrangement is available on the City of Hobart's website. The letter should be submitted as a PDF.

For more information about auspice agreements please refer to the Arts Law Centre of Australia Information Sheet: [Auspicing Agreements](#).

## Who can't apply?

The following are not eligible to apply:

- Individuals
- Current employees of or contractors to the City of Hobart
- Commercial and profit-making organisations
- Applicants who have received a City of Hobart Grant for the same project within the same financial year
- Applicants who have not correctly acquitted a previous City of Hobart grant.
- Australian and Local Government agencies and bodies
- Government Business Enterprises
- Tasmanian Government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery, Royal Tasmanian Botanical Gardens and accredited schools
- Political parties
- Businesses/organisations that do not operate or provide services in the City of Hobart municipal area.

## How to apply

All grant applications are to be made via the City of Hobart website, [hobartcity.com.au/Grants](http://hobartcity.com.au/Grants). Applications cannot be submitted by mail or email.

The City of Hobart uses SmartyGrants to administer the grants program. When you start your application you will need to register by setting up a username and password. You are able to start and save your application without completing it.

If you do not have access to a computer, are unable to complete an application online or are having difficulty submitting your application, please contact the Grants Officer on 03 6238 2770 or [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) and we will be happy to assist you.

## Project eligibility

To be eligible to be assessed for a Community Christmas Carols Grant, all applicants must fall under one of the groups listed above under '[Who can Apply?](#)'. In addition to this, applications will:

- be for a carols activity in the Christmas 2019 period - between 1 November and 24 December 2019
- have outcomes which are delivered within the City of Hobart municipal area
- deliver the event with no entry or participation fees or charges
- appropriately acknowledge the City of Hobart's support as per the Grant and Partnership Acknowledgement Guidelines.
- incorporate waste reduction strategies in their project 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 event.
- not duplicate or overlap with existing similar activities, including but not limited to:
  - Myer Hobart Christmas Pageant on Saturday 16 November 2019
  - Christmas Tree Lighting on Friday 29 November 2019
  - Glenorchy Carols – A Not So Silent Night on Saturday 7 December 2019

## Ineligible applications

Applications will be ineligible if they do not comply with the eligibility criteria listed above and if:

- The applicant has received another City of Hobart Grant for the same project within the same financial year
- The applicant has not fulfilled the conditions of a previous City of Hobart grant by its due date
- The project has potential to make significant profit and/or where other funding sources are considered to be more appropriate
- The application is for funding which will pay for:

- Ongoing administration or operational costs of the applicant. This includes general expenses for ongoing operation of your organisation or group including such things as staff costs, administrative and miscellaneous expenses. In the case of schools this also includes costs associated with the employment of teaching and support staff or the delivery of curriculum
- Donations or fundraising projects which support the recurrent operations of the applicant
- Remission of rates
- Activities which have already commenced, or are scheduled to occur prior to the funding period dates listed above in key dates
- Retrospective payments or deficit funding
- Funding of capital works, construction of, or improvements to buildings
- Funding for individuals, individual pursuits or professional development unless there is a public outcome
- The purchase of equipment which is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation.
- The core delivery of national conferences or seminars to be staged in Hobart
- Activities that are primarily for the delivery of sporting or recreation programs unless the application can demonstrate strong alignment to the City of Hobart's Social Inclusion Strategy.
- School camps or travel expenses for sporting trips, educational, civic, political events, conferences, seminars, forums or similar trips or excursions.

## **Council approvals, venues and equipment hire**

All proposed activities should have Council approval if required, including any relevant permits, and must address safety and risk issues.

The Council will not take on the role of producer of any community Christmas events; rather it will provide financial assistance, marketing support and operational support to committees and organisers to assist in effectively managing activities and events supported through this grant.

The City of Hobart no longer provides "in-kind" support for venue or equipment hires, fees or permits through this Grant program. All applications are for cash only.

As such it is the responsibility of the applicant to ensure that all venue or equipment bookings or any associated charges for fees, hires or permits required by your application are all managed and confirmed directly with the specific officers within the City. This may include but is not limited to bin hire, place of assembly licence, permits for road closures. External services, such as security, toilet hire, transportation and traffic management plans may be required by the Council and should be factored into your event planning.

Please allow yourself time to make the required bookings and enquiries. You must upload correspondence of tentative booking in this application, this must include:

- The start and end date and time of the booking

- The cost excluding GST
- The name of the Council Officer
- Confirmation the hire is confirmed

The cost of equipment or venue hire, fees or permits can be found in the Council's Fees and Charges booklet, available on the City of Hobart website, [hobartcity.com.au/feesandcharges](http://hobartcity.com.au/feesandcharges).

We encourage you to use the [Major Event Development Guide](#) which provides practical information on how to run your own event. The guide includes information about the required permits and licences, contact details for relevant authorities, venue booking details, and other important factors to consider when planning your event. For more information about running your own event, visit [www.hobartcity.com.au/Community/Events-and-activities/Running-your-own-event](http://www.hobartcity.com.au/Community/Events-and-activities/Running-your-own-event)

### Venue hire (including parks)

The City has a broad range of venues it owns and manages that are available for hire, some of which are included in the [Creative Hobart - A Guide to Creative Places](#) or on the [Creating Spaces](#) website.

Submitting a grant application does not mean that you have booked the desired venue or park. This is a separate process.

Please contact the following Council officers for more information and to confirm bookings:

- For city parks and reserves, as well as Alexandra Battery, Beaumaris Zoo, Blinking Billy Point and Princes Park Magazine, please contact Parks and City Amenity on telephone 03 6238 2886 or via email [parks@hobartcity.com.au](mailto:parks@hobartcity.com.au)
- For City Hall, Town Hall, Town Hall Underground and Waterside Pavilion, please contact Corporate Services on telephone 03 6238 2765 or via email [hallbookingenquiries@hobartcity.com.au](mailto:hallbookingenquiries@hobartcity.com.au)
- For Mathers House, please contact the Mathers House Program Officer on telephone 03 6234 1441 or via email [mathers@hobartcity.com.au](mailto:mathers@hobartcity.com.au)

There are also a range of community venues that are managed directly by groups within the community such as community halls, Senior Citizen's facilities, Scout Halls and RSL Facilities. Bookings for these facilities need to be made directly with the facility managers and the associated costs for hire may be included as part of the grant application.

### Event equipment hire

The City of Hobart has limited events 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 Production Coordinator – Community Events on 03 6238 2770.



## Assessment criteria

Eligible applications will be assessed against the criteria listed below. Projects or activities do not need to meet all the following assessment criteria, nor is meeting all the criteria a guarantee of funding.

While applications can be submitted from organisations for projects which have been funded in previous years, this does not automatically ensure continued grant support. The City does attempt to direct funding to assist new projects.

Each application will be assessed on its individual merit and its capacity to meet the following Assessment Criteria:

- Demonstrates benefit to the community as an outcome of the project.
- Activates, enlivens and engages local areas and facilities.
- Aligns with the Social Inclusion Strategy, particularly the Community Engagement and Participation and Vibrant Places domain areas.
- Involves the community in areas such as consultation, project development, delivery or documentation.
- Demonstrates that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable.
- Demonstrates that the level of funding requested is commensurate with the expected audience numbers and participants involved.

## Key personnel and strategic partners

The assessment process will include evaluation of key personnel and strategic partners.

Your application should demonstrate that suitably qualified and experienced personnel will be involved in the development and delivery of the proposed event.

A strategic partner is not your auspice organisation, but rather a group or organisation that is assisting in some way to deliver your project. It is very beneficial to include a letter outlining their role and support they are providing to the project.

## Project budget

Your application should demonstrate adequate research in relation to the submitted budget including details of expenditure of grant funds.

Clear budget information will allow the Assessment Panel to understand your project or activity, and which parts of it the Council is being asked to support. Please note the expenses that the Council will not cover, as listed under Eligibility in these Guidelines.

You must provide a balanced budget, accounting for all expenses and income, including in-kind (free of charge), other sponsorships or grants and the amount you are requesting from the City of Hobart. You can use the template provided in the application form to help you.

Please note that “Income” refers to all cash and in-kind resources that will be directed towards the development, implementation and/or evaluation of proposed projects. It does not just refer to income generated from a proposed project, such as ticket sales or sale of publications.

All venue or equipment hires, fees or permits must be discussed with a Council Officer and a quote provided. These items are subject to availability and additional costs such as

transport must either be included in the grant request or will be at the expense of the applicant. The application form requires you to specify provide the correspondence you have had with the specific Council Officer. This correspondence should include the date of contact, the cost excluding GST and the hire is tentatively confirmed.

## **Assessment process**

### **Communication**

Applicants will receive automatic notification of receipt of application and notification of the assessment results. All applicants will be advised of the Council decision by email following Council approval. See Key Dates for likely timing.

### **Pre-assessment eligibility check**

Council officers will have a 48 hour review period to contact applicants after the grant round has closed to clarify technical points such as eligibility, if necessary, or to request the provision of supplementary information that would assist the Assessment Panel in their deliberations.

### **Assessment panel**

The Assessment Panel will include representation from the community sector and relevant Council Officers. The panel will assess each application on its merit against the assessment criteria and will meet to discuss the applications. Applications will only be scored and assessed according to the criteria.

Through assessment, the application may be recommended for partial funding. This decision is carefully considered with the view of maintaining the integrity of the proposal. Any lesser financial assistance by the Council will involve consultation with the applicant at the time of a Grant Agreement being made.

### **Decision to accept recommendations**

The Panel will make its recommendations as to which applications should receive funding based on the above deliberation process. All recommendations are approved by council either directly or through delegation of authority. Through this authority, the decision regarding funding outcomes is final.

At this stage the recommendations become available as public records, and will include the name of the applicant, amount requested, a brief outline of the project, the panel's recommendation and amount approved (for successful applicants).

## **Successful applications**

Successful applicants will be sent a Grant Agreement. In general, the City of Hobart will not make an offer for substantially less than the amount requested in the application, however, where the City is unable to provide the full amount requested any lesser assistance will involve consultation with the applicant at this stage.

Inability to comply with the Grant Agreement may result in withdrawal of Council support.

Grants will be paid in full on receipt of the following from the applicant or its auspice organisation with 30 days:

- The signed Grant Agreement
- Any requested documentation

- Tax invoice (inclusive of GST) from the organisation or bank details to create a Recipient Created Tax Invoice (RCTI).

Applicants who do not meet their obligations under the Grant Agreement may not be eligible to apply for future grants.

## GST and grants

If your organisation will incur a GST liability as a result of receiving the grant (only applicable if your organisation is registered for GST), please submit a tax invoice equal to the amount of the grant plus GST. Otherwise, please submit an invoice equal to the amount of the grant only.

It is a requirement of the Australian Taxation Office that any payee (including incorporated organisations) who does not have an Australian Business Number (ABN) must complete a 'Statement by a Supplier' form. This must be submitted with your application. A copy of this form can be found on the City of Hobart website: [hobartcity.com.au/Grants](http://hobartcity.com.au/Grants).

## Unsuccessful applications

If your application is not successful, the decision does not necessarily reflect the worthiness or community benefit of the proposal. All applicants are encouraged to discuss their application with the relevant Council officer.

## Acknowledgement of Council support

Successful applicants must acknowledge the City of Hobart's assistance for their project.

Please refer to the [Grant and Partnership Acknowledgement Guidelines](#) for details of the expectations in terms of acknowledging the Council's assistance.

## 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 will be made available to successful applicants via SmartyGrants, and must be completed online within **three calendar months of the project completion date**.

The acquittal report for the grant asks for:

- Examples of the media coverage achieved including media clippings and images where available
- Local community support and participation achieved including evidence of community support
- Any other data collected by organisers as part of the project evaluation process, such as feedback from participants and audience.
- Examples of promotion including how the Council's support was acknowledge, such as posters, social media post and flyers.
- At least three (3) good quality images of the activity with no watermarks or logos.
- Feedback on your experience of the City of Hobart Grants Program.

The acquittal form is available on SmartyGrants once the Grant Agreement has been returned.

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.

## **Further information and enquiries**

### **Documents**

Copies of all City of Hobart documentation referred to throughout these guidelines can be found via the hyperlinks contained in this document or on the City of Hobart website: [hobartcity.com.au/grants](http://hobartcity.com.au/grants). All documents that need to be provided by you must be included with your grant application unless otherwise indicated.

### **Contact officer**

For further information specifically regarding a project proposal for a City of Hobart grant, please contact our office on telephone 03 6238 2770 or via email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).