

Policy

Title: Applications for Grants –
City of Hobart Grants Program

Category: Community Services and Events

Date Last Adopted: 21 January 2019

1. Objectives

The policy sets out the City of Hobart’s approach to managing the City of Hobart Grants Program.

The objective of the grants program is to encourage and support community and cultural organisations as well as small businesses to develop and deliver Hobart-based events, projects and activities that have community, cultural or economic outcomes that align with the Future Directions within the City’s Strategic Plan.

2. Background

The City makes available grant funding to assist community, cultural, other organisations and businesses through its grants program.

The grants program provides transparent and equitable governance for the City’s support of projects with the intention of assisting the community, organisations, and businesses in the Hobart municipal area.

3. Policy

That:

1. The City makes grant funds available to assist community, cultural, business and other organisations through its grants program.
2. Under each stream there are a number of grant categories. The funds available for each category are listed in the following table.

Grant Streams	Available Categories	Funding Amounts (\$)
Creative Hobart	<ul style="list-style-type: none"> - Major Cultural Organisations - Medium Creative Hobart - Small Creative Hobart - Quick Response 	<ul style="list-style-type: none"> - Over \$10,000 - \$7,000 to \$15,000 - \$1,000 to \$5,000 - Up to \$1,000
Community	<ul style="list-style-type: none"> - Small Community - Quick Response 	<ul style="list-style-type: none"> - \$1,000 to \$5,000 - Up to \$500
Event	<ul style="list-style-type: none"> - Event Partnerships - Event Medium - Quick Response 	<ul style="list-style-type: none"> - Over \$20,000 - Under \$20,000 - Up to \$1,000 (in-kind only)
Christmas	<ul style="list-style-type: none"> - Community Christmas Activation Quick Response - Community Christmas Carols 	<ul style="list-style-type: none"> - Up to \$750 - \$1,000 - \$15,000
Marketing	<ul style="list-style-type: none"> - Shopfront Improvement - Local Trader Marketing - Civic Banner Quick Response 	<ul style="list-style-type: none"> - Up to \$5,000 (matched funding) - Up to \$8,000 - Up to \$1,000 (in-kind only)
Venue Support	<ul style="list-style-type: none"> - Quick Response 	<ul style="list-style-type: none"> - Up to \$1,000 (in-kind only)
City Partnership	<ul style="list-style-type: none"> - Small - Large 	<ul style="list-style-type: none"> - \$10,000 - \$30,000

3. The grant streams for Event Grants, Medium Creative Hobart Grants, Small Creative Hobart Grants, Small Community Grants and Shopfront Improvement Grants will be available to the public twice yearly opening in August and February each year. The grant allocation pools will be distributed between both rounds. The Local Trader Marketing Grant will be available to the public once a year for a two month period from February to March.

4. The following criteria will be applied to the City Partnership grants.

- Events that have been delivered within the City of Hobart for at least ten years or that are determined by the Council to warrant partnership status
- Small to mid-sized community, cultural or commemorative events that are not eligible to apply for Event Partnership Grant funding;
- Events that are held on or in City of Hobart property or venues and that utilise City of Hobart infrastructure, services and/or equipment; and
- This program does not provide support for sporting or recreational focussed events and activities.

The City Partnership grants will be provided through a five (5) year partnership agreement with each of the following organisations:

- Small
 - Festa Italia
 - Greek Orthodox Church and Benevolent Society of St George (Hobart) (Estia Greek Festival)
 - The City of Hobart Eisteddfod
 - Theatre Council of Tasmania * (4 year partnership)
- Large
 - The Royal Hobart Regatta
 - The Sandy Bay Regatta
 - RSL Tasmania, Hobart ANZAC Day Commemorative Committee

* Four (4) years to bring in line with all other partnerships completion date

City Partnership funded organisations are not eligible to apply for funding through any other City of Hobart grant funding stream.

Each organisation funded through the City Partnership grant stream will provide an annual report to Council that includes information on expenditure and utilisation of City of Hobart financial and in-kind support as well as other details on the delivery of the event.

5. Approximate Timing of Grants:

<p>Round 1</p> <ul style="list-style-type: none"> • Open Round - August • Close Round - September • Assessment - September <p>Major Cultural Organisations, Event Partnership Grants:</p> <ul style="list-style-type: none"> • Open Round - June • Close Round - July • Assessment - July • Report to Committee/Council – August/September (except for Community Christmas Carols) 	<p>Round 2</p> <ul style="list-style-type: none"> • Open Round - February • Close Round - March • Assessment - March •
<p>City Partnership</p> <ul style="list-style-type: none"> • Five (5) year agreement, dependent on annual acquittal from participating organisations. <p>Community Christmas Activation Quick Response</p> <ul style="list-style-type: none"> • Open Round - 1 October • Close Round - 31 October • Assessment - November <p>Local Trader Marketing</p> <ul style="list-style-type: none"> • Open Round - February • Close Round - March • Assessment - April • 	

6. All grant streams, apart from City Partnership, have quick response grants, which are available throughout the financial year each year until such time as the annual budget allocation is fully utilised. The quick response grants for Creative Hobart, Event Grants and Marketing Grants will be for a maximum of \$1,000 per grant, with the Community Grants providing a maximum of \$500 per grant. Quick Response Event Grants are for in-kind support for the loan of equipment only and are not available for cash.
7. Major Cultural Organisation Grants and Event Partnerships will only be advertised once a year and applications will open in June. Multi-year funding is available in these grant streams.
 - (i) Major Cultural Organisations are defined as follows:
 - (a) Based in the City of Hobart
 - (b) Report an annual income of at least \$1.5 million
 - (c) Employ professional, permanent staff
 - (d) Deliver year-round public outcomes in Hobart
 - (e) Are infrastructure-based organisations with public presentation space and
 - (f) Operate on a not-for-profit basis.
 - (ii) Major cultural organisations are also eligible to apply for the project grant rounds in Community, Creative Hobart and Events in the twice yearly grant rounds, in addition to any annual organisational grant.
8. Successful applicants for Event Partnerships cannot apply through the City's other funding streams for the same project.
9. All assistance available to applicants is provided by way of grants, and not rate reductions (except pensioner remissions), waiving of fees and charges or rental subsidies.
10. Where the City is unable to provide the full financial support requested by an applicant under this policy, any lesser financial assistance by the City will involve consultation with the applicant at time of a grant offer being made.
11. As part of the application process, the City may consult with an applicant regarding possible modifications to their proposal which would address more appropriately the Council's strategic objectives.

12. City officers will have three working days 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 its deliberations.
13. Applications will be assessed according to the guideline documents for each grant stream as provided on the City of Hobart's website.
14. Assessment panels will assess applications for each grant stream (with the exception of quick response grants). The panels will comprise at least one external representative from the community, cultural, business or event sectors as appropriate, as well as City officers. The panels will assess applications against the assessment criteria set out in the grant guidelines.
15. For Grant programs that offer request amounts between \$1,000 and \$20,000 the assessment panel recommendations will be referred to the General Manager for approval. For Grant programs that offer request amounts over \$20,000 the assessment panel recommendations will be referred to the Council's Community, Culture and Events Committee via an officer report and then onto the Council for consideration.
 - (i) The reports will detail the outcome of the assessment process, and in particular who were the successful and unsuccessful applicants.
16. Deputations/presentations by applicant organisations to the Council's Community, Culture and Events Committee or the Economic Development and Communications Committee shall not be permitted following the closing date of the grant round.
17. Quick response grants will be considered when they are received throughout the year, and they will not be offered through specific funding rounds.
18. Quick response grants will be approved under the Associate Director Community and Culture's general delegation or for the marketing grants under the Associate Director Communications and Marketing's general delegation (as referenced in the City's delegation register), whereby they are able to approve grants to organisations for \$1,000 or less, where the organisation has not received a quick response grant more than once in a calendar year subject to other guidelines and principles. The total delegated amount will have an upper limit in line with the budget allocation for each quick response grant stream as approved by the Council.
19. Where new quick response grants have been awarded, this information would be provided to the relevant Council Committee at its next meeting. These reports would not be subject to Council determination as they would be provided for information only.

20. The General Manager is delegated to authorise administrative changes to the grants program guidelines in line with this policy, as required throughout the implementation of the program.

4. Legislation, Terminology and References

Capital City Strategic Plan 2015-2025

Delegations Register – Community, Culture and Events Committee and Economic Development and Communications Committee Terms of Reference

Responsible Officer:	Director Community Development
Policy first adopted by the Council:	21 September 2015
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