

CHEEKING

COMMUNITY DEVELOPMENT  
GRANTS PROGRAM

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CREATIVE HOBART  
MAJOR CULTURAL  
ORGANISATIONS GRANTS  
GUIDELINES

**CREATIVE  
HOBART**

AN INITIATIVE OF  
  
City of HOBART

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## Introduction

The City of Hobart Creative Hobart Grants Program provides financial assistance for projects and programs that contribute to Hobart as a creative city and take place in the Hobart municipal area.

The four grant categories in the Creative Hobart Grants program are as follows:



The Major Cultural Organisations Grants program provides financial assistance for major cultural organisations that contribute to Hobart as a creative city and are based in the Hobart municipal area. Funding is intended to contribute towards annual public programs of the organisation.

## 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.

## Major Cultural Organisations Grants Guidelines

These guidelines outline eligibility, assessment criteria and the assessment process for the Major Cultural Organisations Grants program. All applications for this grant round 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).

### What can you apply for?

Major cultural organisations may apply for this grant for ongoing program and operational funding. This may include audience or artist development, community outreach, access initiatives or other activities that support the annual program of activities for Hobart's major cultural institutions.

Funding is available on an annual or triennial basis. Annual applicants must provide details of the organisation's public program for the next calendar year. Triennial applicants must provide details of the organisation's public program and budget for the next three years.

Organisations may also apply for separate project funding from the City of Hobart's Grants Program for specific projects or special initiatives that are in addition to the organisation's annual public program. This means applicants may apply for grants in the different grants programs at the same time, and in consecutive rounds, but not for the same project.

### How much can you apply for?

#### Major Cultural Organisations Grants

- Requests above \$10,000 per annum for annual or triennial agreements
- Offered in one grant round per year that opens in June 2018.

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

### 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 activity commencing:	Annual applications: 1 January 2020 to 31 December 2020 Triennial applications: 1 January 2020 to 31 December 2022
Grants applications open:	Saturday 15 June 2019
Public information session:	1pm and 5.30pm, Tuesday 25 June 2019
Grants round closes:	3pm, Tuesday 23 July 2019
Assessment panel meets:	Thursday 15 August 2019
Decision made:	September 2019
Advice distributed to applicants	Monday 30 September 2019.

## Who can apply?

Major Cultural Organisations based in the City of Hobart that:

- Have an annual cash income of at least \$1.5 million
- Employ core staff on a permanent basis.
- Deliver year-round public outcomes
- Are infrastructure-based organisations with public presentation space
- Do not operate on a commercial basis specifically providing dividends to members, directors or shareholders.

## 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 for this grant, applicants must be categorised as a Major Cultural Organisation, as described above under [‘Who can apply?’](#) In addition to this, applications for this grant must:

- Align with the objectives of the City’s [Creative Hobart Strategy](#).
- Have outcomes that are delivered in the City of Hobart municipality and are accessible to Hobart residents.
- Demonstrate how the grant will support the applicant organisation to deliver its annual or triennial program.
- Appropriately acknowledge the City of Hobart’s support, commensurate with the level of funding provided.
- 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 in the City.

## Ineligible applications

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

- The applicant has not fulfilled the conditions of a previous City of Hobart grant by its due date
- The applicant has potential to make significant profit
- The applicant is applying for funding that will pay for:
  - donations or fundraising projects which support the recurrent operations of the applicant
  - remissions 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
  - the purchase of equipment which is not specifically inherent to activities delivery and would otherwise support the recurrent operations of the organisation
  - the core delivery of national conferences or seminars to be staged in Hobart.

## Assessment criteria

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

Each application will be assessed on its individual merit and its capacity to:

- Enhance the image of the City amongst residents and visitors as a vibrant place to live and work
- Support and enhance the City's image as a leader in culture and the arts, as the capital city of Tasmania, and as a significant regional city of Australia and the Asia Pacific
- Demonstrate wide community interaction by the organisation (through attendance or other statistics)
- Align with the [Social Inclusion Strategy](#) by
  - demonstrating how local communities and individuals are involved in the development and implementation of appropriate portions of the organisation's annual public program, and
  - ensuring the program is accessible to people attending and/or participating.
- Demonstrate that suitably qualified and experienced people manage the organisation (management and Board)
- Demonstrate that the organisation is financially viable through the provision of audited accounts
- Work with the City to achieve at least eight of the nine objectives of the City's [Creative Hobart Strategy](#) (outlined below).

## Creative Hobart Criteria

The City's cultural strategy [Creative Hobart](#), outlines three 'Outcome Areas' with nine 'Objectives' for the City. Applications in this category will be assessed according to their capacity to contribute to all nine of the City's objectives, being:

### Outcome Area 1 - A Platform for Creativity

The city directly engages artists and cultural workers in the continual invigoration of the city's built and natural public spaces, providing greater opportunities for the community to become actively and spontaneously involved in arts and culture

**Objective 1.1 Creating a sense of place:** By enhancing the look and feel of city spaces through the promotion of civic pride, community involvement, acknowledgement of Hobart's rich Aboriginal and European heritage, as well as the broad diversity and creativity of its people

**Objective 1.2 Activating public space:** By using Hobart as an open stage for cultural activities - events in the streets, along the waterfront, in the parks or in bushland - to increase the use of public space within the city

**Objective 1.3 Opening Council facilities:** The Council has a rich and diverse range of historical and modern facilities and alternative spaces indoor, outdoor and underground and encourages the use of these by the community for cultural activities

### Outcome Area 2 - The City as an Incubator of Creativity

The Council encourages and supports creativity, innovation, excellence and diversity in the city. As facilitator, it works with the creative sector and the community to foster a vibrant environment in which creativity can flourish and grow

**Objective 2.1 Nurturing creativity:** The Council provides a supportive environment in which creativity and innovation are consciously developed and nurtured. It supports those working in the arts and the creative industries to allow them to strengthen and grow

**Objective 2.2 Investing in innovation:** The Council recognises that innovation in creativity needs support to develop and so offers strategic investment of resources to encourage the exploration of ideas and innovative practices

**Objective 2.3 Celebrating quality and diversity:** Hobart and Tasmania have strong artisan traditions, particularly in craft and design. The Council nurtures opportunities that showcase the diversity, creativity and excellence of city's artisan products and other arts activities

### Outcome Area 3 - The City as a Connector of Creativity

Connecting creative people, spreading information and knowledge, developing mutual respect and exchanging opinions enrich the community and so the Council promotes programs and activities that provide a welcoming and supportive environment in which ideas and plans for the future are shared

**Objective 3.1 Connecting creative people:** By strengthening existing networks and making new connections within the cultural sector, within the region and beyond for major organisations and individuals to inspire new initiatives that bring creative people together

**Objective 3.2 Gathering and spreading knowledge:** By widening the availability and accuracy of information about Hobart’s cultural and arts potential, including a sharing of knowledge across the sector and with the community

**Objective 3.3 Brokering connections:** By identifying opportunities to connect individuals, small community groups and even large organisations with people inside and outside of the Council to simplify and smooth the way to encourage creative activities.

### **Key personnel & strategic partners**

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

## **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 comprise at least one external representatives from the arts and cultural sector and relevant Council Officers. The panel will assess each application on its merit, against the assessment criteria listed above.

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.

## Recommendations to Council

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).

Please note, deputations or presentations by applicants to the Council, Committees or directly to Elected Members shall not be permitted following the closing date of the grant round.

## Successful applications

Successful applicants will receive a Grant Offer. Where the City is unable to provide the full amount requested, any lesser assistance will involve consultation with the applicant at this stage.

Additionally, a formal Grant Agreement will be sent to successful applicants and required to be signed and returned within 30 days.

Grants will be paid on receipt of:

- 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).

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

## 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.

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 Council's assistance for their project.

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

## Annual survey

There is no acquittal attached to this funding program, however an annual survey is required to inform Council of your programming outcomes. This survey is due by the end of April and is based on outcomes of your organisation's programming in the previous calendar year.

The survey must be completed prior to reapplication for annual requests and prior to payment transfer for multi-year funding agreements.

The survey will be available on SmartyGrants once the Grant Agreement has been processed.

## Further information and enquiries:

### Documents and checklist

Copies of all City of Hobart documents referred to throughout these guidelines can be found via the hyperlinks in this document or via 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 application unless otherwise stated.

### 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 [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au)