

Creative Hobart Medium Grant Application Form - February 2021

Form Preview

City of Hobart Creative Hobart Medium Grant Application

* indicates a required field

Introduction

This form is for applicants who wish to apply for a Creative Hobart Medium grant from \$5 000 up to \$15 000.

If your request is under \$5 000, you can apply for a Creative Hobart Small grant by [following this link](#).

Please contact the Grants Officer on 03 6238 2132 or grants@hobartcity.com.au should you require assistance completing your application.

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [SmartyGrants applicant FAQs](#).

IMPORTANT INFORMATION Adapting your project proposal for COVID-19 It is important that your project can be safely delivered with changing restrictions in mind. In your application, you will be asked to identify how your project is consistent with current requirements for gatherings and maintaining a safe environment. Please visit coronavirus.tas.gov.au or [Worksafe Tasmania](#) for more information. For specific information related to events, please review [A Framework for COVID-19 Safe Events and Activities in Tasmania](#).

Eligibility

Please ensure you have read the guidelines before completing this application form. This will help you understand if your event is eligible and what kind of information the assessors need to know to make their decision.

If you have any questions about the criteria, please contact the Grants Officer.

Your application must comply with the following to be eligible:

- be for a project or a part of an ongoing program
- be for a project that is to start after 1 December 2020 and before 30 November 2021
- be for a project that has not received any other grant from the City of Hobart within the same financial year
- not be for a project that is part of an event or festival that has already received funding from the City of Hobart for the activity
- seek support for a project that is to take place within the Hobart local government area
- not be from an applicant who has an outstanding City of Hobart acquittal
- not be for a project that has the potential to make a significant profit
- not be seeking donations or fundraising for core or recurrent operations of the applicant
- not be to pay for existing debt or items purchased before a grant offer is made

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- not make a request for support that includes:
 - ongoing administration or operational costs
 - capital works
 - construction of or improvements to buildings
 - remission of rates
 - activities which have already occurred or commenced
 - the delivery of national conferences and/or seminars
 - support of individual pursuits or professional development unless there is a public outcome
- activities that are part of an ongoing program, unless the proposed activity substantially increases the impact of the existing program
- not be for the purchase of equipment unless that equipment is essential for the delivery of the project
- school camps or travel expenses to attend events, conferences, seminars, forums or similar trips or excursions
- must align with the City of Hobart's Social Inclusion Strategy in relation to any sporting or recreation projects

I confirm I have read and understood the eligibility criteria, and this application meets all the grant requirements. *

Yes

The Grant will only be given to a government agencies or enterprise in limited circumstances. If you are a government agency or enterprise, please select one of the following options that best describes you. *

- This question does not apply to me
- Tasmanian Museum and Art Gallery
- Royal Tasmanian Botanical Gardens
- An accredited school
- Registered training organisation
- Australian, Tasmanian, or Local government agency or body

If this question does not apply to you, please select "This question does not apply to me"

Have you, your group or your organisation received a grant from the City of Hobart before? *

Yes No

How did you find out about this Grant Program? *

- | | |
|---|---|
| <input type="checkbox"/> Advert in Mercury newspaper | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Another Website (please tell us which site in the box below) | <input type="checkbox"/> Was told by a staff member from the City of Hobart |
| <input type="checkbox"/> Attended an information session / presentation | <input type="checkbox"/> Was told by a previous grant recipient |
| <input type="checkbox"/> City of Hobart Website | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> I am a previous applicant | <input type="checkbox"/> Window signage on Davey Street |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Received an email from the City of Hobart | |

Applicant Details

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* indicates a required field

Applicant *

Individual Organisation

Organisation Name

Title First Name Last Name

If applying as a group, please select organisation.

Is the applicant an unincorporated group? *

Yes, we are unincorporated

No, we are incorporated

Contact person

The contact person will receive general correspondence relating to this application.

Contact name *

Title First Name Last Name

Position *

Are you the head of the organisation applying for this grant? *

Yes

No

Contact details

Phone number *

Must be an Australian phone number.

Mobile number *

Must be an Australian phone number.

Email address *

Must be an email address.

Address *

Address

Website or social media

Must be a URL.

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Does the applicant have an ABN? *

Yes

No

What is the purpose of your organisation? Or for individuals, please describe your practice? *

Word count:

Must be no more than 50 words.

Please provide a short statement describing the applicant's reason for being and its activities. This statement will be used in reports, media statements and external communications related to this grant.

If you're an organisation or group, please upload the current Board membership, organisational or group structure

Attach a file:

Does the applicant (or auspice organisation) have public liability insurance suitable for this project?

Yes

No

The grant includes costs to purchase public liability insurance

If successful, are you happy for your contact details to be provided to the media? *

Yes

No

I can provide alternative contact details

Applicant's ABN information

Please provide your organisation's ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	

Main business location

Must be an ABN.

Applicant's legal status

As your organisation doesn't have an ABN, please provide the certificate of incorporation to validate your legal status.

Please provide your certificate of incorporation

Attach a file:

Head of organisation

This person will receive formal correspondence relating to this application.

Head of organisation/group *

Title First Name Last Name

Position *

Email address *

Must be an email address.

Auspice organisation

An auspice organisation is required if the applicant is an unincorporated group.

As you are applying as an unincorporated group or individual, you are required to auspice your grant through an incorporated not-for-profit organisation.

If you wish to change this, return to the question "Is the applicant an unincorporated group?" on the above.

Auspice organisation name *

Organisation Name

Auspice ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN
Entity name
ABN status
Entity type

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Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

Auspice organisation contact *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Phone Number *

Must be an Australian phone number.

Mobile number *

Must be an Australian phone number.

Email address *

Must be an email address.

Address *

Address

Website or social media URL *

Must be a URL.

Please upload correspondence confirming your auspice agreement *

Attach a file:

Project Details

* indicates a required field

Project Title *

In a succinct statement, please describe what you are seeking funding for? *

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Word count:

Must be no more than 50 words.

Provide a short description of your project - what are you out to do?

Describe your project and why it is important or timely to you or your organisation. *

Word count:

Must be no more than 200 words.

Describe the specific issue or need you want to address.

What are the primary areas of focus for this project/program? *

No more than 5 choices may be selected.

You can select items from any area of the list - all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

Describe how your project will be delivered and provide information about how the goals of your project will be achieved. *

Word count:

Must be no more than 200 words.

This is to provide details of the actual event or project.

Start Date *

Must be a date and between 1/7/2021 and 30/6/2022.

End Date *

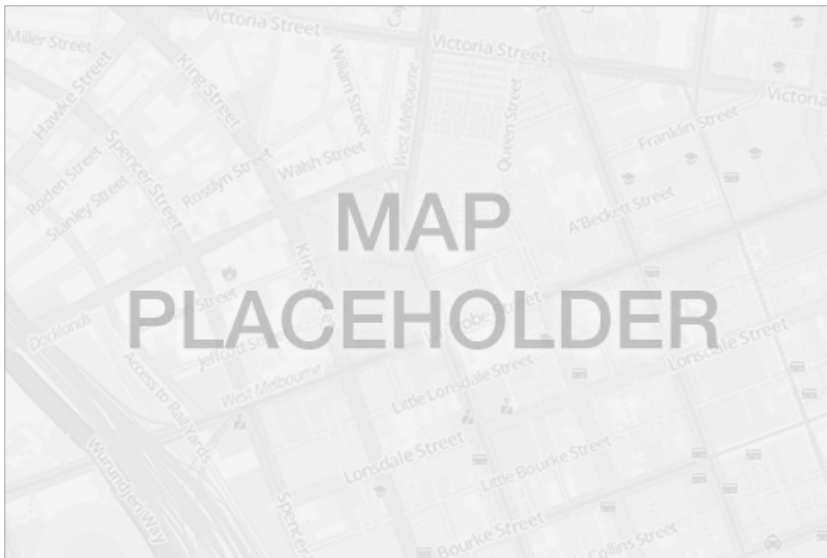
Must be a date and no earlier than 1/7/2021.

Where will the main activity take place? *

Address

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Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Local Government Area (LGA)

Your project must take place in the Hobart Municipality

Will your project be using City of Hobart venues, spaces or equipment? *

Yes No

City of Hobart assets

Please select any City owned venues or spaces where your project will take place.

*

- | | | |
|--|--|--|
| <input type="checkbox"/> Alexandra Battery | <input type="checkbox"/> Dorney House | <input type="checkbox"/> Salamanca Lawns |
| <input type="checkbox"/> Ancanthe Park - Lenah Valley | <input type="checkbox"/> Fitzroy Gardens | <input type="checkbox"/> Soundy Park |
| <input type="checkbox"/> Beaumaris Zoo | <input type="checkbox"/> Franklin Square | <input type="checkbox"/> St David's Park |
| <input type="checkbox"/> Blinking Billy Point | <input type="checkbox"/> Hobart Rivulet Park | <input type="checkbox"/> Town Hall |
| <input type="checkbox"/> Cascade Gardens - South Hobart | <input type="checkbox"/> John Doggett Park | <input type="checkbox"/> Town Hall Underground |
| <input type="checkbox"/> Cenotaph - Hobart | <input type="checkbox"/> kunanyi / Mount Wellington Observation Centre | <input type="checkbox"/> Waterside Pavilion |
| <input type="checkbox"/> City Hall | <input type="checkbox"/> Long Beach Reserve | <input type="checkbox"/> Waterworks Reserve |
| <input type="checkbox"/> CoH Playground | <input type="checkbox"/> Mathers House | <input type="checkbox"/> Youth Arts & Recreation Centre Rehearsal Room |
| <input type="checkbox"/> CoH Sporting Facility | <input type="checkbox"/> Princes Park Magazine | <input type="checkbox"/> No, I am not using a Council venue |
| <input type="checkbox"/> Cornelian Bay Oval & Foreshore | <input type="checkbox"/> Queens Domain | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Cultural Park / North Hobart Skate Park | <input type="checkbox"/> Regatta Grounds | |

You may select more than one

Does this grant include in-kind support for the hire of City of Hobart equipment or services? (You may tick more than one) *

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- | | | |
|--|---|--|
| <input type="checkbox"/> Bean Bags | <input type="checkbox"/> Road Closure License | <input type="checkbox"/> Scullery sink |
| <input type="checkbox"/> Umbrella with stand | <input type="checkbox"/> PW1 food kiosk | <input type="checkbox"/> No, I am not hiring Council equipment or services |
| <input type="checkbox"/> Table and bench set | <input type="checkbox"/> Waterside fence | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Bins/Waste Management | | |

COVID-19 Planning

* indicates a required field

COVID-19 safe plans

The Tasmanian Government's [COVID-19 Safe Workplace Framework](#) supports workplaces as they re-open or expand their business activities during the pandemic while ensuring the health and safety of all Tasmanians.

The Safe Workplace Guidelines will help you to complete your safety plan/checklist so that you comply with the minimum standards.

[A Framework for COVID-19 Safe Events and Activities in Tasmania](#) supports event organisers to plan and hold larger-scale COVID-19 safe events from 1 December 2020. Depending on the risk profile of the event, it will be classed as level 1, 2 or 3 and different controls will apply depending on the level. Review the framework before completing your application to determine if you event must be registered.

Do you agree to deliver the project in a way that is compliant with the prevailing directions issued by the Australian and Tasmanian governments? *

Yes

To find out more about gathering restrictions, please visit coronavirus.tas.gov.au

Have you read and understood the requirements of delivering your project? *

Yes

No

Is your project an event as defined by the Framework for COVID-19 Safe Events and Activities in Tasmania? *

Yes

No

Do you have a COVID-19 Safe Plan for this project? *

Yes, I will have an event specific COVID-19 safe plan

Yes, the project will comply with the workplace COVID-19 Safety Plan

Yes, the project will comply with the Specific Conditions of Hire set by the City of Hobart

No

Please explain why this project doesn't require a COVID-19 Safety Plan? *

Word count:

Must be no more than 100 words.

Is this project an event that requires registration with Business Tasmania and comply with the Framework for COVID-19 Safe Events and Activities in Tasmania? *

- No, this is a Level 1 event and activity
- Yes, this is a Level 2 event and activity
- Yes, this is a Level 3 event and activity
- No, this project is part of our workplace activity

You have identified this as a Level 2 or 3 event. When will you submit an application and Events COVID-19 Safety Plan for assessment to Business Tasmania? *

Word count:

Must be no more than 25 words.

For more information, please visit Business Tasmania.

Please provide a summary of how your project is minimising the risk of COVID-19 in the community.

This information should come from your COVID-19 Safety Plan.

You can upload your COVID-19 Safety Plan at the end of this application under "Supporting Documents". If you choose this method, please write "attached" in the above text field.

How will the project be collecting contact details for contact tracing purposes? *

Word count:

Must be no more than 100 words.

For guidance on how to meet contact tracing obligations, visit www.business.tas.gov.au/coronavirusinformation/contacttracing

How will the project provide COVID-19 safety information and instruction to patrons, employees, contractors and volunteers? *

Word count:

Must be no more than 100 words.

How will the project manage site access/egress, including queue management, security and congestion? *

Word count:

Must be no more than 100 words.

What is the proposed plan and schedule for cleaning the project site and promoting good hygiene practices? *

Word count:

Must be no more than 100 words.

Project management

* indicates a required field

Project Management

In dot points, please describe how your project will be managed. *

Word count:

Must be no more than 200 words.

You can answer this question in dot points or paragraph structure. For example, do you have key project positions, is there a Board who approves decisions, do you have specific committees or working groups that manage particular tasks, are you contracting someone to manage certain areas like marketing and are there other groups or organisations you are working with as strategic partners?

People

Please identify the number of people involved in your event. The overall capacity of your event includes staff, volunteers, artists, participants and attendees.

The overall capacity of your project must comply with current restrictions set by public health. To review the current restrictions, visit [coronavirus.tas.gov.au](https://www.coronavirus.tas.gov.au).

Audience

The audience is defined as people who attend the event, such as ticket holders, event attendees, subscribers, customers and workshop participants.

How many people do you anticipate to attend your project? *

Must be a number.

Who are the expected primary beneficiaries of this project/program? *

No more than 5 choices may be selected. Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'

Will there be a fee for people to participate or attend your event or activity? *

Yes

No

Participants

Participants are people or groups who are actively involved in the delivery of the event. These are performers, speakers, artists, creative practitioners, staff, contractors and volunteers.

How many paid staff are working on your project? *

Must be a number.

How many volunteers will be working on your project? *

Must be a number.

How many other people do you anticipate to participate in the project? *

Must be a number.

OVERALL CAPACITY *

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This number/amount is calculated.

Ticketing Charges

List the pricing for admission charges here, including any variations, such as discounts or concessions.

You may edit the descriptions 'Fee Type' to suit your requirements. More rows can be added to the table if necessary by clicking the 'add more' button.

Fee Type	Price	Comments (optional)
	Must be a dollar amount.	
Full Price	\$	
Concession		

Key project staff

Please detail the key project personnel involved in this project and their roles. Where possible, please provide a CV, biography or description of each person. In this document please describe their suitability for the role and confirm their intended participation in this project.

Name	Role in the project	Paid or Volunteer?	CV/Bio

Strategic partners

A strategic partner is not necessarily your auspice organisation, but rather a group or organisation that is assisting in some way to deliver your event. This can be charities, other not-for-profits, non-government organisations or sponsors and donors.

Are you working with strategic partners to deliver this event? *

Yes

No

Strategic partner details

Please provide correspondence confirming the strategic partners involved in your event.

Name of strategic partner	Their role in your project	Are they providing cash or in-kind support	Correspondence confirming their involvement

Assessment Criteria

* indicates a required field

Some of the following questions are text based and have word limits. Please ensure you express yourself clearly and succinctly. You do not need to use the total word count if you feel you can complete your answers well with less words.

While we require the information to be concise and clear, your assessment will not be based on grammatical accuracy. You may use dot points, and provide additional information (images, designs and audio files) relevant to this as supporting material.

Artist employment opportunities

It is important that projects for this grant engage artists and creative practitioners by providing employment in developing projects that engage the community.

How does your project provide employment for creative practitioners? *

Word count:

Must be no more than 150 words.

For example, how is the project nurturing their practice and providing opportunities for employment.

Artistic excellence and innovation

Projects in this grant need to demonstrate innovation and artistic excellence by:

- incorporating new thinking in how the project is created or delivered
- presenting high quality work
- execute the project with artistic rationale and purpose

Describe how this project demonstrates artistic excellence and promote innovation. *

Word count:

Must be no more than 200 words.

Alignment to the Strategic Plan

Which outcome from the Capital City Strategic Plan does your event align with? *

- 1.1 Hobart keeps a strong sense of place and identity, even as the city changes
- 2.1 Hobart is a place that recognises and celebrates Tasmanian Aboriginal people, history and culture, working together towards shared goals
- 2.2 Hobart is a place where diversity is celebrated and everyone can belong, and where people have opportunities to learn about one another and participate in city life

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- 3.1 Hobart is a creative and cultural capital where creativity is a way of life
- 3.2 Creativity serves as a platform for raising awareness and promoting understanding of diverse cultures and issues
- 3.3 Everyone in Hobart can participate in a diverse and thriving creative community, as professionals and hobbyists
- 3.4 Civic and heritage spaces support creativity, resulting in a vibrant public realm

How does your project align with your selection? *

Word count:

Must be no more than 200 words.

Community Engagement

Community engagement, activation and participation is about the benefit that your project can bring and/or create. It is also about how you allow the audience to be less passive in their engagement, such as, in areas of consultation, and project development or delivery.

You may describe who your intended community is, and the ways that this project will engage with that community and allow them to be more than passive audience members.

Describe the ways your project engages the community in areas such as consultation, project development or delivery? *

Word count:

Must be between 25 and 200 words.

Marketing

* indicates a required field

Please identify how you will promote your project? *

- | | |
|---|--|
| <input type="checkbox"/> Applicant's website | <input type="checkbox"/> Event signage |
| <input type="checkbox"/> Social media | <input type="checkbox"/> Newsletters |
| <input type="checkbox"/> Paid social media | <input type="checkbox"/> Direct communication with members |
| <input type="checkbox"/> Printed material | <input type="checkbox"/> Civic banners |
| <input type="checkbox"/> Media (such as radio interviews) | <input type="checkbox"/> Shared with like-minded groups or organisations |
| <input type="checkbox"/> Paid advertising | <input type="checkbox"/> Other: <input type="text"/> |

Briefly describe your marketing plan and how you intend to connect with your primary audience. Please note your marketing costs should be reflected in your budget. *

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Word count:

Must be no more than 150 words.

Budget

* indicates a required field

Grant request

What is the request of the City of Hobart Grant (GST exclusive)? *

\$

Must be a whole dollar amount (no cents) and between 5000 and 15000.

What is the total financial support you are requesting in this application?

Would you be willing to accept an offer of partial funding? *

Yes

No

Budgeted Income

Please describe all income items that are contributing to this project. This includes your cash and in-kind contribution, as well as an estimate of any in-kind volunteer hours.

Please note, that if you expect to generate revenue from your project, it should be reflected in your budget income table. Additional in-kind support from other sources may be listed but must be reflected with the equivalent value in the Expenditure Budget.

If you are a profit-making, commercial organisation requesting grants within this program must at least be matched dollar-for-dollar by your own financial contribution.

PLEASE NOTE: All items listed in your Income Budget should be GST exclusive

Income source	In-kind or cash	Confirmed or Not	Dollar Amount (\$) GST exclusive
City of Hobart (cash only)	In-kind Cash	Confirmed Not Confirmed	\$ <input type="text"/>
	In-kind Cash	Confirmed Not Confirmed	<input type="text"/>
	In-kind Cash	Confirmed Not Confirmed	<input type="text"/>
	In-kind Cash	Confirmed Not Confirmed	<input type="text"/>
	In-kind Cash	Confirmed Not Confirmed	<input type="text"/>

Total Income Amount

\$

This number/amount is calculated.

Budgeted Expenses

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Please describe your budget expenditure. The Budget must balance, that is, the Budgeted Income should be equal to the Budgeted Expenses.

PLEASE NOTE:

- All items listed in your Expenditure Budget should be GST exclusive.
- At least one item must be attributed to the requested support from the City of Hobart.

Expenditure Item	Funding Source	Dollar Amount (\$) GST exclusive
		Must be a whole dollar amount (no cents).
	City of Hobart	\$

Expenditure Budget Totals

Total Expenditure Amount

\$

This number/amount is calculated.

Budget Totals

Your budget must balance, that is, Income minus Expenses equal zero.

If you have a budgeted loss, enter a line item in the income section to balance to zero.

Total Budgeted Income

\$

This number/amount is calculated.

Total Budgeted Expenses

\$

This number/amount is calculated.

Budget Nett (Should be zero)

\$

This number/amount is calculated.

Budget Comments (optional)

Budget commentary that you feel the assessors would benefit from further clarification of what you have written in your budget table above.

If the project you are seeking funding for is part of a larger project, it may be worthwhile to attach the complete project budget as 'support material'.

Word count:

Must be no more than 200 words.

Support Material

Application Support Material

Support material must be directly relevant to the project and complement rather than duplicate information already provided in this application.

A maximum of eight (8) items may be submitted.

Suggested support material may include:

- recent examples of your work and/or that of the key personnel (visual, aural or literary)
- evidence of community support (e.g. a letter of support from a community organisation that may directly or indirectly benefit from and that shows understanding of your project)
- other documentation or materials which will help the assessors understand your project

Acceptable formats, sizes and quantities:

- word documents, pdfs, jpgs and mp3 files
- maximum 5MB per file
- maximum of three urls that directly link to relevant webpages
- passwords must be provided for private links to YouTube, Vimeo etc

The following are not considered as support material and will not be assessed:

- Facebook pages
- additional CV or bio information
- annual reports
- minutes of meetings (including AGMs)

Uploading Support Material

Item Description	Upload your Files here	Website	Password (if required)
		Must be a valid url	If required to access your file.

Venue and Equipment Hire

All grant applications must be for cash only. The City of Hobart does not provide in-kind support for City venues, equipment hire, fees or permits through this grant program.

It is the responsibility of the applicant to ensure that all venue, equipment bookings, or any associated charges for fees or permits (private, commercial or City owned) required for the project are managed by the applicant.

All venue, equipment hire, fees, or permits that are critical to your project should be itemised in your budget, with confirmation and quotes attached as 'support material'.

For information about City of Hobart venues and equipment, read [A Guide to Hobart's Creative Places](#) or visit [Creating Spaces](#) for more information and hire costs.

Venue/Equipment/Hire/Permits Confirmation

It is the responsibility of the applicant to ensure that all venue, equipment bookings, or any associated charges for fees or permits (private, commercial or City owned) required for the project are managed by the applicant.

All venue, equipment hire, fees, or permits that are critical to your project should be itemised in your budget, with confirmation and quotes attached here'.

Item Description	Booking correspondence	Value of support (GST exclusive)
		Must be a dollar amount.
		\$

Declaration

* indicates a required field

Waste Management Strategy

The [City of Hobart Waste Management Strategy 2015 - 2030](#) requires all entities affiliated with the City of Hobart to support our City in our endeavour to achieve zero waste to landfills by 2030.

All Grant recipients are required to implement strategies 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, microbead and glitter products (such as balloons, flags and promotional paraphernalia and single use plastic water bottles) will not be undertaken as part of the event.

I agree to accept the above conditions *

Yes

The City of Hobart's support

The City of Hobart is proud to support creative and community initiatives that activate Hobart. If you are successful in your grant application you will be required to acknowledge the contribution that the City of Hobart has made to your project. The following section asks you to specify how you will accomplish this requirement.

Please be aware that failure to comply to the [Grant and Partnership Acknowledgement Guidelines](#) could make the applicant ineligible for grant assistance from the City of Hobart in the future.

Have you read and understood the Grant and Partnership Acknowledgment Guidelines? *

Yes

Payment information

If your request is approved we can provide an electronic transfer of the funds into your account within 14 days of receiving your signed grant agreement. Alternatively you may provide a Tax invoice.

To allow us to process your payment based on the information provided in this application please agree to the following statement:

- Both parties to the following agree that they are parties to a **Recipient Created Tax Invoice (RCTI)** agreement.
- In this instance the recipient is the City of Hobart and the supplier is the Grant applicant.
- The recipient and the supplier declare that this agreement relates to the requested supplies (grant) if accepted.
- The recipient can issue tax invoices in respect of these supplies.
- The supplier will not issue tax invoices in respect of these supplies.
- The supplier acknowledges that it is registered for GST and that it will notify the recipient if it ceases to be registered.
- The recipient acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered.
- Acceptance of this recipient created tax invoice (RCTI) constitutes acceptance of these terms.
- The supplier must notify the recipient within 21 days of receiving this document if the supplier does not wish to accept the proposed agreement.

If successful the City of Hobart will be able to pay your grant funds automatically into your account without a separate invoice. *

- I accept the above. Please generate a RCTI on my behalf.
- I will provide a Tax Invoice.

Payment via Recipient Created Tax Invoice

To allow us to process your payment as an electronic transfer based on the information provided in this application please agree to the following statement:

- The City of Hobart and the grant recipient declare that this agreement relates to the above grant.
- The City of Hobart can issue tax invoices in respect of this grant.
- The grant recipient will not issue tax invoices in respect of this grant.
- The City of Hobart acknowledges that it is registered for GST and that it will notify the grant recipient if it ceases to be registered.
- Acceptance of this RCTI constitutes acceptance of the terms of this written agreement.
- Both parties to this supply agree that they are parties to an RCTI agreement.
- The grantee must notify the City of Hobart within 21 days of receiving this document if the grant recipient does not wish to accept the proposed agreement.

Please confirm the following *

- The Grantee acknowledges that it is registered for GST and that it will notify the City of Hobart if it ceases to be registered
- The Grantee acknowledges that it is not registered for GST.

Applicant's bank details

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Applicant Primary Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Auspice organisation's bank details

Auspice Primary Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

By submitting this application form I confirm that:

- I am authorised to submit this application
- the information provided in this application is complete and correct, to the best of my knowledge
- the offer of a Grant is at the discretion of the City of Hobart
- if successful, this organisation will be required to fulfil the Conditions of the Grant
- any grant awarded will be used only for the project described in this application
- I will immediately advise the City of Hobart of any project changes which may alter the eligibility status of the project
- I consent to the public release of the name of the applicant organisation and the details provided in the Project Details.

Name of person completing this application? *

Position? *

Date submitted? *

Must be a date.