

# Event Grant Application Form - February 2021

## Form Preview

## Welcome

\* indicates a required field

## Introduction

This form is for applicants who wish to apply for a Events Grant with requests up to \$20 000.

Please don't hesitate to contact the Grants Officer on 03 6238 2132 or [grants@hobartcity.com.au](mailto: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](https://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](#).

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.

In order to be eligible, your application must:

- be for a project or a part of an ongoing program
- be for a project that is to occur after 1 December 2020 and before 30 November 2021
- align with at least one of the objectives in the strategic and planning documents that are referenced in this application
- be for a project that has not received any other grant from the City of Hobart within the same financial year
- 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.
- be for a project that does not have 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
- 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

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- not be for the purchase of equipment unless that equipment is essential for the delivery of the project
- 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                    |   |

You may select more than one option.

## Applicant Details

\* indicates a required field

**Applicant name \***

Organisation Name

**Is the applicant an unincorporated group? \***

Yes, we are unincorporated  No, we are incorporated

**Address \***

Address

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**Website or social media page \***

Must be a URL.

**What is the purpose of your organisation? \***

**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.

**Please upload the current Board membership and/or organisational structure \***

**Attach a file:**

**Does the applicant have public liability insurance suitable for this project? \***

Yes

No

The grant includes costs to purchase public liability insurance

**Does the applicant have an ABN? \***

Yes

No

**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 <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

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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:

### Contact details

This person will receive general correspondence relating to this application.

**Contact name \***

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

**Position \***

**Phone number \***

Must be an Australian phone number.

**Email address \***

Must be an email address.

**Mobile number \***

Must be an Australian phone number.

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

Yes  No

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

Yes  No  I can provide alternative contact details

### Head of organisation

This person will receive formal correspondence relating to this application.

**Head of organisation/group \***

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

**Position \***

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**Email address \***

Must be an email address.

## Auspice information

\* indicates a required field

### 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 previous screen (Section 2: Applicant Details).

**Auspice organisation \***

Organisation Name

**Auspice contact person \***

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

**Auspice contact person position \***

**Auspice organisation's address \***

Address

<input type="text"/>
<input type="text"/>

Any, but at least one field is required.

**Auspice primary contact phone number \***

Must be an Australian phone number.

**Auspice primary contact email address \***

Must be an email address.

**Auspice website \***

Must be a URL.

**Please provide the auspice 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

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ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

**Please upload correspondence confirming your auspice agreement \***

Attach a file:

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.

## Project Details

\* indicates a required field

**Project Title \***

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

Word count:

Must be no more than 50 words.

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

**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)

**How will your project will be delivered? \***

Word count:

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Must be between 50 and 200 words.

Provide details of the event planning and timeline, venue, and resources required to achieve your goals

### Start Date \*

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

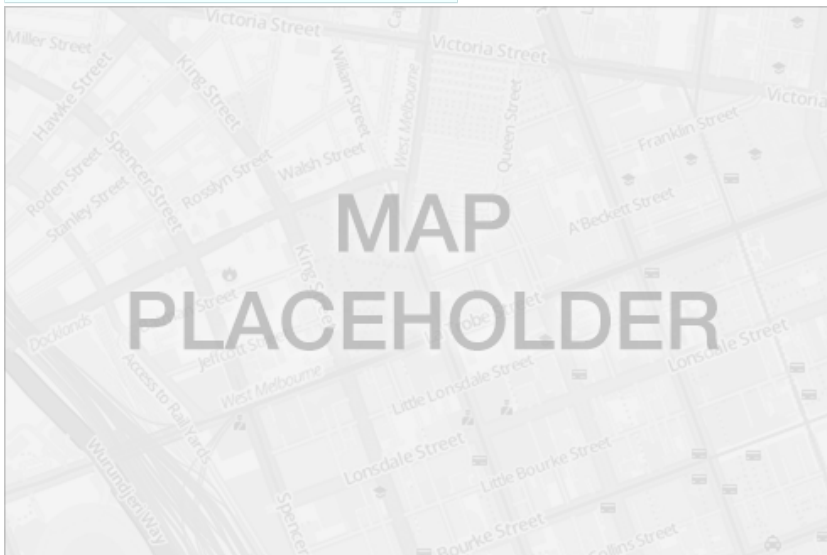
If your intended activity or project starts after 30 June 2021 please apply to Round 2 of this program.

### End Date \*

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

### Where will the main activity take place? \*

Address

### 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

### Will your event be in any of our venues or spaces (you may tick more than one) \*

- |   |  |
|---|--|
| <input type="checkbox"/> Alexandra Battery            | <input type="checkbox"/> kunanyi / Mount Wellington Observation Centre |
| <input type="checkbox"/> Ancanthe Park - Lenah Valley | <input type="checkbox"/> Long Beach Reserve                            |
| <input type="checkbox"/> Beaumaris Zoo                | <input type="checkbox"/> Mathers House                                 |

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

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

- |  |   |  |
|--|---|--|
| <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 plan

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

### 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? \*



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- 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.

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](http://www.business.tas.gov.au/coronavirusinformation/contacttracing)

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

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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 Planning

\* indicates a required field

### Project Management

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

Word count:

Must be no more than 250 words.

You can answer this question in dot points or paragraph structure.

### 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 engage with the event program, such as ticket holders, event attendees, subscribers, customers and workshop participants.

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

#### Participants

The **participants** are people or groups who are actively involved in the delivery of the event. These are performers, speakers, artists, creatives, staff, contractors and volunteers.

**How many paid staff are working on your project? \***

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Must be a number.

Must be a number.

**Who are the expected primary beneficiaries of this project/program? How many volunteers will be working on your project? \***

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'

Must be a number.

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

Must be a number.

This excludes staff and volunteers

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

Yes

No

**OVERALL CAPACITY \***

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.

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

Yes

No

### Strategic partner details

List any strategic partners here.

Please be sure that a Letter of Support is attached, and is relevant to this project.

A strategic partner is a group or organisation that is assisting or contributing in some way to the delivery of your project.

Please note that an auspice organisation is not necessarily a strategic partner.

You may add more rows to the table by clicking on the 'add more' button.

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

### Marketing and Promotion

**Please identify how you will promote your project? \***

Applicant's website

Social media

Paid social media

Printed material

Media (such as radio interviews)

Paid advertising

Event signage

Newsletters

Direct communication with members

Civic banners

Shared with like-mind groups or organisations

Other:

At least 1 choice must be selected.

**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. \***

Word count:

Must be no more than 150 words.

### Assessment Criteria

\* indicates a required field

The following questions are text based and have word limits.

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Please express information clearly and succinctly. Applications are not assessed on grammatical accuracy. You may use dot points, and you are not required to use the total word count unless necessary.

You can provide additional relevant information (such as images, designs and audio files) in the 'Support Material' section.

### **What evidence do you have that demonstrates benefits to the community as an outcome of the project? \***

#### **Word count:**

Must be between 50 and 200 words.

This may include supporting and enhancing the cultural life of Hobart and acknowledging and celebrating its cultural diversity, and/or involving local communities, organisations and individuals (including relevant professionals) in the development and implementation of the event, and/or encouraging local communities into the City of Hobart area.

### **How will the event activate, enliven and engage local areas and facilities? \***

#### **Word count:**

Must be between 50 and 200 words.

This may include producing innovative, high quality, creative festival and event outcomes, and/or enhancing the image of the City as a vibrant place to live, work and visit.

### **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.
- 2.4 Hobart communities are safe and resilient ensuring people can support one another and flourish in times of hardship
- 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.
- 3.4 Civic and heritage spaces support creativity, resulting in a vibrant public realm
- 6.5 Hobart's bushland, parks and reserves are places for sport, recreation and play

### **How does your project align with your selection? \***

#### **Word count:**

Must be between 50 and 200 words.

### **Describe the measurable economic and media/promotional outcomes your project will deliver. \***

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Word count:

Must be between 50 and 200 words.

**How will your project drive intrastate, interstate and international visitation? \***

Word count:

Must be between 50 and 200 words.

## Budget

\* indicates a required field

Notes to your budget

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

\$

Must be a whole dollar amount (no cents) and between 1000 and 20000.

**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	\$
	In-kind Cash	Confirmed Not Confirmed	
	In-kind Cash	Confirmed Not Confirmed	
	In-kind Cash	Confirmed Not Confirmed	
	In-kind Cash	Confirmed Not Confirmed	

Total Income Amount

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\$   
 This number/amount is calculated.

### Budgeted Expenses

Please describe your budget expenditure. Please note, the income described in your Income Budget should all be accounted for in your Expenditure Budget.

**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	\$ <input type="text"/>

### 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.

**Net budget (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'.

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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/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.



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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'.

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.

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 acknowledge and accept the above \***

Yes

### The City of Hobart's support

The City of Hobart is proud to support creative 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 Acknowledgment 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

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

## Applicant Bank Details

**Applicant Primary Bank Account \***

# Event Grant Application Form - February 2021

## Form Preview

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

## Auspice organisation 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 Outline.

**Contact name \***

**Position \***

**Date submitted \***

Must be a date.