

# In-kind Venue and Event Resource Quick Response Grant Guideline

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This guideline outlines the eligibility, assessment criteria, and application process for the In-kind Venue and Event Resource Quick Response Grant (QRG).

## OVERVIEW

The In-kind Venue and Event Resource QRG can be used to support events and activities through the provision of City of Hobart owned venues, open spaces, civic promotions, festive lighting and equipment.

The City of Hobart owns properties including open bushland, heritage spaces, and little-known underground venues. Moody basements, ornate ballrooms and open parklands are just some of the venues available for events. The City of Hobart is keen to see our venues used for your ideas and creative activities.

## WHAT CAN YOU APPLY FOR?

The In-kind Venue and Event Resource Quick Response Grant assists the community by waiving fees and charges for some City of Hobart-owned event equipment, venues, banners, signage or lighting.

### City venues and open spaces

The City has a broad range of venues for hire, some of which are included in the [Guide to Hobart's Creative Places](#).

Other City-owned venues, including parks and open spaces, are available. For more information visit the [venues](#) or [parks](#) bookings webpages.

### Event equipment hire

The City has event equipment for hire, including bean bags, table and bench sets and umbrellas. A full list of equipment is available on our website.

Please note that the applicant is responsible for booking, transporting and returning these items.

For more information, phone 03 6238 2711 or email [events@hobartcity.com.au](mailto:events@hobartcity.com.au).

### Civic promotions

The City provides support to utilise some of the City's event promotion services. The grant can be used for installation costs for:

- Civic Banners
- Festive Lighting Program
- Gateway Signage

To check availability or for more information, phone 03 6238 2890 or email [cityactivation@hobartcity.com.au](mailto:cityactivation@hobartcity.com.au).

## AVAILABLE FUNDING

The In-kind Venue and Event Resource Quick Response Grant offers in-kind support of up to \$1,000.

In the case of commercial organisations, the requested amount needs to be matched by an equal or greater amount.



## WHO CAN APPLY?

Eligible applicants	Ineligible applicants
<p>Applicants must be either:</p> <ul style="list-style-type: none"><li>✓ a registered charity</li><li>✓ a not-for-profit organisation</li><li>✓ an incorporated association</li><li>✓ a registered school or training organisations</li><li>✓ an individual</li><li>✓ a small business based in Hobart, including sole traders, matching the request for support</li><li>✓ unincorporated groups</li></ul> <p>and</p> <ul style="list-style-type: none"><li>✓ have not received other funding from the City for the same activity this financial year</li><li>✓ have fulfilled the conditions of a previous City of Hobart grant by the due date and no overdue debts to the City</li><li>✓ have adequate public liability insurance.</li></ul>	<ul style="list-style-type: none"><li>✗ Current employees of or staff contractors to the City of Hobart</li><li>✗ Federal, state and local government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery and Royal Tasmanian Botanical Gardens.</li><li>✗ Political parties</li><li>✗ Organisations that are subject to any legal impediment, including bankruptcy or liquidation.</li><li>✗ Submissions made less than one month before the activity commences.</li></ul>

### ACTIVITY ELIGIBILITY

Applications for the In-kind Venue and Event Resource Quick Response Grant will need to demonstrate that the request for support:

- ✓ is for a booking of a City venue, open space, civic promotions or event resource
- ✓ has outcomes which are delivered in the City of Hobart local government area
- ✓ if the activity is part of an ongoing program, the application must demonstrate how the City's support will substantially increase the impact of the ongoing program.

### ACTIVITY INELIGIBILITY

Applications are ineligible if the request for support:

- ✗ is for an activity that is part of a larger festival or event which has received a grant or sponsorship from the City of Hobart
- ✗ is for commercial purposes, has the potential to make a significant profit or the activity is self-sustaining
- ✗ is part of the ongoing administration or operational costs of the applicant.



## FUNDING USE

This grant cannot be used to fund:

- ✘ donations or fundraising activities that support the recurrent operations of the applicant
- ✘ activities that have commenced before applying or are scheduled to commence prior to the eligible activity timeframe
- ✘ individual pursuits or professional development unless there is a public outcome
- ✘ activities that are primarily for the delivery of sporting or recreation programs unless the applicant can demonstrate strong alignment to the City of Hobart's [Community Inclusion and Equity Framework](#)
- ✘ the core delivery of national conferences or seminars to be staged in Hobart.

## WHEN TO APPLY

### Applications open

Wednesday 3 July 2024

### Applications close

5pm on Friday 30 May 2025 or when the funding pool has been allocated\*

### Notification of application outcome

within 10 days of submission of a complete application

## Activity timeframe

Activity starts no sooner than one month and no later than six months after the submission date. Activity must start before 30 June 2025.

\*As soon as the funding pool has been allocated the grant round will close. Please contact [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) before commencing your application to ensure there are funds available.

## HOW TO APPLY

The first step is to contact the grants officer to discuss your proposal by calling 03 6238 2132 or email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).

We use the SmartyGrants system to administer the grants program, and all applications can be started at [hobartcity.com.au/grants](http://hobartcity.com.au/grants).

If you are having difficulty submitting your application please contact the grants officer.

## ASSESSMENT

Applicants will receive an email confirmation on receipt of an application, and notification of the success of their application.

Applications will be scored and assessed according to the criteria, by an assessment panel of three relevant Council officers.

The panel make recommendations to the Head of Intergovernmental Relations and Partnerships for final approval.



## APPLICATION ASSESSMENT CRITERIA

Each eligible application will be assessed on its individual merit against the following criteria:

- align with at least one of the identified outcomes in the Capital City Strategic Plan:
  - 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.
- demonstrate benefit to the community as an outcome of the activity by addressing a need or interest in the community.
- activates, enlivens and engages local areas and facilities by:
  - producing innovative, high quality, creative festival and event outcomes.
  - enhancing the image of the City as a vibrant place to live, work and visit in the development and implementation of the event.
- involve the community, as appropriate, in the development and delivery of the activity.
- enable all community members to have the opportunity and capacity to access the activity.
- demonstrates that the activity is well planned, that suitably skilled people are involved and that the applicant and the activity are financially viable.



## SUCCESSFUL APPLICATIONS

### Agreement

A letter of offer will be provided to In-kind Venue and Event Resource Quick Response Grant recipients prior to the activity commencing.

The letter will outline the acknowledgement and reporting responsibilities of the grant recipient. Inability to comply with these requirements may result in withdrawal of support.

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

### Payment

This grant provides in-kind support. Grant recipients won't receive money from Council, but they won't be charged for approved costs identified in the grant.

If the costs are more than the maximum value of the grant, the grant recipient is required to pay the difference as per the terms and conditions of the booking.

### Recognition of assistance

Successful applicants must acknowledge the City of Hobart's assistance for their activity. Please refer to the [Grant Partnership Acknowledgement Guidelines](#) for details.

### Activity variations

If there are significant changes to the funded activity, applicants must contact the grants officer to confirm the variation is acceptable.

This includes, but is not limited to, activity start and end dates, venues, fees and charges.

### Acquittal

Upon completion of the activity, successful applicants will be required to acquit their grant, providing evidence of the execution of their activity, expenditure and outcomes.

The acquittal form is available on SmartyGrants, and must be completed online within one month of the activity completion date.

Organisations that do not satisfactorily acquit their grant may not be eligible for future funding and may be required to return the funds allocated to their activity.

## UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants are strongly encouraged to arrange a feedback session with the grants officer to discuss the results.

Feedback sessions can offer insight into the reasons behind an unsuccessful result and are valuable for future applications.

## INFORMATION AND ENQUIRIES

### Accessibility

If you can't access the online form or documents for this grant, please contact the grants officer to discuss how it can be adapted to suit your needs.

### Documents

Copies of all City of Hobart documentation referred to throughout these guidelines can be found via the hyperlinks contained in this document and on the City of Hobart website.

### Contact Officer

To discuss your proposal or administration and technical matters, please contact the grants officer on 03 6238 2132 or [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).

