

# Event Grant Guideline

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This guideline outlines the application process, eligibility and assessment criteria for the Event Grant.

## OVERVIEW

Events supported by the City of Hobart celebrate and engage local communities, people from Greater Hobart and visitors in the diverse and rich culture of Hobart.

Event Grants support organisations and groups to deliver events in Hobart that have creative, community and economic outcomes and that also align with relevant objectives of the [City of Hobart Capital City Strategic Plan 2019–29](#).

## WHAT CAN YOU APPLY FOR?

The Event Grant is available for the planning and delivery of small to medium scale events in the Hobart local government area.

The grant supports stand-alone events or events within festivals held in the City of Hobart that:

- add vibrancy and stimulate the city
- enhance community identity
- encourage accessibility and community participation
- support and enhance the cultural life of Hobart
- acknowledge and celebrate cultural diversity
- deliver social and economic benefits through increased visitation and promotion of Hobart

## AVAILABLE FUNDING

This grant program provides cash support from \$1000 to \$20 000 per application.

Multi-year funding is not available.

Activities can only be funded once per financial year. If successful, the supported activity cannot receive additional funding through other City of Hobart grants.

The grant request should be commensurate with the scale of the proposed activity taking into account expected audience numbers and participants involved.

## 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](https://hobartcity.com.au/Grants).

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

### More Information

Information about the Event Grant and other grants is available at [hobartcity.com.au/grants](https://hobartcity.com.au/grants).

Speak to us before you apply so we can help you with tips for a successful application. Contact the grants team on 03 6238 2132 or email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).

## 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>✓ an incorporated association</li><li>✓ a not-for-profit organisation</li><li>✓ a registered school or training organisation</li><li>✓ an unincorporated group who are auspiced by a not-for-profit organisation</li><li>✓ a business that matches the request for support with their own funds</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>✗ Individuals or sole traders</li><li>✗ Partnerships</li><li>✗ Trusts</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>✗ Submissions made after the closing time and date of the grant round.</li></ul>

## ACTIVITY ELIGIBILITY

Applications for the Event Grant must demonstrate that the activity:

- ✓ is an event available to the public and accessible to all people of all abilities
- ✓ aligns with at least one of the identified City of Hobart's Strategic Plan outcomes
- ✓ has outcomes that are delivered in the City of Hobart local government area.

## ACTIVITY INELIGIBILITY

Applications are ineligible if the request for support:

- ✗ is part of a larger festival or event, which has already received a grant or sponsorship from the City of Hobart
- ✗ is commercial, has the potential to make significant profit or be self-sustaining
- ✗ is part of ongoing administration or operational costs of the applicant
- ✗ is made by a registered school or registered training organisation and seeks supports for costs associated with the employment of teaching or support staff and/or the delivery of curriculum.



## FUNDING USE

This grant cannot be used to fund:

- ✘ activities or programs that are already delivered by the City of Hobart or are our core business
- ✘ donations or fundraising activities that support the recurrent operations of the applicant
- ✘ a contribution towards payment of rates
- ✘ activities that have already commenced or are scheduled to prior to the eligible activity timeframe
- ✘ programs which have already commenced, unless the proposed activity substantially increases the impact of the existing program
- ✘ capital works, construction, or improvements to buildings
- ✘ the purchase of equipment that is not specific to the delivery of the activity and would otherwise support the operations of the applicant
- ✘ individual pursuits or professional development, unless there is a public outcome
- ✘ school camps or travel expenses to attend sporting trips, educational, civic, political events, conferences, seminars, forums or similar trips or excursions
- ✘ activities that are primarily for the delivery of sporting or recreation programs, unless the application can demonstrate strong alignment to the City of Hobart [Social Inclusion Policy](#)
- ✘ the core delivery of national conferences or seminars to be staged in Hobart.

## WHEN TO APPLY

Event Grant is open for applications twice a year for a four-week period.

### August round

#### Applications open

Wednesday 3 July 2024

#### Applications close

3pm Tuesday 13 August 2024

#### Notification of application outcome

October 2024

#### Activity timeframe

Activity starts between  
1 January 2025 and 31 December 2025  
Activity ends no later than 31 December 2026

### February round

#### Applications open

February to March

#### Applications close

March 2025

#### Notification of application outcome

May 2025

#### Activity timeframe

Activity starts between 1 July 2025 and 30  
June 2026  
Activity ends no later than 30 June 2027



City of **HOBART**

## ASSESSMENT CRITERIA

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

- align with at least one of the identified City of Hobart Strategic Plan outcomes and underlying strategies:
  - 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.
  - 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 benefits to the community as an outcome of the activity by
  - supporting and enhancing the cultural life of Hobart and acknowledging and celebrating cultural diversity
  - involving local communities, organisations and individuals (including relevant professionals) in the development and implementation of the event
  - encouraging local community's into the City of Hobart area
- activate, enliven and engage 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
- deliver measurable economic and media/promotional yield outcomes
- drive visitation from the Greater Hobart area, and has the potential to drive interstate and international visitation
- demonstrate that the activity is well planned, that suitably skilled people are involved and that the applicant and the activity are financially viable
- demonstrates value for money for the level of funding request and positive community impact.



## ASSESSMENT

Assessments for Event Grant are undertaken by a panel of City of Hobart officers and external representatives with relative experience in the subject matter. Panel recommendations are reported to the Chief Executive Officer for approval.

## SUCCESSFUL APPLICATIONS

### Agreement

A formal agreement will be sent to successful applicants. Inability to comply with the agreement may result in withdrawal of support.

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

### Payment and GST

Payment information will be provided with the letter of offer. Grants will be paid in full upon receipt of a tax invoice or the City can generate a recipient created tax invoice (RCTI).

Grant recipients registered for GST should add GST to the grant amount.

### 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 three months of the activity completion date.

Grant recipients 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 application 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).

