

<b>Committee Members</b>
Ald Peter Sexton (Chairman)
Ald Marti Zucco
Ald Philip Cocker
Ald Damon Thomas
Ald Suzy Cooper
<b>Aldermen</b>
Lord Mayor Ald Sue Hickey
Deputy Lord Mayor Ald Ron Christie
Ald Jeff Briscoe
Ald Eva Ruzicka
Ald Helen Burnet
Ald Anna Reynolds
Ald Tanya Denison

N. Heath – G.M.
T. Short – G.M.E.E.D
<b>Corporate Services</b>
H. Salisbury – D.G.M
K. Baker – P.A.M.C.R
R. Enders – P.E.O.L.M
C.S.O. – x2
<b>Community Development</b>
P. Holliday – D.C.D
M. Daly – M.F.E
K. Parker – M.C.C.P
L. Wilmshurst – E.O.C.D.
<b>City Planning</b>
N. Noye – D.C.P

<b>Parks and City Amenities</b>
G. Doyle – D.P.C.A.
<b>City Infrastructure</b>
M. Painter – D.C.I
<b>Financial Services</b>
D. Spinks – D.F.S
<b>Sub Total: 27</b>
Minutes
Reception
Public x2
Trolley
Meeting
<b>Total Distribution: 33</b>
<b>Hard Copy Distribution: 6</b>



CITY OF HOBART

# AGENDA

## COMMUNITY, CULTURE AND EVENTS COMMITTEE MEETING (OPEN PORTION OF THE MEETING)

WEDNESDAY 13 JANUARY 2016

AT 5.00 PM

### THE MISSION

Our mission is to ensure good governance of our capital City.

### THE VALUES

The Council is:

**about people**

We value people – our community, our customers and colleagues.

**professional**

We take pride in our work.

**enterprising**

We look for ways to create value.

**responsive**

We're accessible and focused on service.

**inclusive**

We respect diversity in people and ideas.

**making a difference**

We recognise that everything we do shapes Hobart's future.

## **HOBART 2025 VISION**

In 2025 Hobart will be a city that:

- Offers opportunities for all ages and a city for life
  - Is recognised for its natural beauty and quality of environment
  - Is well governed at a regional and community level
  - Achieves good quality development and urban management
  - Is highly accessible through efficient transport options
  - Builds strong and healthy communities through diversity, participation and empathy
  - Is dynamic, vibrant and culturally expressive
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**COMMUNITY, CULTURE AND EVENTS COMMITTEE AGENDA  
(OPEN PORTION OF THE MEETING)  
13/1/2016**


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- 2. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA**
- 3. INDICATIONS OF PECUNIARY AND CONFLICTS OF INTEREST**
- 4. TRANSFER OF AGENDA ITEMS**
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- 7. APPLICATIONS APPROVED UNDER THE DELEGATED AUTHORITY OF THE DIRECTOR COMMUNITY DEVELOPMENT FOR QUICK RESPONSE GRANTS - FILE REF: 15/143; 15/144 AND 15/145**
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- 9. COMMUNITY, CULTURE AND EVENTS COMMITTEE – STATUS REPORT**
- 10. RESPONSES TO QUESTIONS WITHOUT NOTICE – FILE REF: 13-1-10**
  - 10.1 COSTING OF DESIGN FESTIVAL REPORT**
- 11. QUESTIONS WITHOUT NOTICE – FILE REF: 13-1-10**
- 12. CLOSED PORTION OF THE COMMUNITY, CULTURE AND EVENTS COMMITTEE MEETING**

**BUSINESS LISTED ON THE AGENDA IS TO BE CONDUCTED IN THE ORDER  
IN WHICH IT IS SET OUT UNLESS THE COMMITTEE BY SIMPLE MAJORITY  
DETERMINES OTHERWISE**

I, Nicholas David Heath, General Manager of the Hobart City Council, hereby certify that:

1. In accordance with Section 65 of the Local Government Act 1993, the reports in this agenda have been prepared by persons who have the qualifications or the experience necessary to give such advice, information or recommendations included therein.
2. No interests have been notified, pursuant to Section 55(1) of the Local Government Act 1993, other than those that have been advised to the Council.

  
N.D. HEATH  
GENERAL MANAGER

## **COMMUNITY, CULTURE AND EVENTS COMMITTEE AGENDA (OPEN)**

### Committee Members

Sexton (Chairman)

Zucco

Cocker

Thomas

Cooper

Aldermen

Lord Mayor Hickey

Deputy Lord Mayor Christie

Briscoe

Ruzicka

Burnet

Reynolds

Denison

**Community, Culture and Events Committee (Open  
Portion of the Meeting) - Wednesday, 13 January 2016  
at 5.00 pm in the Lady Osborne Room.**

### **PRESENT:**

### **APOLOGIES:**

**LEAVE OF ABSENCE:** Alderman Cooper.

### **CO-OPTION OF COMMITTEE MEMBERS IN THE EVENT OF A VACANCY**

Where a vacancy may exist from time to time on the Committee, the Local Government Act 1993 provides that the Council Committees may fill such a vacancy.

- 1. MINUTES OF THE OPEN PORTION OF THE MEETING OF THE  
COMMUNITY, CULTURE AND EVENTS COMMITTEE HELD ON  
THURSDAY 10 DECEMBER 2015 AND SPECIAL MEETINGS OF THE  
COMMUNITY, CULTURE AND EVENTS COMMITTEE HELD ON 7  
DECEMBER 2015 AND 21 DECEMBER 2015**
-

## **2. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA**

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In accordance with the requirements of Part 2 Regulation 8 (6) of the Local Government (Meeting Procedures) Regulations 2015, the Committee, by simple majority may approve the consideration of a matter not appearing on the agenda, where the General Manager has reported:

- (a) the reason it was not possible to include the matter on the agenda, and
- (b) that the matter is urgent, and
- (c) that advice has been provided under Section 65 of the Local Government Act 1993.

### **RECOMMENDATION**

That the Committee resolve to deal with any supplementary items not appearing on the agenda, as reported by the General Manager in accordance with the provisions of the Local Government (Meeting Procedures) Regulations 2015.

## **3. INDICATIONS OF PECUNIARY AND CONFLICTS OF INTEREST**

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In accordance with Part 2 Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2015, the chairman of a meeting is to request Aldermen to indicate whether they have, or are likely to have, a pecuniary interest in any item on the agenda.

In addition, in accordance with the Council's resolution of 14 April 2008, Aldermen are requested to indicate any conflicts of interest in accordance with the Aldermanic Code of Conduct adopted by the Council on 27 August 2007.

Accordingly, Aldermen are requested to advise of pecuniary or conflicts of interest they may have in respect to any matter appearing on the agenda, or any supplementary item to the agenda, which the committee has resolved to deal with, in accordance with Part 2 Regulation 8 (6) of the Local Government (Meeting Procedures) Regulations 2015.

## **4. TRANSFER OF AGENDA ITEMS**

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Are there any items which the meeting believes should be transferred from this agenda to the closed agenda or from the closed agenda to the open agenda, in accordance with the procedures allowed under Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015?

**COMMUNITY, CULTURE AND EVENTS COMMITTEE AGENDA  
(OPEN PORTION OF THE MEETING)  
13/1/2016**

**5. HOBART-YAIZU SISTER CITY 40 YEAR ANNIVERSARY –  
FILE REF: 14-5-21**

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9x's

Report of the Director Community Development and the Manager Community and Cultural Programs of 5 January 2016.

DELEGATION: Council

**TO** : Community, Culture and Events Committee

**FROM** : Director Community Development

**DATE** : 5 January 2016

**SUBJECT** : **HOBART-YAIZU SISTER CITY 40 YEAR ANNIVERSARY**

**FILE** : 14-5-21 :SF:KP:DT (o:\council & committee meetings reports\ccec reports\2016 meetings\13 january\yaizu 40 year anniversary-jan16.doc)

## **1. INTRODUCTION**

- 1.1. In October 2015 the Mayor of Yaizu, Mr Hiromichi Nakano visited Hobart to meet with the Lord Mayor, Alderman Sue Hickey to discuss opportunities to mark the 40<sup>th</sup> anniversary of the Council's sister city relationship with Yaizu, including the potential for a Yaizu delegation to visit Hobart in January / February 2017.
- 1.2. This report provides information in relation to options to celebrate the 40<sup>th</sup> anniversary which have been developed in consultation with the Hobart-Yaizu Sister City Committee.

## **2. BACKGROUND**

- 2.1. The Hobart-Yaizu relationship is the 6<sup>th</sup> oldest Japanese / Australian sister city relationship, celebrating 40 years on 17 February 2017.
- 2.2. Hobart and Yaizu have conducted an annual student exchange program for 24 years involving hundreds of students.
- 2.3. To mark significant anniversaries in the past, a number of major delegations have travelled between the two cities.
- 2.4. The most recent delegation from Hobart to Yaizu in May 2012 commemorated the 35<sup>th</sup> anniversary. That visit included four Aldermen, two University of Tasmania students, Mrs Yukiko Burns as interpreter, Mrs Fumiko Plaister and a Council officer.
- 2.5. An email from Yaizu City Council was received by Council staff on 26 November 2015, indicating Yaizu's tentative intention to send a delegation to Hobart for a weeklong trip between Wednesday 1 February to Tuesday 7 February 2017 to celebrate the 40 year anniversary.
- 2.6. Yaizu City Council has also advised in its correspondence that they are supportive of a delegation from Hobart going to Yaizu also as part of the anniversary.

**Hobart delegations to Yaizu and gift**

- 2.7. A pre-visit to Yaizu before the anniversary could be considered, possibly in September 2016 combined with a visit to China.
  - 2.7.1. Yaizu has indicated the timing may suit them if the visit is scheduled after 20 September as they have city assembly prior to this date.
  - 2.7.2. Yaizu would like more information about the purpose, size of group and members for this visit.
- 2.8. It is proposed that a small delegation from the City of Hobart, including the Lord Mayor, visit Yaizu to celebrate the anniversary in August 2017.
  - 2.8.1. As stated in the Hobart City Council Alderman - Entitlements and Benefits Policy - 1.01

**D. INTERNATIONAL RELATIONSHIPS**

*An Alderman may participate in an international relationship delegation once, or more if approved by the Council, in a four year term of office, as part of an official Council approved delegation within that four year term.*

*As part of any such visit, where appropriate, the Council may advise community representatives, business, State Government and other relevant stakeholders, in order to ascertain their interest in participating in the visit as part of the Council delegation.*

*In addition to Council delegations, the Council may also approve participation in appropriate delegations conducted by the State Government or other relevant agencies.*

*The following criteria applies to travel on international delegations:*

- (a) *The objectives of individual visits should be clearly defined.*
- (b) *Visits will be timed to coincide with or support:*
  - (i) *significant events in the life of the City acknowledged by the Council as a City of significance or with which the Council has a formal relationship;*
  - (ii) *trade missions and delegations;*
  - (iii) *major cultural events; or*
  - (iv) *strategic opportunities to build on and reinforce relationships.*



- 2.8.2. In relation to international cities relationships, where the Council may send a delegation to a Sister City or international destination of significance, as resolved by the Council, with the exception of the Lord Mayor's partner, Aldermen's partners shall meet their own costs of travel and accommodation (excluding ordinary travel insurance costs).
- 2.8.3. Advice from Yaizu proposes a visit that includes the period 12 to 14 August 2017 would be optimal as it would coincide with the *Ara Matsuri* Festival.
- 2.9. Any interested individual, members of the Hobart-Yaizu Sister City Committee and/or members of the Australia Japan Society, Tasmania could be invited to join the delegation on a self-funded basis.
- 2.10. Due to the significant contribution of the former Lady Mayoress Mrs Fumiko Plaister (Founding member of the Hobart-Yaizu Sister City) has made to the relationship since 1977, it is proposed that if the Council proceeds with the delegation, it may be appropriate to consider covering the costs of Mrs Plaister's flights and accommodation if she wished to participate in the visit.
  - 2.10.1. Consideration should be given to Mrs Plaister's limited mobility. Should Mrs Plaister travel to Yaizu as part of the delegation, it is suggested that an accompanying Council officer would need to join the delegation to assist Mrs Plaister as well as help with luggage and other arrangements with the group.
- 2.11. Mrs Yukiko Burns, interpreter and long-term Hobart-Yaizu Sister City committee member has expressed her interest and availability to participate in the delegation as interpreter if required.
- 2.12. It is also proposed that the Council advertise through local media and Council networks for other self-funded community and/or business members to join any possible delegation.
- 2.13. Protocol requires that an appropriate gift be sent to Yaizu, or taken there if there is a delegation.

### **Yaizu delegation to Hobart**

- 2.14. With regard to Yaizu City Council's intention to send a delegation to Hobart in February 2017 to commemorate the 40<sup>th</sup> anniversary, the Yaizu Council officer, on behalf of the delegation, has proposed to have a stall at the Salamanca Market to showcase Yaizu products.
- 2.15. Yaizu City is proposing to send a Yaizu landscape gardener to Hobart to provide advice to the Royal Tasmanian Botanical Gardens (RTBG) on how to maintain a Japanese garden.

- 2.15.1. This follows a visit by the Yaizu Mayor to the gardens in October 2015 where he identified a skill sharing project could be implemented to effectively maintain the RTBG's Japanese garden.
- 2.15.2. The City of Hobart's Community Development Officer - Multicultural has contacted the RTBG who are amenable with this proposal.
- 2.16. Other activities to be included in their visit to Hobart have not been confirmed at this time.
- 2.17. A number of ideas have been proposed for the itinerary by members of the Hobart-Yaizu Sister City Committee, the Australia Japan Society and Budokan Tasmania including:
  - (i) The Council to host a formal reception for the delegation at the Town Hall;
  - (ii) A public art project be undertaken that includes an art display being placed on the Soapbox billboards at Mathers Place illustrating the 40 year sister city relationship;
  - (iii) A Japanese Cultural Day be incorporated into the 40 year anniversary with strong support from the Tasmanian / Japanese community;
  - (iv) A tentative booking has been made for Waterside Pavilion to host a community event to promote the Hobart-Yaizu Sister City anniversary and Japanese culture with relevant activities such as dance, martial arts, music, food, traditional dress, arts and craft; and
  - (v) The delegation may wish to visit the three Hobart schools who annually host and homestay Yaizu students.

### **3. PROPOSAL**

- 3.1. It is proposed that the Council consider the following opportunities to mark the 40<sup>th</sup> anniversary of the Hobart-Yaizu Sister City relationship identified through consultation with the Hobart-Yaizu Sister City Committee, including:
  - (i) The Lord Mayor of Hobart undertake a pre-visit to Yaizu before the anniversary, possibly in September 2016 combined with a visit to China;
  - (ii) Receiving and hosting a formal delegation from Yaizu in February 2017 that would include a range of celebratory activities. It is anticipated that there would be costs of approximately \$20,000 associated with hosting the delegation;

- (iii) Commence planning to send a small delegation to Yaizu, in August 2017 to commemorate the anniversary which would include the presentation of an appropriate gift:
  - (a) Aldermanic composition be the subject of a further report closer to the time of the delegation. The estimated cost of the visit is approximately \$6,720 each
  - (b) The Council fund two Sister City Committee members, Mrs Plaister (Founding member) and Mrs Yukiko Burns (Interpreter) at an estimated cost of \$3,420 each, to accompany the delegation;
  - (c) Two Council officers, as determined by the General Manager, to accompany the delegation at an estimated cost of \$3,420 each. One of the Council officers would be responsible for providing support and assistance to Mrs Plaister; and
  - (d) Interested individual members of the Hobart-Yaizu Sister City Committee and/or members of the Australia Japan Society, Tasmania be invited to join the delegation on a self-funded basis.

#### **4. STRATEGIC PLANNING IMPLICATIONS**

- 4.1. Support for the 40 year anniversary project would align with the Capital City Strategic Plan 2015 - 2025 strategic goals and directions:
  - Goal 1 - *“Economic Development, Vibrancy and Culture; and*
  - Goal 4 - *“Strong, Safe and Healthy Communities.”*
- 4.2. Hobart 2025 Strategic Framework:
  - Future Direction 1 - *“Offers opportunities for all ages and a city for life”;*
  - Future Direction 6 - *“Builds strong and healthy communities through diversity, participation and empathy”;* and
  - Future Direction 7 - *“Is dynamic, vibrant and culturally expressive.”*
- 4.3. The City of Hobart’s support for the project aligns with specific elements of the following City of Hobart strategies:
  - (i) Social Inclusion Strategy
    - (a) *Community Engagement and Participation* : encouraging community engagement and providing participation opportunities.
    - (b) *Vibrant Places* : providing spaces and linkages that support community interaction and enhance celebration of arts and culture.

- (c) *Health and Wellbeing* : encouraging healthy connected lifestyles.
- (ii) Multicultural Strategy 2015 - 2019 - To coordinate and promote sister city activities.
  - (a) Priority Area 1: Perception
  - (b) *Priority Area 2*: Communication
  - (c) *Priority Area 3*: Participation

## 5. FINANCIAL IMPLICATIONS

### 5.1. Funding Source(s)

- 5.1.1. The pre-visit to Yaizu in September 2016 would be combined with a visit to China therefore reducing some air travel costs. Accommodation, train transport to and from Yaizu and other expenses for three days would be approximately \$2,000 per person.
- 5.1.2. Should the Council commit to agreeing to the Yaizu delegation to Hobart in February 2017, there would be costs of approximately \$20,000 associated with this visit and would need to be included in the *City Government - Ceremonial Support - Sister City Visits* item in the 2016/2017 Annual Plan.
- 5.1.3. The delegations to Yaizu proposed for August 2017 would need to be allowed for in the development of the 2016/2017 and 2017/2018 budgets.
- 5.1.4. A preliminary estimated cost per participant for a City of Hobart delegation travelling business class to Japan is \$6,720, which consists of all travel (business class flights, train), accommodation and out-of-pocket expenses.
- 5.1.5. A preliminary estimated cost for economy class to accompany a delegation is \$3,420, which consists of all travel (economy flights, train), accommodation and meals. It is expected that any other costs associated with the visit will be borne by the guests.
- 5.1.6. In-kind assistance, including staff time would be covered within the current staffing allocation of the relevant function areas.

### 5.2. Impact on Current Year Operating Result

- 5.2.1. There is no impact on the current year operating budget as a result of this proposal.

### 5.3. Impact on Future Years' Financial Result

- 5.3.1. Costs associated with the proposed delegation to Yaizu in September 2016 would need to be included in the 2016/2017 budget allocation. If this delegation is combined with a visit to China, the costs would be approximately \$2,000 per person.
- 5.3.2. Should the Council commit to agreeing to the Yaizu delegation to Hobart in February 2017, there would be costs of approximately \$20,000 associated with this visit and would need to be included in the *City Government - Ceremonial Support - Sister City Visits* item in the 2016/2017 Annual Plan.
- 5.3.3. The costs associated with the proposed delegation to Yaizu in August 2017 would need to be included in the 2017/2018 budget allocation.
  - 5.3.3.1. A preliminary estimated cost per participant for a City of Hobart delegation travelling business class to Japan is \$6,720, which consists of all travel (business class flights, train), accommodation and out-of-pocket expenses.
  - 5.3.3.2. A preliminary estimated cost for economy class to accompany a delegation is \$3,420, which consists of all travel (economy flights, train), accommodation and meals.

## 6. SOCIAL IMPLICATIONS

- 6.1. It is of social importance internationally that the City of Hobart fosters sister city relationships and makes informed choices about how to continue to build on the relationship.
- 6.2. The city facilitates a broader understanding and appreciation for the Japanese culture and communities.

## 7. COMMUNICATION AND MEDIA IMPLICATIONS

- 7.1. Promotion of the 40 year anniversary and activities would be conducted through the Council's social media, website and networks.

## 8. DELEGATION

- 8.1. This matter is delegated to the Council for determination.

## 9. CONSULTATION

- 9.1. The Group Manager Executive and Economic Development, Community Participation Coordinator, Cultural Programs Coordinator, Executive Officer - Corporate Services, Hobart-Yaizu Sister City Committee, the Australia Japan Society (AJS), Budokan Tasmania, the Royal Tasmanian Botanical Gardens, the Japan Club and Yaizu City staff have been consulted in the preparation of this report.

## 10. CONCLUSION

- 10.1. In October 2015 the Mayor of Yaizu, Mr Hiromichi Nakano visited Hobart to meet with the Lord Mayor, Alderman Sue Hickey to discuss opportunities to mark the 40<sup>th</sup> anniversary of the Council's sister city relationship with Yaizu, including the potential for a Yaizu delegation to visit Hobart in January / February 2017.
- 10.2. This report provides information in relation to options to mark the 40<sup>th</sup> anniversary which have been developed in consultation with the Hobart-Yaizu Sister City Committee.
- 10.3. There are three delegation opportunities that are currently being considered, including:
- (i) The Lord Mayor undertaking a pre-visit to Yaizu before the anniversary, possibly in September 2016 combined with a visit to China;
  - (ii) Hosting a formal anniversary delegation from Yaizu in February 2017 that would include a range of celebratory activities. These celebrations would have an approximate cost of \$20,000; and
  - (iii) Sending a small delegation to Yaizu, in August 2017 to commemorate the anniversary which would include the presentation of an appropriate gift.

## 11. RECOMMENDATION

*That:*

**11.1. The report :** (o:\council & committee meetings reports\ccec reports\2016 meetings\13 january\yaizu 40 year anniversary-jan16.doc) *be received and noted.*

**11.2. The Council consider the following opportunities to mark the 40<sup>th</sup> anniversary of the Hobart-Yaizu Sister City relationship identified through consultation with the Hobart-Yaizu Sister City Committee, including:**

- (i) *The Lord Mayor undertaking a pre-visit to Yaizu before the anniversary, possibly in September 2016 combined with a visit to China;*

- (ii) *Receiving and hosting a formal delegation from Yaizu in February 2017 that would include a range of celebratory activities at a cost of approximately \$20,000 to be included in the City Government - Ceremonial Support - Sister City Visits item in the 2016/2017 Annual Plan;*
- (iii) *Commence planning to send a small delegation to Yaizu in August 2017 to commemorate the anniversary which would include the presentation of an appropriate gift. This delegation would include:*
  - (a) *Aldermanic representation (composition to be the subject of a further report closer to the time of the delegation) at an estimated cost of \$6,720 each.*
  - (b) *The Council funding two Sister City Committee members, Mrs Fumiko Plaister (Founding member) and Mrs Yukiko Burns (Interpreter) at an estimated cost of \$3,420 each, to accompany the delegation;*
  - (c) *Two Council officers, as determined by the General Manager, to accompany the delegation at an estimated cost of \$3,420 each. One of the Council officers would be responsible for providing support and assistance to Mrs Plaister; and*
  - (d) *Interested individual members of the Hobart-Yaizu Sister City Committee and or members of the Australia Japan Society, Tasmania be invited to join the delegation on a self-funded basis.*

*As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.*



(Kimbra Parker)

**MANAGER COMMUNITY AND CULTURAL PROGRAMS**



(Philip Holliday)

**DIRECTOR COMMUNITY DEVELOPMENT**

**COMMUNITY, CULTURE AND EVENTS COMMITTEE AGENDA  
(OPEN PORTION OF THE MEETING)  
13/1/2016**

**6. 2016 LANTERN FESTIVAL - REQUEST FOR ASSISTANCE –  
FILE REF: 15/177-004**

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9x's

Report of the Director Community Development and the Manager Community and Cultural Programs of 6 January 2016 and attachment.

DELEGATION: Council



**TO** : Community, Culture and Events Committee

**FROM** : Director Community Development

**DATE** : 6 January 2016

**SUBJECT** : **2016 LANTERN FESTIVAL - REQUEST FOR ASSISTANCE**

**FILE** : 15/177-004 KP:DT:AC (o:\council & committee meetings reports\ccec reports\2016 meetings\13 january\lantern festival-funding request-jan16.docx)

## 1. INTRODUCTION

1.1. At its meeting held on 21 December 2015, the Council resolved *inter alia*, the following:

*“That a three stream event funding and assistance program be established, including the following, as detailed in the respective guidelines marked as Attachment C to item 5 of the Closed Community, Culture and Events Committee agenda of 10 December 2015:*

- (i) Quick Response Grants up to \$1,000 of in-kind support only;*
- (ii) Event Grants for under \$20,000 from a total pool of \$100,000, run over two rounds; and*
- (iii) Event Partnerships for requests over \$20,000, from a total pool of \$460,000 in one round per year.”*

1.2. Additionally, the Council at its closed meetings held on 10 and 21 December 2015 resolved to approve funding several requests to support events that required a determined outcome prior to the first events grants round to open in February 2016.

1.2.1. These grants were a combination of both cash grants and in-kind assistance.

1.2.2. The grant provided to the Chinese Community Association of Tasmania was for \$9,922 (GST exclusive) cash support for its highly inclusive Lunar New Year event to be held on Parliament Lawns.

1.3. This report seeks the Council to consider an additional community event funding bid that has recently been received, and that will also be staged prior to the conclusion of the February 2016 grants round.

1.3.1. This grant request is for the waiving of hire fees for the City Hall to hold the 2016 Lantern Festival.

- 1.4. Copies of the proposal from the Tasmanian Chinese Arts and Communication Society (TCACS) in conjunction with the Tasmanian Chinese Business Association (TCBA) relating to a potential waiving of hall hire fees for the staging of a 2016 Lantern Festival on 21 February 2016 is provided at Attachment A to this report.
  - 1.4.1. Further advice from the organisers has confirmed that the event will be now held between 12 noon and 4pm on 21 February. The City Hall will be required for three hours the day prior and the entire day of the event. The value of the hire is \$1,965.
- 1.5. Once the Community Development Grants Program opens in February 2016, that will include Event Grants, there will be no consideration of out-of-round applications except for Quick Response Grants that are available throughout the year. Only funding requests submitted in accordance with the Community Grants Program funding rounds will be considered.

## **2. BACKGROUND**

- 2.1. The 2016 Lantern Festival will be coordinated by the TCACS with the TCBA co-hosting the event with the support of Master Wang.
  - 2.1.1. The TCACS is a not-for-profit member association that currently has 168 members.
- 2.2. The TCACS and the TCBA have organised a Lantern Festival to mark the Chinese New Year in Hobart for the last two years.
  - 2.2.1. The 2014 Lantern Festival was staged outdoors at Salamanca Square over two days with approximately 1,800 people attending.
  - 2.2.2. The 2015 festival was staged for one evening at the City Hall. It featured over 2,000 lanterns; Master Wang's lion dance group, traditional Chinese food, live music and artisan demonstrations including paper folding. It was estimated that 1,100 people attended.
  - 2.2.3. The City of Hobart provided support to the 2015 Lantern Festival in the form of waiving the hire fees of the City Hall to undertake the bump in and bump out of the event.
- 2.3. The Lantern Festival is one of the major events in a program of celebrations to mark Lunar New Year 2016. This is a well attended community event that is free for members of the public to attend.

2.4. The Chinese community this year has sought to involve other communities such as the Philippines by choosing to stage events under the banner of Lunar New Year rather than Chinese New Year.

2.5. In line with this, the Council at its meeting held on 7 September 2015 resolved the following:

*“That: 1. The Council agree to auspicing a working group to be chaired by an Alderman, to work closely with community groups that organise events and activities for the 2016 Lunar New Year;*

*(i) The Council appoint Alderman Thomas as the Chairman;*

*2. Regular updates on the preparations for the 2016 Lunar New Year be provided to the Council;*

*3. Council officers develop a model for implementation by the community groups, for the purposes of facilitating co-operation between all the community groups that organise events and activities for the 2016 Lunar New Year; and*

*4. The community groups that organise events and activities for the 2016 Lunar New Year be advised that funding opportunities may be tied to the model.”*

2.6. Following three meetings of the working group between August and November 2015, the Council was requested to provide support to the Lunar New Year in the form of the design and production of street banners, pull up banners, coordination of media, digital promotion and the creation of an online and printed event program. The essence of the Council’s assistance is the promotion of an overarching visual look and feel of the Lunar New Year, under which a cohesive range of celebrations in February 2016 will occur.

2.7. Based on the above request, the Council at its meeting held on 21 December 2015 resolved *inter alia* the following:

*“That: 1. The Council support the promotion of an overarching marketing campaign for the Lunar New Year 2016 under which a cohesive range of celebrations will occur in February 2016; and*

*2. Support will be provided at a cost of \$6,060, with this being met by operational savings in the 2015/2016 Annual Plan, with additional in-kind support to be provided as outlined in the report attached to item 7 of the Open Community, Culture and Events Committee agenda of 10 December 2015.”*

### 3. PROPOSAL

- 3.1. It is proposed that the Council waive the fees for the hire of the City Hall for the purposes of the staging of the 2016 Lantern Festival. The hire would be for the day of 21 February where the event will be held between 12 noon and 4pm. The City Hall will be required for three hours the day prior and the entire day of the event. The value of the hire is \$1,965.
- 3.2. This application is the last event application that will be considered prior to the first Event Grants round to be opened in February 2016 as part of the broader Community Development Grants Program.

### 4. STRATEGIC PLANNING IMPLICATIONS

- 4.1. The Event Grants and Partnerships Program aligns with and supports the Hobart 2025 Vision future direction statements.
- 4.2. The Council's new Event Grants and Partnerships Program proposal also aligns with Priority Area One - Economic Development, Vibrancy and Culture, Two - Urban Management and Four - Strong, Safe and Healthy Communities in the Council's Strategic Plan 2015 - 2025 in particular:  
*"1.3.1 Support and deliver events, festivals and markets;  
1.3.4 Develop and implement an innovative whole-of-Council activation framework;  
1.5.1 Implement the Council's [Creative Hobart Strategy](#)  
2.2.1 Provide a wide range of quality places where the community can enjoy urban activities and events;  
4.1.4 Facilitate and support local community groups to enhance community programs and reduce social isolation;  
4.1.5 Implement a community development grants program;  
4.1.7 Support accessible education and lifelong learning opportunities; and  
4.2.4 Deliver and support recreation, education, social and healthy living programs and activities in city facilities."*

### 5. COMMERCIAL OPPORTUNITIES

- 5.1. Events attract attendees who both spend money at the event and in the area surrounding. It is clear that a well promoted and cohesive program of events celebrating the Lunar New Year would bring economic benefits to different locations in the City.

## **6. FINANCIAL IMPLICATIONS**

### **6.1. Funding Source(s)**

- 6.1.1. An allocation of \$200,000 (excluding Regatta funding) has been included in the Major Events and Festival Grants budget in the 2015/2016 Annual Plan.
- 6.1.2. Due to the event funding requests being approved at the Council meetings of 10 and 21 December 2015, an additional \$193,832 has been approved for inclusion in the Major Events and Festival Grants budget for 2015/2016 as part of budget review.
- 6.1.3. If this request is approved, an additional \$1,965 will need to be included in the budget review.

### **6.2. Impact on Current Year Operating Result**

- 6.2.1. The Council has approved \$393,832 in the Major Events and Festival Grants budget for 2015/2016.
- 6.2.2. This report considers offering a \$1,965 fee waiver to the TCBA which would require an additional allocation of \$1,965 to be included in the budget review for the Major Events and Festival Grants activity in the Events Function of the 2015/2016 Annual Plan.

### **6.3. Asset Related Implications**

- 6.3.1. Not applicable.

## **7. SOCIAL IMPLICATIONS**

- 7.1. The Lantern Festival is a free event that provides the wider community an opportunity to become involved in some of the traditions and rituals of the Chinese culture during New Year.

## **8. MARKETING AND BRANDING IMPLICATIONS**

- 8.1. The Lantern Festival will have its own distinct branding when compared to other events marking the Lunar New Year.
- 8.2. The City will be promoting the festival under the City of Hobart managed overarching Lunar New Year theme.

## **9. COMMUNICATION AND MEDIA IMPLICATIONS**

- 9.1. The Lantern Festival will be promoted by the City of Hobart as part of the Lunar New Year celebrations via a number of media, including street banners, social media and the City of Hobart website.

## **10. DELEGATION**

- 10.1. This item is delegated to the Council for determination.

## **11. CONSULTATION**

- 11.1. The General Manager, Acting Economic Development Manager, Manager Community and Cultural Programs and Manager Events and Salamanca Market have been consulted in the preparation of this report.

## **12. CONCLUSION**

- 12.1. The Council has been approached by the Tasmanian Chinese Arts and Communication Society (TCACS) in conjunction with the Tasmanian Chinese Business Association (TCBA) to waive the hire fees of the City Hall during the staging of the 2016 Lantern Festival, to be held on 21 February 2016 between 12 noon and 4pm as part of a Lunar New Year event program.
- 12.2. This application is the last event application that will be considered prior to the first Event Grants round to be opened in February 2016 as part of the broader Community Development Grants Program.
- 12.3. The cost associated with this waiver is \$1,965.

## **13. RECOMMENDATION**

*That:*

- 13.1. The report (o:\council & committee meetings reports\ccec reports\2016 meetings\13 january\lantern festival-funding request-jan16.docx) be received and noted.***
- 13.2. The Council waive the fees for the hire of the City Hall for the 21 February for the purposes of the staging of the 2016 Lantern Festival at a cost of \$1,965, which would require an additional allocation of \$1,965 to be included in the budget review for the Major Events and Festival Grants activity in the Events Function of the 2015/2016 Annual Plan.***

***13.3. The value of this support be recorded in the 2015/2016 City of Hobart Annual Report in accordance with the Council's policy in relation to the disclosure of grants and benefits.***

*As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.*



(Kimbra Parker)

**MANAGER COMMUNITY & CULTURAL PROGRAMS**



(Philip Holliday)

**DIRECTOR COMMUNITY DEVELOPMENT**

Attachment A: Tasmanian Chinese Arts and Communication Society Letter (2)

**TASMANIAN CHINESE ARTS and COMMUNICATION SOCIETY**

*Ms Youyou Pan, 35 Ruth Drive, Lenah Valley, TAS, 7008.*

*Mobile 0418162828 Emails: TCACS666@gmail. Com*

Hi Lucy,

Thank you for your email and hope you had an enjoyable New Year.

The Lantern festival of 2016 will be hosted by TCACS (Tasmania Chinese Art and Communication Society, TCBA will Co-host this free family event with the support of Master Wang group as discussed earlier. Please find the following information about the TCACS.

-How many members does TCBA currently have?

- As a non-profit association, TCACS has 168 members currently.

-Do members pay a fee?

- Yes, our members pay a small membership fee as other Chinese associations in Hobart to cover communication, association activities and other minor costs/expenses.

-Do you have any info about the 2014 and 2015 lantern festivals such as location, key events and how many people attended?

- The first lantern festival was held in 2014 at Salamanca Square. The free family event lasted for 2 days. TCACS dance group was heavily involved in the entertainment program. TCBA as one of the organizers, also purchased and donated 1,000 lanterns to Hobart City Mission. Master Wang group also participated in this event. More so, with the assistance of Aldman Mr. Ron Christie, the Hobart City Council provided power assistance and extended the car park service during the event. The key activities were Taiji Dance, lion Dance, Band Singing, Gongfu demonstration, Chinese instruments playing and other Chinese cultural entertainment program. The event attracted approximately 1800 people.
- The 2015 Lantern Festival was hosted by TCBA and TCACS at Hobart City Hall with the great support of Master Wang group. We paid a community fee for the usage of the City Hall. The event was a free family event as well. Furthermore, University of Tasmania was the main sponsor of the event. The key events of this Lantern festival



about more than 1100 people attended within a few hours.

-Was the 2014 lantern festival the first one TCBA has organized?

- Yes, TCBA and TCACS dance group have organized and participated the 2014 Lantern Festival for the first time.

-What support did Hobart City Council provide in 2015 (Waving of hall hire fee for City Hall?) and 2014?

- TCACS and TCBA did not receive a waiver of hall hire fee for City Hall in 2015, but we received time to bump in and bump out thousandths of lanterns.
- 2014 lantern Festival was held at Salamanca Square and did not use City Hall.

-Which other community groups are involved with the Lantern Festival this year? Master Wang etc?

- As mentioned above, TCACS will be the main organizer, TCBA will be Co-organizer support of Master Wang group for the Lantern Festival this year. We have confirmed the event will be held only on 21<sup>st</sup> Feb 2016 from 11am to 6pm.

TCACS, TCBA and Master Wang group have organized or participated in the Lantern Festivals since 2014. We sincerely trust the free family event will continue to promote the cultural communication amongst all local cultural communities. Lantern Festival is celebrated in many Asian countries and we have a variety of Asian ethnical groups in Hobart. We are approaching other Asian cultural communities to participate in this event, such as entertainment program and food stalls.

The funding and waiver of the City Hall is very important for this free family event. We really appreciate your kind assistance on the procedures of applying funding and waiver for the event.

We hope the information provided above will help you to form the report.

Please let me or Ms. Youyou (the president of TCACS) know if you need more information upon this matter.

We look forward to hearing from you soon.

Kind Regards,

Youyou PAN

President of TCACS

Jason XU

Vice President of TCBA

**COMMUNITY, CULTURE AND EVENTS COMMITTEE AGENDA  
(OPEN PORTION OF THE MEETING)  
13/1/2016**

**7. APPLICATIONS APPROVED UNDER THE DELEGATED AUTHORITY OF  
THE DIRECTOR COMMUNITY DEVELOPMENT FOR QUICK RESPONSE  
GRANTS - FILE REF: 15/143; 15/144 AND 15/145**

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X

The Director Community Development submits for information the attached Table of Quick Response Applications approved under delegated authority.

DELEGATION:      Committee

***Recommendation:***

***That the information be received and noted.***

**APPLICATIONS APPROVED UNDER THE DELEGATED AUTHORITY OF  
THE DIRECTOR COMMUNITY DEVELOPMENT FOR QUICK RESPONSE  
GRANTS - FILE REF: 15/143; 15/144 AND 15/145**

<b>Applicant</b>	<b>Project Description</b>	<b>Grant Stream</b>	<b>Value of Grant</b>	<b>Date of Approval</b>
Colony 47 – Mara House	To support Mara House Therapeutic Art Group – “Expressive Arts Inspirations”	Community	\$500	16/12/2015
Harp Society of Tasmania Inc	Hall Hire to host the Hobart Regency Ball	Creative	\$985	31/12/2015
Salamanca Arts Centre Inc	To support Chinese Contemporary Art Exhibition	Creative/Community	\$1000	31/12/2015
Chinese Cultural Society	Chinese New Year Concert in the Town Hall by the Chinese National Orchestra	Community	\$500	6/1/2016

**COMMUNITY, CULTURE AND EVENTS COMMITTEE AGENDA  
(OPEN PORTION OF THE MEETING)  
13/1/2016**

**8. COMMUNITY DEVELOPMENT GRANTS POLICY – AMENDMENT – FILE  
REF: 15/144; 15/145 & 15/177**

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103x's

Report of the Director Community Development, the Manager Community and Cultural Programs and the Manager Events and Salamanca Market of 4 January 2016, and attachments.

DELEGATION: Council

**TO** : Community, Culture and Events Committee

**FROM** : Director Community Development

**DATE** : 4 January 2016

**SUBJECT** : **COMMUNITY DEVELOPMENT GRANTS POLICY – AMENDMENT**

**FILE** : 15/144; 15/145; 15/177 :FB:DT (o:\council & committee meetings reports\ccec reports\2016 meetings\13 january\community development grant policy amendments-jan16.doc)

## 1. INTRODUCTION

- 1.1. This report contains recommendations for the revision of Council Policy number 4.02.11 *Applications for Grants - Community Development Division* and associated guidelines, following the first round of the 2015/2016 Community Development Grants Program, which took place in October 2015.

## 2. BACKGROUND

- 2.1. At its meeting held on 21 September 2015, the Council approved in part the following recommendations:
- “That: 1. The Council approve the implementation of the Community Development Grants Program commencing in October 2015, with the exclusion of the Event Grants funding stream.*
- 2. The Council Policy 4.02.11 titled “Applications for Grants and Assistance” be replaced with a new policy titled “Applications for Grants - Community Development Division”. The existing Halls Hire Assistance Program would be incorporated into this document (refer Attachment A to this report).”*
- 2.2. A grant round comprising Creative Hobart and Community grants was held in October 2015 with the successful grant recommendations being approved by the Council as its meeting held on 7 December 2015.
- 2.3. Grants are currently being paid to the successful applicants. As requested by the Community, Culture and Events Committee when discussing the proposed new grants program at its meeting held on 16 September 2015, officers have been closely monitoring the process to ensure any amendments can be undertaken prior to the next round commencing in February 2016.
- 2.4. It is considered that while generally the processes associated with the first grant round worked well, there are a few areas where amendments to the policy and guidelines are seen as necessary to make sure the process is as simple as possible for both the applicants and the assessors.

- 2.5. It is also noted that the first grant round was a paper based process with the upcoming February round utilising the online SmartyGrants system.
- 2.6. The Policy has been amended shown at Attachment A to this report, with the changes shown as tracked changes.
- 2.7. The associated guidelines are shown at Attachment B to this report. The amendments to the guidelines are administrative and have been made to ensure consistency and clarity across all funding streams prior to opening the next grant round in February. Amendments include:
- (i) Updating wording of eligibility and assessment criteria for clarity and consistency;
  - (ii) Applying consistent language across all guidelines;
  - (iii) Applying amendments in the Policy to all guidelines documents; and
  - (iv) Inclusion of Event Grants (as endorsed by the Council at its meeting of 21 December 2015).
- 2.8. The Guidelines as they pertain to the allocation for Event Partnerships available in the June 2016 round have been changed to reflect the allocation of funding to a major event as resolved at the Closed Council meeting held on 21 December 2015.
- 2.9. The Guidelines as they pertain to the allocation for Event Grants available in the February 2016 round only have been changed to note that only events that are staged after 1 July 2016 can apply, with payments to be made in the 2016/2017 financial year.
- 2.10. It is intended that full review of the Community Development Grants Program will be conducted on the completion of the February 2016 Grant round.

### **3. PROPOSAL**

- 3.1. It is proposed that the Council endorse the amended *Council Policy 4.02.11 titled "Applications for Grants and Assistance - Community Development Division"* and associated Guidelines shown at Attachment A to this report.

### **4. STRATEGIC PLANNING IMPLICATIONS**

- 4.1. This item responds to Goal 1 - Economic Development, Vibrancy and Culture as a priority area of activity and potentially several strategic objectives in the Strong, Safe and Healthy Communities area of activity in the City of Hobart Capital City Strategic Plan 2015 - 2025.

- 4.2. Community Development Grant applicants are expected to very strongly align with either the *Creative Hobart* Strategy or the Social Inclusion Strategy 2014 - 2019.

## **5. FINANCIAL IMPLICATIONS**

- 5.1. Funding Source(s)
  - 5.1.1. There are proposed changes to the allocation of funds for the Community Development Grants in the 2015/2016 Annual Plan as a result of this report.
- 5.2. Impact on Current Year Operating Result
  - 5.2.1. Nil.
- 5.3. Impact on Future Years' Financial Result
  - 5.3.1. Nil.
- 5.4. Asset Related Implications
  - 5.4.1. Not applicable.

## **6. DELEGATION**

- 6.1. This matter is delegated to the Council for consideration.

## **7. CONSULTATION**

- 7.1. The Community Activation Coordinator, Cultural Programs Coordinator, Cultural Development Officer, Cultural Programs Officer, Development Officer - Events and Salamanca Market, and Executive Officer - Community Development have been consulted in the preparation of this report.

## **8. CONCLUSION**

- 8.1. A grant round comprising Creative Hobart and Community grants was held in October 2015 with the successful grant recommendations being approved by the Council as its meeting held on 7 December 2015.
- 8.2. Officers have been closely monitoring the grants process to ensure any amendments can be undertaken prior to the next round in February.
- 8.3. Subsequently, recommendations have been made to make revisions in the Community Development Grants Policy (refer Attachment A) and in the associated guidelines (refer Attachment B).

## 9. RECOMMENDATION

*That:*

- 9.1. *The report (o:\council & committee meetings reports\ccec reports\2016 meetings\13 january\community development grant policy amendments-jan16.doc) be received and noted.*
- 9.2. *The Council approve the amended Council Policy 4.02.11 titled “Applications for Grants and Assistance - Community Development Division” and associated Guidelines (marked as Attachment A and B to this report).*

*As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.*



(Kimbra Parker)  
**MANAGER COMMUNITY AND  
CULTURAL PROGRAMS**



(Michael Daly)  
**MANAGER EVENTS AND  
SALAMANCA MARKET**



(Philip Holliday)  
**DIRECTOR COMMUNITY DEVELOPMENT**

Attachment A: Amended Policy 4.02.11 – Applications for Grants and Assistance - Community Development Division (7)

Attachment B: Guidelines (92)





# Policy Manual

## Attachment A

Title: Applications for Grants - Community Development Division

Subject: Finance – Budget

Policy Number: 4.02.11

Adopted by Council: 21 December 2015

Next Review: ~~June~~November 2016

Responsible Officer: Director Community Development

**1. Objectives:** The policy sets out the City of Hobart's approach to managing the Community Development Division's Grants Program.

The objective of the Community Development Grants Program is to encourage and support community based projects and activities that contribute to community, cultural and event outcomes as defined within the Council's Strategic Plan.

**2. Background:** The Council makes available grant funding to assist community, cultural and other organisations through its Community Development Grants Program.

A revised Community Development Grants Program will enable clear funding streams and provide improved internal program management, both with the intention of assisting the community, organisations, and businesses in the Hobart area with delivering their programs and initiatives.

That:

1. The Council make grant funds available to assist community, cultural and other organisations through its Community Development Grants Program.

~~2. The Community Development Grants Program will open for applications twice yearly in February and August each year in the following streams:~~

~~(a) Creative Hobart Grants;~~

~~(b) Community Grants; and~~

~~(c) Event Grants and Partnerships.~~



# Policy Manual

23. Under each stream there ~~are~~will be a number of grant categories. The funds available for each category are listed below:

Grant Streams	Available Categories	Funding Amounts (\$)
Creative Hobart Grants	<ul style="list-style-type: none"> <li>- <u>Major Cultural Organisations</u></li> <li>- <u>Medium Cultural Grants</u></li> <li>- Small Cultural Grants</li> <li>- Quick Response Grants</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Over \$10,000</u></li> <li>- <u>7,500</u> to \$15,000</li> <li>- \$1,000 to \$3,000</li> <li>- Up to \$1,000</li> </ul>
Community Grants	<ul style="list-style-type: none"> <li>- Small Community Grants</li> <li>- Quick Response Grants</li> </ul>	<ul style="list-style-type: none"> <li>- \$500 to \$3,000</li> <li>- Up to \$500</li> </ul>
Event Grants and Partnerships	<ul style="list-style-type: none"> <li>- Event Partnerships</li> <li>- Event Grants</li> <li>- Quick Response Grants</li> </ul>	<ul style="list-style-type: none"> <li>- Over \$20,000</li> <li>- Under \$20,000</li> <li>- Up to \$1,000 (in-kind only)</li> </ul>

34. These grant streams for Event Grants, Medium Cultural Grants, Small Cultural Grants and Small Community Grants will be available to the public twice yearly. The grant rounds ~~would~~will be open in August and February each year with the grant allocation pools being distributed between both rounds.

~~5. The Council will advertise these grants funding rounds in the following manner:~~



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## 4. Approximate Timing of Grants:

<u>Round 1</u>	<u>Round 2</u>
<ul style="list-style-type: none"> <li>Open Round - <del>4</del> August</li> <li>Close Round - <del>4</del> September</li> <li>Assessment - September</li> <li>Report to Committee/Council - October</li> </ul> <p>Major Cultural Organisations Grants and Events Partnerships:</p> <ul style="list-style-type: none"> <li>Open Round - June</li> <li>Close Round - July</li> <li>Assessment - July</li> <li>Report to Committee/Council <del>—</del> August/<u>September</u></li> </ul>	<ul style="list-style-type: none"> <li>Open Round - <del>4</del> February</li> <li>Close Round - <del>4</del> March</li> <li>Assessment - March</li> <li>Report to Committee/Council - April</li> </ul>

56. All grant categories will have Quick Response Grants which will be available each year until the total budget allocation is fully utilised. The quick response grants for Creative Hobart and Event Grants will be for a maximum of \$1,000 with the Community Grants for a maximum of \$500. Quick Response Event Grants are for in-kind support for the loan of equipment only and are not available for cash.

67. Major Cultural Organisation Grants and Event Partnerships will only be advertised once a year and applications will open in June.



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- (i) Major Cultural Organisations are defined as follows:
  - (a) Based in the City of Hobart;
  - (b) Report an annual income of at least \$1.5 million;
  - (c) Employ professional, permanent staff;
  - (d) Deliver year-round public outcomes in Hobart;
  - (e) Are infrastructure-based organisations with public presentation space; and
  - (f) Operate on a not-for-profit basis.
- (ii) Major cultural organisations are also eligible to apply for the project grant rounds in Community, Culture and Events in the twice yearly grant rounds, in addition to any annual organisational grant.

78. ~~Successful Applicants~~ for Event Partnerships cannot apply through the Council's other ~~event~~ funding streams for the same project, but can apply for Creative Hobart and Community Grants funding simultaneously and in consecutive rounds, but not for the same project.

89. Assistance will be provided by way of grants, and not rate reductions (except pensioner remissions), waiving of fees and charges or rental subsidies.

910. In general, the Council will not provide assistance where, due to budgetary limitations, financial support would be significantly less than requested.

104. Where the Council is unable to provide the full financial support requested by an applicant under this policy, any lesser financial assistance by the Council will involve consultation with the applicant at time of a Grant Offer being made.

112. As part of the assessment process, the Council may consult with an applicant regarding possible modifications to their proposal which would address more appropriately the Council's strategic objectives.

123. Applications will be assessed according to the Guideline documents for each grant stream as attached to this policy (refer Attachment A to this policy). Copies of Guidelines are also available to applicants online.



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134. Separate assessment panels will assess applications under each grant funding stream (with the exception of Quick Response Grants). The panels will comprise an external representative from the community, cultural or event sectors as appropriate, as well as Council officers. The panels will assess applications against the assessment criteria set out in the individual Guidelines (refer Attachment A to this policy).

145. Recommendations of the grant assessment panels will be referred to the Council's Community, Culture and Events Committee via an officer report and then onto the Council for consideration.

- (i) The reports will detail the outcome of the assessment process, and in particular who were the successful and unsuccessful applicants.

~~16. Reports in relation to major cultural organisations grants and Event Partnerships will also be provided following the same process in clause 13 above.~~

157. Quick Response grants within the various grant streams will be considered as they are received throughout the year, and they will not be subject to specific funding rounds.

~~18. Organisations or groups applying for a Quick Response grant are also eligible to apply for a specific grant within the twice yearly run grant rounds, however they can not apply for the same project, and they can only receive one quick response grant per financial year.~~

169. Quick Response grants would be assessed under the Director's General Delegation (as referenced in the Council's Delegation Register), *whereby the Director is able to 'approve grants to organisations for \$1,000 or less, where the organisation has not received a quick response grant for more than one (1) year previously, subject to other guidelines and principles'.*

1720. Where Quick Response grants are available, information would be provided to the relevant Committee in relation to these grants, on a monthly basis. These reports would not be subject to Council determination as they would be to receive and note only.



# Policy Manual

- 3. Legislation, Terminology and References:** Hobart City Council Strategic Plan 2015-2025  
Delegations Register – Community, Culture and Events  
Committee Terms of Reference

<b>History</b>	
<i>Council Policies are reviewed annually with amendments to a Policy listed below</i>	
<b>Date Policy first adopted:</b>	
<b>Amendments:</b>	

Details of Policy Amendments are located on the [Council Business Centre](#)



# Policy Manual

## ATTACHMENT A

~~This is where we insert the 6 Guidelines documents~~  
The guideline documents are attached.



# COMMUNITY DEVELOPMENT GRANTS PROGRAM

## *GUIDELINES* *CREATIVE HOBART SMALL AND MEDIUM GRANTS*







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## Introduction

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

The three grant streams in this program are as follows:



- **QUICK RESPONSE GRANTS** that are up to a value of \$1,000, and are available year round (4-week turnaround).
- **MEDIUM GRANTS** of between \$5,000 and \$15,000, and are available twice per year.
- **SMALL GRANTS** over \$1,000 and up to \$3,000 available twice per year.

Twice yearly rounds will open in August and February each year.

## Strategic Plan & Vision

Our vision for 2025 (from the Hobart City Council Capital City *Strategic Plan 2015-2025*) is that Hobart will be a city that:

- ✓ Offers opportunities for all ages and a city for life
- ✓ Is recognised for its natural beauty and quality of environment
- ✓ Is well governed at a regional and community level
- ✓ Achieves good quality development and urban management
- ✓ Is highly accessible through efficient transport systems
- ✓ Builds strong and healthy communities through diversity, participation and empathy
- ✓ Is dynamic, vibrant and culturally expressive

## Creative Hobart Strategy

[Creative Hobart](#) is the City's cultural policy.

Creative Hobart is based on a vision that contemporary cultural policy needs to build on the recognition that cultural development and the creative industries provide a real opportunity to strengthen community wellbeing, create a culturally rich sense of place and contribute to economic viability.

To contribute to the development of a vibrant and diverse city, Creative Hobart supports an expanded breadth of programs that: bring more cultural and creative activities out into the public realm; provide greater exposure to cultural activities; increase opportunities for the involvement of the community; provide an attractor for cultural tourism; and above all, make Hobart a truly wonderful place to live, work and visit.

## Creative Hobart Grants Guidelines

This program provides financial assistance for one-off projects that contribute to Hobart as a creative city, and take place in the Hobart municipal area.

These guidelines outline eligibility and assessment criteria, and the assessment process for this program. All applications must comply with these guidelines.

## What can you apply for?



Organisations and groups can receive only one small or medium grant per project per calendar year. This means that applicants may receive grants in the Council's Community and Events Grants Programs simultaneously, and in consecutive rounds, but not for the same project.

For more information and to determine eligibility for other Grant Programs, please refer to the guidelines on the City of Hobart website, [www.hobartcity.com.au/grants](http://www.hobartcity.com.au/grants).

How much can your organisation apply for?	
Small Grants	Medium Grants
Funding over \$1,000 up to \$3,000	Funding over \$5,000 up to \$15,000
Two Rounds per year	Two Rounds per year

## Who can apply?

1. Legally constituted *non-profit* organisations are eligible to apply for support. These include:
  - An Incorporated Association;
  - An Incorporated Cooperative;
  - A Company – proprietary company or public company incorporated under the Corporations Act 2001;
  - An Aboriginal Corporation; and
  - An organisation established by legislation.

### Non-Profit Organisations:

For the purposes of these grants, a non-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A non-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

For more information about non-profit status please visit the website of the [Australian Tax Office](http://www.ato.gov.au) or the [Arts Law Centre of Australia](http://www.artslaw.org.au).

2. Organisations or groups that are not incorporated must have their project auspiced by an organisation which does meet the criteria for 1. (above). Your auspice organisation will need to provide a letter of confirmation which shows that they:
  - Understand the project and vouch support for your capacity to deliver it; and



- support your project through the management of grant funds and the provision of public liability insurance coverage (if you do not already have this).

Applicants who are auspiced must provide full details of and confirmation from their auspicings organisation. More information about auspice agreements can be found at [Arts Law: Information Sheet: Auspicing Agreements](#).

### 3. Commercial and profit-making organisations:

Applications from commercial (profit-making) entities that operate or provide services in the City of Hobart will be considered on the condition that the grant requested is matched dollar-for-dollar by the applicant. In addition to all other criteria for funding, the outcome of these projects must be focused on the benefits to the community and/or arts sector, rather than for the commercial gain of the applicant.

Please note that the Australian Business Number (ABN) provided in the application must be in the name of the organisation (applicant or auspice) that will manage the grant funds. An ABN for a sole trader or group of sole traders will not be accepted.

## Who can't apply?

The following are not eligible to apply:

- Individuals;
- Trust Funds;
- Commonwealth and Local Government agencies and bodies;
- State Government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery;
- Government Business Enterprises;
- Businesses that do not operate or provide services in the City of Hobart municipal area.
- Previous City of Hobart grant recipients who have not completed grant reporting requirements.

## How to Apply

All Grant Applications are to be made via the City of Hobart website, [www.hobartcity.com.au/grants](http://www.hobartcity.com.au/grants). Applications cannot be submitted by mail or email.

If you do not have access to a computer or are unable to complete an application via the website, please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone (03) 6238 2770 and we will be happy to assist you.



When you start your application you will need to register by setting up a username and password. You are able to start and save your application without completing it. We encourage you to save your application as you proceed through the form. You may return to your application to continue working on it and when complete, submit it by following the prompts.

Once the application has been submitted, you should receive an acknowledgement of your submission automatically via the online system. If you do not receive an acknowledgement within 24 hours, or if you are having difficulty submitting your application, please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone (03) 6238 2770.

## Key Dates for Applications

Submissions for Small and Medium Creative Hobart Grants, including all required supporting documentation, must be submitted before 5pm on closing date nominated below for each round.

### Key Dates Round 1

Grant Applications open to the public:	August
Grant round closes:	September
Assessment Panel meet:	September/October
Decision made by Council:	October
Advice distributed to applicants:	late October/early November

### Key Dates Round 2

Grant Applications open to the public:	February
Grant round closes:	March
Assessment Panel meet:	March/April
Decision made by Council:	April
Advice distributed to applicants:	Late April/Early May

## Project Eligibility

To be eligible to be assessed for a Creative Hobart Grant, applications must:

- Align with the objectives of the City's [Creative Hobart](#) Strategy;
- Have outcomes that are delivered in the City of Hobart, or are accessible to Hobart residents;
- Be for a one-off arts project or a specific (new) element of an ongoing cultural program occurring within 12 months of the approval of the grant;



## Ineligible Applications

These grants will not support:

- The applicant has received another City of Hobart grant for the same project within the same financial year;
- Projects with potential to make significant profit;
- Ongoing administration or operational costs (including staff costs, administrative and miscellaneous expenses);
- Remissions of rates;
- Retrospective payments or deficit funding;
- Funding of capital costs (construction of, or improvements to buildings);
- Purchase of equipment except where explicitly required for the project;
- Funding for conferences or seminars;
- Individual pursuits or individual professional development;

## Assessment Criteria

Eligible applications will be assessed against the criteria listed below. Projects or activities do not need to meet all the following assessment criteria, nor is meeting all the criteria a guarantee of funding. Each application will be assessed on its individual merit and its capacity to:

1. Align with Creative Hobart Outcome Area 1: the city as a platform for cultural expression and creative participation:  
To what extent does this project enhance a sense of place and identity in Hobart, activate spaces that are accessible to the public and /or utilise Council-owned facilities?
2. Align with Creative Hobart Outcome Area 2: the city as an incubator of creativity:  
To what extent does this project nurture creativity, provide new or improved activities and promote excellence and diversity?
3. Align with Creative Hobart Outcome Area 3: the city as a connector of creativity.  
To what extent does this project bring creative people together with each other and the community, gather and share knowledge?
4. Benefit the community in areas such as consultation, project development or delivery, beyond the community being passive audience members.



5. Demonstrate that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable.

## **Creative Hobart Criteria**

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

### **Outcome Area 1 – A Platform for Creativity**

We aim to facilitate programs that engage artists and cultural workers in activating the city's built and natural public spaces, providing opportunities for community participation in culture.

**Objective 1.1** - Enhancing a sense of place: Enhancing the look and feel of Hobart's natural and built public spaces through civic pride, engaging the community, acknowledging and celebrating Hobart's Aboriginal and European heritage, as well as the diversity and creativity of its people.

**Objective 1.2** - Activating public space: Using public space as a stage upon which cultural activities can take place. Events may take place in the streets, along the waterfront, in the parks or in bushland, or in non-Council facilities which are freely accessible, therefore increasing activation of public space across the city.

**Objective 1.3** - Activating Council facilities: The Council is the custodian of a rich and diverse range of facilities and alternative spaces that are indoor, outdoor and underground. Applicants are encouraged to consider these spaces as venues for cultural activities.

### **Outcome Area 2 – The City as an Incubator of Creativity**

Encouraging and supporting creativity, innovation, excellence and diversity, the Council in its role as a facilitator can work with the creative sector and the community to foster an environment in which creativity can flourish.

**Objective 2.1** - Nurturing creativity: The Council aims to facilitate a supportive environment in which creativity and innovation are developed and nurtured. We aim to support arts practitioners and the creative industry to develop the sustainability of the sector.

**Objective 2.2** - Investing in innovation: As with other research and development areas, innovation in creativity needs investment support to reach its potential. The focus is strategic investment of resources to encourage the exploration of ideas and development of innovative practices.



**Objective 2.3** - Celebrating excellence and diversity: Hobart and Tasmania have a strong 'artisan' tradition, particularly in craft and design practice. We aim to maximise opportunities that showcase the diversity, creativity and excellence of Hobart's artisan products and other arts activities that are perceived nationally and internationally as 'excellent'.

### **Outcome Area 3 – The City as a Connector of Creativity**

Connecting creative people, disseminating information and knowledge, developing shared understandings and exchanging opinions are the very basis of our society. The Council aims to facilitate programs and activities that provide a welcoming and supportive environment in which ideas and dreams for the future are shared.

**Objective 3.1** - Connecting creative people: Strengthening existing networks and facilitating new connections within the cultural sector, within the region and beyond for major organisations and individual practitioners can result in new initiatives that bring creative people together.

**Objective 3.2** - Gathering and disseminating knowledge: We aim to improve the availability and accuracy of information about what Hobart has to offer from the cultural and arts perspective including a sharing of knowledge across the sector and with the community.

**Objective 3.3** - Brokering connections: Council identifies opportunities to connect individuals, small community groups and even large organisations with people inside and outside of Council to simplify and smooth the way so that creative activities can happen.

## **Project Budget**

Clear budget information will allow the assessment panel to understand your project and which parts of it the Council is being asked to support. Please note the expenses that Council will not cover, as listed under Project Eligibility in these Guidelines.

You must provide a balanced budget, accounting for all expenses and income, including in-kind (free of charge), other sponsorships or grants and the amount you are requesting from the City of Hobart.

Organisations must have provision in their budget for public liability insurance if they do not hold a current policy. For further information about insurance visit [Creative Spaces](#) or [Arts Law Centre of Australia](#) – tips for purchasing appropriate insurance.

## **Assessment Process**

### **Assessment Panel**





The Assessment Panel will comprise representatives from the cultural sector and relevant Council officers. The panel will assess each application on its merit, against the assessment criteria and will meet to discuss the applications

### **Recommendation to Council**

The Panel will make its recommendations to the City of Hobart's Community, Culture and Events Committee who will approve and/or make amendments to the recommendations and refer those recommendations to the full Council for decision. The decision of Council is final.

Applicants are advised that the recommendations of the Assessment panel are made publicly available on the City of Hobart's website as an agenda item for the relevant Committee meeting. Details to be included on the agenda will include: the applicant name, amount recommended for approval (for successful applicants) and a brief outline of the project.

### **Communication**

Applicants will receive automatic notification of receipt of application and notification of the assessment results. All applicants will be advised of the Council decision by email following Council approval. See Key Dates for likely timing.

## **Successful Applications**

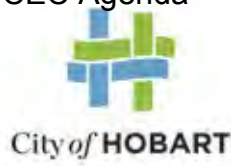
### **Grant Offer and Grant Agreement**

Successful applicants will be sent a Grant Offer. In general, the City of Hobart will not make a Grant Offer for substantially less than the amount requested in the application, however, where the City is unable to provide the full amount requested any lesser assistance will involve consultation with the applicant at this stage.

Additionally, a formal Grant Agreement will be sent to successful applicants. Inability to comply with the Grant Agreement may result in withdrawal of the Grant. A copy of the standard Grant Agreement is available via the City of Hobart's website, [www.hobartcity.com.au/grants](http://www.hobartcity.com.au/grants). Grants will be paid:

- On receipt of the signed Grant Agreement; and
- Provision of any requested documentation; and
- On receipt of the applicant's or its auspicer's bank details for payment.).

### **Acquittal**



Upon completion of the project, successful applicants will be required to provide a report in order to acquit their grant, providing evidence of the execution of their project, expenditure and outcomes.

The deadline for acquittals will be outlined in the Grant Agreement. Acquittal reporting forms will be available on the City of Hobart website, [www.hobartcity.com.au/grants](http://www.hobartcity.com.au/grants) and the form must be completed online by the due 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 project.

## **GST and Grants**

If your organisation is registered for GST you will be paid the grant amount plus GST. If you organisation is not registered for GST you will be paid the grant amount only. It is a requirement of the Australian Taxation Office that any payee who does not have an Australian Business Number (ABN) must complete a 'Statement by a Supplier' form. This must be submitted with your application. A copy of this form can be found on the Grants Program website.

## **Recognition of Council Assistance**

Successful applicants must acknowledge the Council's assistance for the project. This will be commensurate with the value of the grant offered but must include at a minimum:

- The City of Hobart logo and Creative Hobart tag on all promotional and advertising material, including posters, flyers, newsletters and programs relevant to the project.

Other requirements may include:

- Display of the Council's pull-up banners at an event or activity (to be provided by the Council);
- Opportunity for the Lord Mayor or nominee to participate in the project at the launch or other media opportunities, if applicable. (Please contact the Council's Principal Advisor Media and Community Relations, Ms Kerry Baker on telephone (03) 6238 2896); and
- Grant recipients may be required to provide sponsorship benefits back to the City of Hobart in return for funding. These benefits will be negotiated on a case-by-case basis prior to signing the Grant Agreement and can be up to the value of the funding provided including the perceived value of public speaking, media, community outcomes and other non-cash related benefits for the City.

## **Unsuccessful Applications**



Unsuccessful applicants may discuss their application with the relevant Council Officer.

## Further Information and Enquiries

### Documents

Copies of all City of Hobart documents referred to above can be found at [www.hobartcity.com.au/grants](http://www.hobartcity.com.au/grants). All documents that need to be provided by you must be uploaded with your Grant application unless otherwise indicated.

### Contact Officers

For further information on administrative issues and assistance to complete any Creative Hobart Grant applications please contact:

Jo Duffy, Cultural Development Officer      (03) 6238 2778  
[duffy@hobartcity.com.au](mailto:duffy@hobartcity.com.au)

Frances Butler, Cultural Programs Officer      (03) 6238 2430  
[butlerf@hobartcity.com.au](mailto:butlerf@hobartcity.com.au)

CITY OF HOBART  
COMMUNITY DEVELOPMENT GRANTS PROGRAM

*GUIDELINES*  
*CREATIVE HOBART*  
*MAJOR CULTURAL ORGANISATIONS GRANTS*



Image courtesy of Salamanca Arts Centre, SAC35  
Photo by Craig Ople

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## Introduction

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

The three grant streams in the program are as follows:

- **QUICK RESPONSE GRANTS** that are up to a value of \$1,000, and are available year round (4-week turnaround).
- **SMALL** (\$1,000 - \$3,000) and **MEDIUM GRANTS** (\$5,000 - \$15,000) available twice per year: August and February (although in 2015 the first round will open in October).
- **MAJOR CULTURAL ORGANISATIONS GRANTS** (\$10,000 +) available annually, opening in October in 2015 and mid-year from 2016).

## Strategic Plan & Vision

Our vision for 2025 (from the Hobart City Council [Strategic Plan 2014-2019](#)) is that Hobart will be a city that:

- ✓ Offers opportunities for all ages and a city for life
- ✓ Is recognised for its natural beauty and quality of environment
- ✓ Is well governed at a regional and community level
- ✓ Achieves good quality development and urban management
- ✓ Is highly accessible through efficient transport systems
- ✓ Builds strong and healthy communities through diversity, participation and empathy
- ✓ Is dynamic, vibrant and culturally expressive

## Creative Hobart Strategy

[Creative Hobart](#) is the City's cultural policy, launched in June 2013.

Creative Hobart is based on a vision that contemporary cultural policy needs to build on the recognition that cultural development and the creative industries provide a real opportunity to strengthen community wellbeing, create a culturally rich sense of place and contribute to economic viability.

To contribute to the development of a vibrant and diverse city, Creative Hobart supports an expanded breadth of programs that: bring more cultural and creative activities out into the public realm; provide greater exposure to cultural activities; increase opportunities for the involvement of the community; provide an attractor for cultural tourism; and above all, make Hobart a truly wonderful place to live, work and visit.

## Major Cultural Organisations Grants Guidelines

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

These guidelines outline eligibility and assessment criteria and the assessment process. All applications for this grant round must comply with these guidelines.

### What can you apply for?

Major Cultural Organisations may apply for this grant for ongoing program and operational funding – this may include artistic programming, audience development, artist development, community outreach, or other activities that constitute the annual program of activities for Hobart's major cultural institutions.

Organisations may also apply for separate project funding from the Creative Hobart Grants Program for special initiatives and projects in addition to the organisation's annual public program. Applicants may apply for grants in different categories simultaneously, and in consecutive rounds but not for the same project.

Organisations may also apply for grants in the City of Hobart's Community and Events Programs (please refer to the separate guidelines on the City of Hobart's website for details of eligibility [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants))

<b>How much money is available?</b>
\$100,000 total pool
<b>How much can your organisation apply for?</b>
Funding requests over \$10,000 will be considered.
Available once per year. See ' <a href="#">Key Dates</a> ' below for details.

### Who can apply?

Major Cultural Organisations based in the City of Hobart that:

- Have an annual income of at least \$1.5 million;
- Employ professional, permanent staff;
- Deliver year-round public outcomes;
- Are infrastructure-based organisations with public presentation space; and
- Do not operate on a commercial basis.



## How to Apply

Application forms are available on the City of Hobart website,  
[www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants)

We advise you to discuss your application with the City of Hobart's Cultural Development Officer. Should you require any assistance with the application form, please contact one of the Contact Officers listed on [Page 11](#).

All questions in the application form must be answered and any requested attachments provided in order to be assessed.

Submissions, including all required supporting documentation, must be submitted before 5pm on the closing date listed below. Late applications will not be assessed.

Submission by email is preferred but you may submit a hard copy.

By email to: [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au)

By post to: Creative Hobart Grants  
Hobart City Council  
GPO Box 503  
HOBART TAS 7001

Once the application has been submitted, acknowledgement of your submission will be sent. If you do not receive an acknowledgement please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone (03) 6238 2770.

### Key Dates for 2015 (in future years the grant round will open mid-year)

Grant Applications open to the public:	10 October 2015
Grant round closes:	2 November 2015 at 5:00pm
Advice distributed to applicants:	By Mid-December 2015
Period covered by grant	2016 calendar year/program

## Eligibility

To be eligible applicants must be categorised as a Major Cultural Organisation, as described above under '[Who can Apply?](#)'. In addition to this, applicant organisations must:

- Align with the objectives of the City's [Creative Hobart](#) Strategy;
- Have outcomes that are delivered in the City of Hobart municipality and are accessible to Hobart residents;



- Demonstrate how the grant will support the applicant organisation to deliver its annual program, providing a breakdown of expenditure;
- Not duplicate or overlap with existing similar activities in the City; and
- Appropriately acknowledge the City of Hobart's support, commensurate with the level of funding provided.

## Ineligible Applications

Applications will be ineligible if:

- The applicant has not fulfilled the conditions of a previous grant by its due date.
- The applicant has potential to make significant profit and/or where other funding sources are considered to be more appropriate.
- The applicant is applying for funding that will pay for:
  - Remissions of rates;
  - Activities that have already occurred;
  - Retrospective payments or deficit funding;
  - Capital works, construction of, or improvements to buildings;
  - The purchase of equipment; or
  - The delivery of national conferences or seminars to be staged in Hobart.

## Assessment Criteria

Eligible organisations will be assessed against the following criteria. Applications do not need to meet all the following assessment criteria, nor is meeting all the criteria a guarantee of funding. Each application will be assessed on its individual merit and its capacity to:

- Enhance the image of the City amongst residents as a vibrant place to live and work;
- Enhance the image of the City amongst tourists, intrastate visitors and the business community as a vibrant place to visit and conduct business;
- Contribute to the development and sustainability of the Creative Industries in Hobart;
- Support and enhance the City's image as a leader in culture and the arts, as the capital city of Tasmania, and as a significant regional city of Australia and the Asia Pacific;
- Demonstrate wide community support of the organisation (through attendance or other statistics);

- Involve local communities and individuals in the development and implementation of appropriate portions of the organisation's annual public program;
- Demonstrate that suitably qualified and experienced people manage the organisation (management and Board);
- Demonstrate that the organisation is financially viable; and
- Work with the City to achieve at least eight of the nine objectives of the City's [Creative Hobart](#) Strategy (outlined below).

### **Creative Hobart Criteria**

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

#### **Outcome Area 1 – A Platform for Creativity**

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

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

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

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

#### **Outcome Area 2 – The City as an Incubator of Creativity**

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

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

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

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

### **Outcome Area 3 – The City as a Connector of Creativity**

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

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

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

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

## Assessment Process

### Assessment Panel

The Assessment Panel will comprise at least two external representatives from the arts and cultural sector and relevant Council officers. The panel will assess each application on its merit, against the [assessment criteria](#) listed above.

If the Panel requires additional information in relation to the application, the contact person you list on your application will be contacted by the relevant Council Officer.

### Recommendations to Council

The Panel will make recommendations to the City of Hobart's [Community, Culture and Events Committee](#) as to which applications should receive funding based on decisions made as a result of the assessment process. The Committee will then approve the recommendations and/or make amendments to the recommendation that will then go to Council for approval.

It should be noted that the report detailing the recommendations for funding will be on the open agenda of the City of Hobart's Community, Culture and Events Committee. The full application is not available, but brief details of all applications including: applicant name, amount requested, amount recommended for approval (for successful applicants), a brief outline of the application and a brief summary of the feedback from the panel, are available.

NB: The decision of Council is final.

### Communication

Applicants will receive automatic notification of receipt of application and notification of the assessment results.

## Successful Applications

### Grant Offer and Grant Agreement

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

Additionally, a formal Grant Agreement will be sent to successful applicants. Inability to comply with the Grant Agreement may result in withdrawal of the Grant Offer.

Grants will be paid:

- On receipt of the signed Grant Agreement; and
- Provision of any requested documentation; and
- On receipt of the applicant's bank details for payment.

## **Acquittal**

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

The deadline for acquittals will be outlined in the Grant Agreement.

## **GST and Grants**

If your organisation will incur a GST liability as a result of receiving the grant (only applicable if your organisation is registered for GST), please submit a tax invoice equal to the amount of the grant plus GST. Otherwise, please submit an invoice equal to the amount of the grant only.

## **Recognition of Council Assistance**

Successful applicants must acknowledge the Council's support. This will be required at a value proportional to the grant offered but must include at a minimum:

- The City of Hobart logo and Creative Hobart tag on all promotional and advertising material, including posters, flyers, newsletters and programs relevant to the annual program supported by this grant.

Other requirements may include:

- Display of the Council's pull-up banners (to be provided by the Council), when suitable, at an event or activity within the annual program;
- Opportunity for the Lord Mayor or nominee to participate in the annual program launch or other media opportunities, if applicable. (Please contact the Council's Principal Advisor Media and Community Relations, Ms Kerry Baker on telephone (03) 6238 2896); and
- Major organisations may be required to provide sponsorship benefits back to the City of Hobart in return for funding. These benefits will be negotiated on a case-by-case basis and will be commensurate with the level of funding approved.

## Unsuccessful Applications

Unsuccessful applicants may discuss their application with the relevant Council Officer.

## Further Information and Enquiries:

### Documents and Checklist:

Copies of all documents referred to in these guidelines can be found on the City of Hobart's website, [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants). All documents that need to be provided by you must be uploaded with your Grant application unless otherwise indicated.

### Contact Officers

For further information on administrative issues and assistance to complete the Application please contact:

Jo Duffy, Cultural Development Officer (03) 6238 2778  
[duffyjhobartcity.com.au](mailto:duffyjhobartcity.com.au)

Frances Butler, Cultural Programs Officer (03) 6238 2430  
[butlerfhobartcity.com.au](mailto:butlerfhobartcity.com.au)





CITY OF HOBART  
COMMUNITY DEVELOPMENT GRANTS PROGRAM

*GUIDELINES*  
*CREATIVE HOBART QUICK RESPONSE GRANTS*



City of **HOBART**



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## Introduction

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

The three grant streams in the program are as follows:

- **QUICK RESPONSE GRANTS** that are up to a value of \$1,000, and are available year round (4-week turnaround).
- **SMALL** (\$1,001 - \$3,000) and **MEDIUM GRANTS** (\$5,001 - \$15,000) available twice per year: August and February (although in 2015 the first round will open in October).
- **MAJOR CULTURAL ORGANISATIONS GRANTS** (over \$10,000) available annually. Round opens in June.

## Strategic Plan & Vision

Our vision for 2025 (from the City of Hobart Capital City Strategic Plan 2015-2025) is that Hobart will be a city that:

- ✓ Offers opportunities for all ages and a city for life
- ✓ Is recognised for its natural beauty and quality of environment
- ✓ Is well governed at a regional and community level
- ✓ Achieves good quality development and urban management
- ✓ Is highly accessible through efficient transport systems
- ✓ Builds strong and healthy communities through diversity, participation and empathy
- ✓ Is dynamic, vibrant and culturally expressive

## Creative Hobart Strategy

[Creative Hobart](#) is the City's cultural policy.

Creative Hobart is based on a vision that contemporary cultural policy needs to build on the recognition that cultural development and the creative industries provide a real opportunity to strengthen community wellbeing, create a culturally rich sense of place and contribute to economic viability.

To contribute to the development of a vibrant and diverse city, Creative Hobart supports an expanded breadth of programs that: bring more cultural and creative activities out into the public realm; provide greater exposure to cultural activities; increase opportunities for the involvement of the community; provide an attractor for cultural tourism; and above all, make Hobart a truly wonderful place to live, work and visit.

## Creative Hobart - Quick Response Grant Guidelines

This program provides financial assistance for projects that contribute to Hobart as a creative city, and take place in the Hobart municipal area.

These guidelines outline eligibility, assessment criteria and the assessment process for Quick Creative Hobart Quick Response Grants. All applications must comply with these guidelines.

### What can you apply for?

Organisations and groups can receive only one quick response grant per project within any twelve month period. This means that applicants may receive grants in the Council's Community and Events Grants Programs simultaneously, and in consecutive rounds, but not for the same project.

For more information and to determine eligibility for other Community Development Grant Programs, please refer to the guidelines on the City of Hobart website, [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants).

How much can you apply for?
Quick Response
Up to \$1,000
Available year-round and a 4-week turnaround for a response.

### When can you apply?

Quick Response applications can be submitted throughout the year until the total fund for this financial year is expended. Please contact [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) prior to submitting your application to ensure there are funds available.

Applications can be funded for activities occurring no earlier than five weeks and no later than six months after the date of your submission.

### Who can apply?

#### 1. Legally constituted *non-profit* organisations

These include:

- An Incorporated Association;
- An Incorporated Cooperative;
- A Company – proprietary company or public company incorporated under the Corporations Act 2001;

- An Aboriginal Corporation; and
- An organisation established by legislation.
- **Non-Profit Organisations:**  
For the purposes of these grants, a non-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A non-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

For more information about non-profit status please visit the website of the [Australian Tax Office](#) or the [Arts Law Centre of Australia](#).

## 2. Unincorporated Organisations or Groups

Organisations or groups that are not incorporated must have their project auspiced by an organisation which does meet the criteria. Your auspice organisation will need to provide a letter of confirmation which shows that they:

- Understand the project and vouch support for your capacity to deliver it; and
- support your project through the management of grant funds and the provision of public liability insurance coverage (if you do not already have this).

Applicants who are auspiced must provide full details and confirmation from their auspicing organisation.

For more information about auspice agreements, please refer to the Arts Law Centre of Australia Information Sheet: [Auspicing Agreements](#).

## 3. Commercial and profit-making organisations

Applications from commercial (profit-making) entities that operate or provide services in the City of Hobart will be considered on the condition that the grant requested is matched dollar-for-dollar by the applicant. In addition to all other criteria for funding, the outcome of these projects must be focused on the benefits to the community and/or arts sector, rather than for the commercial gain of the applicant.

Please note that the Australian Business Number (ABN) provided in the application must be in the name of the organisation (applicant or auspice) that will manage the grant funds. An ABN for a sole trader or group of sole traders will not be accepted

## Who can't apply?

The following are not eligible to apply:

- Individuals;
- Trusts Funds;

- Commonwealth, State and Local Government agencies and bodies (including Government Business Enterprises).
- Businesses that do not operate or provide services in the City of Hobart municipal area.

## How to apply

Application must be made via the City of Hobart website:

[www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants)

All questions in the application form must be answered and any requested support material provided in order to be assessed.

If the Panel requires additional information in relation to your application, applicants will be contacted by the relevant Council Officer, who may also wish to discuss your application with you.

If you do not have access to a computer or are unable to complete an application via email please telephone (03) 6238 2770 and we will be happy to assist you.

Submissions, including all required supporting documentation, must be submitted before 5pm on the closing date listed below. Late applications will not be assessed. Please allow plenty of time for documents to be uploaded.

Once the application has been submitted, you will receive an acknowledgement of submission to the email address provided in the form. If you do not receive an acknowledgement, or if you are having difficulty submitting your application, please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone (03) 6238 2770.

## Eligibility

To be eligible for a Creative Hobart Grant, applicants must fall under one of the groups listed above under '[Who can apply?](#)', and must:

- Align with the objectives of the City's [Creative Hobart](#) Strategy;
- Have outcomes that are delivered in the City of Hobart, or are accessible to Hobart residents;
- Be for a project or a specific element of an ongoing program occurring within 6 months from when the grant round closes;
- Not duplicate or overlap with existing similar activities; and

## Ineligible Applications

Applications will be ineligible if:

- The applicant has received another City of Hobart grant for the same project within the same financial year;
- The applicant has not fulfilled the conditions of a previous grant by its due date;
- The project has potential to make significant profit;
- The application is for funding that will pay for:
  - Ongoing administration or operational costs of the applicant. This includes general expenses for ongoing operation of your organisation/group including such things as staff costs, administrative and miscellaneous expenses;
  - Donations or fundraising projects which support the recurrent operations of the applicant;
  - Remissions of rates;
  - Activities that have already occurred;
  - Retrospective payments or deficit funding;
  - Individual pursuits or individual professional development;
  - Capital works, construction of, or improvements to buildings;
  - The purchase of equipment which is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation; or
  - Core delivery of national conferences or seminars to be staged in Hobart.

## Assessment Criteria

Eligible applications will be assessed against the criteria listed below. Projects or activities do not need to meet all the following assessment criteria, nor is meeting all the criteria a guarantee of funding. Each application will be assessed on its individual merit and its capacity to:

- Enhance the image of the City as a vibrant place to live and visit;
- Align with of the City's [Creative Hobart](#) Strategy, (below);

### Creative Hobart Criteria

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

#### Outcome Area 1 – A Platform for Creativity

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

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

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

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

### **Outcome Area 2 – The City as an Incubator of Creativity**

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

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

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

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

### **Outcome Area 3 – The City as a Connector of Creativity**

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

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

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

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

## Project Budget

Clear budget information will allow the assessment panel to understand your project and which parts of it the Council is being asked to support. Please note the expenses that Council will not cover, as listed under [Eligibility](#) in these Guidelines.

You must provide a budget summary for the project, showing expenses and income, including all cash and in-kind amounts requested from the City of Hobart.

## Assessment Process

Each application will be assessed on its merit, against the assessment criteria and alignment with the [Creative Hobart](#) strategy.

The City of Hobart's Director Community Development is delegated to approve funding for Quick Response applications. This decision is final.

Details of successful applications including applicant name, grant amount and a description of the project will be made publicly available on the City of Hobart's website as an agenda item for the relevant Community, Culture and Events Committee meeting.

## Notification

All applicants will be advised of the funding decision within four (4) weeks from the date of receipt.

## Successful Applications

### Grant Agreement

A formal Grant Agreement will be sent to successful applicants. Inability to comply with the Grant Agreement may result in withdrawal of funding.

Grants will be paid:

- On receipt of the signed Grant Agreement; and
- Provision of any requested documentation; and
- Receipt of the applicant's tax invoice (inclusive of GST where applicable).



## Acquittal

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

The deadline for acquittals will be outlined in the Grant Agreement.

## GST and Grants

If your organisation will incur a GST liability as a result of receiving the grant (only applicable if your organisation is registered for GST), please submit a tax invoice equal to the amount of the grant plus GST. Otherwise, please submit an invoice equal to the amount of the grant only.

It is a requirement of the Australian Taxation Office that any payee who does not have an Australian Business Number (ABN) must complete a '[Statement by a Supplier](#)' form. This must be submitted with your application. A copy of this form can be found on the City of Hobart website: [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants).

## Recognition of Council Assistance

Successful applicants must acknowledge the Council's assistance for the project. This will be commensurate with the value of the grant offered in comparison to the total project budget but must include at a minimum:

- City of Hobart and Creative Hobart acknowledgement on promotional and advertising material, including: posters, flyers and website where space allows.

## Unsuccessful Applications

Unsuccessful applicants may discuss their application with the relevant Council Officer.

## Further Information and Enquiries

### Documents

Copies of all City of Hobart documents referred to above can be found at via hyperlinks in this document or on the City of Hobart website [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants). All documents that need to be provided by you must be included with your Grant application unless otherwise indicated.

### Contact Officers

For further information on administrative issues and assistance to complete the Creative Hobart Grants application please contact:

Jo Duffy, Cultural Development Officer	(03) 6238 2778 <a href="mailto:duffyj@hobartcity.com.au">duffyj@hobartcity.com.au</a>
Frances Butler, Cultural Programs Officer	(03) 6238 2430 <a href="mailto:butlerf@hobartcity.com.au">butlerf@hobartcity.com.au</a>



City of **HOBART**

CITY OF HOBART  
COMMUNITY DEVELOPMENT GRANTS PROGRAM  
*GUIDELINES*  
*COMMUNITY SMALL GRANTS*



City of **HOBART**

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## Introduction

The City of Hobart Community Grants Program provides financial assistance for projects and programs that contribute to and align with relevant objectives of the City of Hobart [Strategic Plan](#), [Social Inclusion Strategy](#) and related strategies.

There are two streams within this program:

- **QUICK RESPONSE GRANTS** that are up to a value of \$500, that are available all year round and have a four week turn around period.
- **SMALL GRANTS** over \$500 up to \$3,000 that are offered in two grants rounds per year, that open in August and February.

## Strategic Plan & Vision

Our vision for 2025 (from the City of Hobart Capital City *Strategic Plan 2015-2025*) is that Hobart will be a city that:

- ❖ Offers opportunities for all ages and a city for life
- ❖ Is recognised for its natural beauty and quality of environment
- ❖ Is well governed at a regional and community level
- ❖ Achieves good quality development and urban management
- ❖ Is highly accessible through efficient transport systems
- ❖ Builds strong and healthy communities through diversity, participation and empathy
- ❖ Is dynamic, vibrant and culturally expressive

## Social Inclusion & Related Strategies

In addition to aligning with the City of Hobart Vision as outlined above, the City of Hobart Community Grants Program aims to financially support applications that align with an aspect of the following City of Hobart strategies:

- [Social Inclusion 2014-2019](#)
- [Multicultural Strategy 2014-2019](#)
- [Youth Strategy 2014-2019](#)
- [Children & Families Strategy 2014-2019](#)
- [Positive Ageing Strategy 2014-2019](#)
- [Equal Access Strategy 2014-2019](#)

To be considered for a Community Grant or Quick Response Grant, applicants need to demonstrate that their proposal helps to deliver one aspect of at least one of these strategies.

## Community Grants Guidelines

These guidelines outline eligibility and assessment criteria and the assessment process for the Community Grants program. All applications must comply with these guidelines.

From time to time the City of Hobart may elect to target specific outcomes within the assessment criteria and will redistribute assessment weightings accordingly. This will be notified in advance on the Grants website as the 'Key Criteria' for each round. Where there are no Key Criteria, all criteria will be evenly weighted.

### What can you apply for?

Organisations and groups can receive only one Community Development Small Grant per project per annum. This means that applicants may also apply for grants in the Council's Creative Hobart and Events Grants Programs simultaneously and in consecutive rounds, but not for the same project.

For more information and to determine eligibility for other Grants Programs, please check the guidelines on the City of Hobart website, [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants).

How much can your organisation apply for?
<b>Small Grants</b>
Funding over \$500 up to \$3,000 Two Rounds per year.

### Who can apply?

- Incorporated, non-profit organisations:**

Incorporated, non-profit organisations are eligible to apply for and auspice applications for Community grants. For the purposes of these grants, a non-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A non-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

For more information about non-profit status please visit the website of the [Australian Tax Office](#) or the [Arts Law Centre of Australia](#).



- **Unincorporated Groups or Organisations:**

Unincorporated organisations or groups may apply for Community grants. Applicants are required to enter an auspicing agreement with an incorporated, non-profit organisation to assist your project with, for example, financial management and public liability coverage. Applicants who are auspiced must provide full details and confirmation from their auspicing organisation.

For more information about auspice agreements please refer to the Arts Law Centre of Australia Information Sheet: [Auspicing Agreements](#).

Please note that the Australian Business Number (ABN) provided in the application must be in the name of the organisation (applicant or auspice) that will manage the grant funds. An ABN for a sole trader or group of sole traders will not be accepted

### **Who can't apply?**

The following are not eligible to apply:

- Individuals;
- Trusts;
- Commonwealth, State and Local Government agencies and bodies (including government business enterprises); and
- Entities that do not provide services in the City of Hobart municipal area.

## **How to Apply**

All Grant Applications are to be made via the City of Hobart website, [www.hobartcity.com.au/grants](http://www.hobartcity.com.au/grants). Applications cannot be submitted by mail or email.

If you do not have access to a computer or are unable to complete an application via the website, please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone (03) 6238 2770 and we will be happy to assist you.

When you start your application you will need to register by setting up a username and password. You are able to start and save your application without completing it. We encourage you to save your application as you proceed through the form. You may return to your application to continue working on it and when complete, submit it by following the prompts.

Once the application has been submitted, you should receive an acknowledgement of your submission automatically via the online system. If you do not receive an acknowledgement



within 24 hours, or if you are having difficulty submitting your application, please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone (03) 6238 2770.

## Key Dates for Applications

Submissions for Small Community Grants, including all required supporting documentation, must be submitted before 5pm on the closing date nominated below for each round. Late applications will not be assessed.

### Key Dates Round 1

Grant Applications open to the public:	August
Grant round closes:	September
Assessment Panel meet:	September/October
Decision made by Council:	October
Advice distributed to applicants:	late October/early November

### Key Dates Round 2

Grant Applications open to the public:	February
Grant round closes:	March
Assessment Panel meet:	March/April
Decision made by Council:	April
Advice distributed to applicants:	Late April/Early May

## Project Eligibility

To be eligible to be assessed for a Community Grant, all projects must:

- Align with one of the Community strategies listed above;
- Be for a project or a specific element of an ongoing program occurring within 12 months from when the grant round closes; and
- Have outcomes which are delivered in the City of Hobart, or are accessible to Hobart residents.

### Ineligible Applications

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

- The applicant has received another City of Hobart grant for the same project within the same financial year;

- The applicant has not fulfilled the conditions of a previous City of Hobart grant by its due date;
- The application is for funding which will pay for:
  - Ongoing administration or operational costs of the applicant. This includes general expenses for ongoing operation of your organisation/group including such things as staff costs, administrative and miscellaneous expenses;
  - Donations or fundraising projects which support the recurrent operations of the applicant;
  - Remissions of rates;
  - Activities which have already occurred;
  - Retrospective payments or deficit funding;
  - Funding of capital works, construction of, or improvements to buildings;
  - Funding for individuals;
  - The purchase of equipment which is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation;
  - Projects that have potential to make significant profit and/or where other funding sources are considered to be more appropriate;
  - Funding for core delivery of national conferences or seminars to be staged in Hobart; or
  - School camps or travel expenses for sporting trips, educational, civic, political events, conferences, seminars, forums or similar trips or excursions.

## Assessment Criteria

Each application will be assessed on its individual merit. Projects and programs determined eligible for funding will be assessed against the criteria listed below. Projects or activities do not need to meet all the following assessment criteria, nor is meeting all the criteria a guarantee of funding.

While applications can be submitted from organisations for projects which have been funded in previous years, the City does attempt to direct funding to assist new projects.

Projects will be assessed in terms of their capacity to:

### **1. Aligns with a particular priority area for any of the following strategies.**

- Social Inclusion Strategy
  - Community Engagement and Participation

- Vibrant Places
  - Affordable Living
  - Effective Transport
  - Community Safety
  - Economic Participation
  - Health and Wellbeing
- Youth Strategy
  - Youth Development & Strategic Planning
  - Youth Participation
  - Outdoor Youth Work
- Children & Families Strategy
  - Networking & Communicating
  - Engaging & Participating
- Multicultural Strategy
  - Perception
  - Communication
  - Participation
- Equal Access Strategy
  - Participation Opportunities
  - Accessible Information
  - Disability Awareness
- Positive Ageing Strategy
  - Valuing and Empowering Older People
  - Being Aware of the Diversity of the Older Population
  - Building Social Connectedness

## **2. Community Involvement**

To what extent does the project involve the community in areas such as consultation, project development, delivery or documentation?

## **3. Management Capacity**

To what extent does this application demonstrate that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable?

# **Project Budget**

Clear budget information will allow the Assessment Panel to understand your project or activity, and which parts of it the Council is supporting.

You must provide a balanced budget - use the template provided in the application form to help you.

You must account for all expenses and income, including in-kind (free of charge), other sponsorships or grants and the amount requested from the City of Hobart.

## **Assessment Process**

### **Assessment Panel**

The Assessment Panel will comprise representatives from the cultural sector and relevant Council officers. The panel will assess each application on its merit, against the assessment criteria and will meet to discuss the applications

### **Recommendation to Council**

The Panel will make its recommendations to the City of Hobart's Community, Culture and Events Committee who will approve and/or make amendments to the recommendations and refer those recommendations to the full Council for decision. The decision of Council is final.

Applicants are advised that the recommendations of the Assessment panel are made publicly available on the City of Hobart's website as an agenda item for the relevant Committee meeting. Details to be included on the agenda will include: the applicant name, amount recommended for approval (for successful applicants) and a brief outline of the project.

### **Communication**

Applicants will receive automatic notification of receipt of application and notification of the assessment results. All applicants will be advised of the Council decision by email following Council approval. See Key Dates for likely timing.

## **Successful Applications**

### **Grant Offer and Grant Agreement**

### **Grant Offer and Grant Agreement**

Successful applicants will be sent a Grant Offer. In general, the City of Hobart will not make a Grant Offer for substantially less than the amount requested in the application, however, where the City is unable to provide the full amount requested any lesser assistance will involve consultation with the applicant at this stage.

Additionally, a formal Grant Agreement will be sent to successful applicants. Inability to comply with the Grant Agreement may result in withdrawal of the Grant. A copy of the standard Grant Agreement is available via the City of Hobart's website, [www.hobartcity.com.au/grants](http://www.hobartcity.com.au/grants). Grants will be paid:

- On receipt of the signed Grant Agreement; and
- Provision of any requested documentation; and
- On receipt of the applicant's or its auspicer's bank details for payment.

## **Acquittal**

Upon completion of the project, successful applicants will be required to provide a report in order to acquit their grant, providing evidence of the execution of their project, expenditure and outcomes.

The deadline for acquittals will be outlined in the Grant Agreement. Acquittal reporting forms will be available on the City of Hobart website, [www.hobartcity.com.au/grants](http://www.hobartcity.com.au/grants) and the form must be completed online by the due 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 project.

## **GST and Grants**

If your organisation is registered for GST you will be paid the grant amount plus GST. If you organisation is not registered for GST you will be paid the grant amount only. It is a requirement of the Australian Taxation Office that any payee who does not have an Australian Business Number (ABN) must complete a 'Statement by a Supplier' form. This must be submitted with your application. A copy of this form can be found on the Grants Program website.

## **Recognition of Council Assistance**

Successful applicants must acknowledge the City of Hobart's assistance for their project. This will be required at a value proportional to the grant offered but must include at a minimum:

- The City of Hobart logo on all promotional and advertising material, including posters, flyers, newsletters and programs relevant to the project.

Other requirements may include:

- Display of the Council's pull-up banners at an event or activity (to be provided by the Council);

- Opportunity for the Lord Mayor or nominee to participate in the project at the launch or other media opportunities, if applicable. (Please contact the Council's Principal Advisor Media and Community Relations, Ms Kerry Baker on telephone (03) 6238 2896); and
- Grantees may be required to provide sponsorship benefits back to the City of Hobart in return for funding. These benefits will be negotiated on a case-by-case basis and can be up to the value of the funding provided.

## Unsuccessful Applications

Unsuccessful applicants may discuss their application with the relevant Council Officer.

## Further Information and Enquiries

### Documents

Copies of all City of Hobart documentation referred to throughout this document can be found via the hyperlinks contained throughout these guidelines or on the City of Hobart website: [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants).

### Contact Officer

For further information on administrative issues and assistance to complete your Application please contact:

Mark Joseph, Community Activation Coordinator

(03) 6238 2839

[josephm@hobartcity.com.au](mailto:josephm@hobartcity.com.au)





CITY OF HOBART  
COMMUNITY DEVELOPMENT GRANTS PROGRAM  
*GUIDELINES*  
*COMMUNITY QUICK RESPONSE GRANTS*





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## Introduction

The City of Hobart Community Grants Program provides financial assistance for projects and programs that contribute to and align with relevant objectives of the City of Hobart [Strategic Plan](#), [Social Inclusion Strategy](#) and related strategies.

There are two streams within this program:

- **QUICK RESPONSE GRANTS** that are up to a value of \$500, that are available all year round and have a four week turn around period.
- **SMALL GRANTS** over \$500 up to \$3,000 that are offered in two grants rounds per year, that open in August and February.

## Strategic Plan & Vision

Our vision for 2025 (from the City of Hobart Capital City *Strategic Plan 2015-2025*) is that Hobart will be a city that:

- ❖ Offers opportunities for all ages and a city for life
- ❖ Is recognised for its natural beauty and quality of environment
- ❖ Is well governed at a regional and community level
- ❖ Achieves good quality development and urban management
- ❖ Is highly accessible through efficient transport systems
- ❖ Builds strong and healthy communities through diversity, participation and empathy
- ❖ Is dynamic, vibrant and culturally expressive

## Social Inclusion & Related Strategies

In addition to aligning with the City of Hobart Vision as outlined above, the City of Hobart Community Grants Program aims to financially support applications that align with an aspect of the following City of Hobart strategies:

- [Social Inclusion 2014-2019](#)
- [Multicultural Strategy 2014-2019](#)
- [Youth Strategy 2014-2019](#)
- [Children & Families Strategy 2014-2019](#)
- [Positive Ageing Strategy 2014-2019](#)
- [Equal Access Strategy 2014-2019](#)

To be considered for a Community Grant or Quick Response Grant, applicants need to demonstrate that their proposal helps to deliver one aspect of at least one of these strategies.

## Community - Quick Response Grants Guidelines

These guidelines outline eligibility and assessment criteria and the assessment process for the Quick Response Community Grants. All applications must comply with these guidelines.

### What can you apply for?

Organisations and groups can receive only one quick response grant per project within any twelve month period. This means that applicants may also apply for grants in the Council's Creative Hobart and Events Grants Programs simultaneously and in consecutive rounds, but not for the same project.

For more information and to determine eligibility for other Community Development Grants Programs, please check the guidelines on the City of Hobart website, [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants).

How much can your organisation apply for?
Quick Response
Up to \$500 Available year-round and a 4-week turnaround for a response.

### When can you apply?

Quick Response applications can be submitted throughout the year until the total fund for this financial year is expended. Please contact [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) prior to submitting your application to ensure there are funds available.

Applications can be funded for activities occurring no earlier than five weeks and no later than six months after the date of your submission.

### Who can apply?

- Incorporated, non-profit organisations:**

Incorporated, non-profit organisations are eligible to apply for and auspice applications for Community grants. For the purposes of these grants, a non-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A non-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

For more information about non-profit status please visit the website of the [Australian Tax Office](#) or the [Arts Law Centre of Australia](#).

- **Unincorporated Groups or Organisations:**

Unincorporated organisations or groups may apply for Community grants. Applicants are required to enter an auspicing agreement with an incorporated, non-profit organisation to assist your project with, for example, financial management and public liability coverage. Applicants who are auspiced must provide full details and confirmation from their auspicing organisation.

For more information about auspice agreements please refer to the Arts Law Centre of Australia Information Sheet: [Auspicing Agreements](#).

Please note that the Australian Business Number (ABN) provided in the application must be in the name of the organisation (applicant or auspice) that will manage the grant funds. An ABN for a sole trader or group of sole traders will not be accepted

## **Who can't apply?**

The following are not eligible to apply:

- Individuals;
- Trusts;
- Commonwealth, State and Local Government agencies and bodies (including government business enterprises);
- Entities that do not provide services in the City of Hobart municipal area;
- Projects that have already commenced or will commence prior to notification.

## **How to apply**

All Grant Applications are to be made via the City of Hobart website, [www.hobartcity.com.au/grants](http://www.hobartcity.com.au/grants). Applications cannot be submitted by mail or email.

If you do not have access to a computer or are unable to complete an application via the website, please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone (03) 6238 2770 and we will be happy to assist you.

When you start your application you will need to register by setting up a username and password. You are able to start and save your application without completing it. We encourage you to save your application as you proceed through the form. You may return to your application to continue working on it and when complete, submit it by following the prompts.

Once the application has been submitted, you should receive an acknowledgement of your submission automatically via the online system. If you do not receive an acknowledgement

within 24 hours, or if you are having difficulty submitting your application, please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone (03) 6238 2770.

## Project Eligibility

To be eligible to be assessed for a Community Grant, all projects must:

- Align with one of the Community strategies listed above;
- Be for a project or a specific element of an ongoing program occurring within 12 months from when the grant round closes; and
- Have outcomes which are delivered in the City of Hobart, or are accessible to Hobart residents.

## Ineligible Applications

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

- The applicant has received another grant for the same project within the same financial year;
- The applicant has not fulfilled the conditions of a previous grant by its due date;
- The application is for funding which will pay for:
  - Ongoing administration or operational costs of the applicant. This includes general expenses for ongoing operation of your organisation/group including such things as staff costs, administrative and miscellaneous;
  - Donations or fundraising projects which support the recurrent operations of the applicant;
  - Remissions of rates;
  - Activities which have already occurred;
  - Retrospective payments or deficit funding;
  - Funding of capital works, construction of, or improvements to buildings;
  - Funding for individuals;
  - The purchase of equipment which is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation;
  - Projects that have potential to make significant profit and/or where other funding sources are considered to be more appropriate;
  - Funding for core delivery of national conferences or seminars to be staged in Hobart; or
  - School camps or travel expenses for sporting trips, educational, civic, political events, conferences, seminars, forums or similar trips or excursions.

## Assessment Criteria

Each application will be assessed on its individual merit. Projects and programs determined eligible for funding will be assessed against the criteria listed below. Projects or activities do not need to meet all the following assessment criteria, nor is meeting all the criteria a guarantee of funding.

While applications can be submitted from organisations for projects which have been funded in previous years, the City does attempt to direct funding to assist new projects.

Projects will be assessed in terms of their capacity to:

**1. Aligns with a particular priority area for any of the following strategies.**

- Social Inclusion Strategy
  - Community Engagement and Participation
  - Vibrant Places
  - Affordable Living
  - Effective Transport
  - Community Safety
  - Economic Participation
  - Health and Wellbeing
- Youth Strategy
  - Youth Development & Strategic Planning
  - Youth Participation
  - Outdoor Youth Work
- Children & Families Strategy
  - Networking & Communicating
  - Engaging & Participating
- Multicultural Strategy
  - Perception
  - Communication
  - Participation
- Equal Access Strategy
  - Participation Opportunities
  - Accessible Information
  - Disability Awareness
- Positive Ageing Strategy
  - Valuing and Empowering Older People
  - Being Aware of the Diversity of the Older Population
  - Building Social Connectedness

## 2. Community Involvement

To what extent does the project involve the community in areas such as consultation, project development, delivery or documentation?

## 3. Management Capacity

To what extent does this application demonstrate that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable?

# Project Budget

Clear budget information will allow the assessment panel to understand your project or activity, and which parts of it the Council is supporting.

You must provide a balanced budget, accounting for all expenses and income, including in-kind (free of charge), other sponsorships or grants and the amount requested from the City of Hobart.

# Assessment Process

Each application will be assessed on its merit, against the assessment criteria and alignment with the [Social Inclusion Strategy](#) or other relevant City of Hobart Strategy, listed on [page 3](#).

The City of Hobart's Director Community Development is delegated to approve funding for Quick Response applications. This decision is final.

Details of successful applications including applicant name, grant amount and a description of the project will be made publicly available on the City of Hobart's website as an agenda item for the relevant Community, Culture and Events Committee meeting.

## Notification

All applicants will be advised of the funding decision within four (4) weeks from the date of receipt.

# Successful Applications

## Grant Agreement

A formal Grant Agreement will be sent to successful applicants. Inability to comply with the Grant Agreement may result in withdrawal of the Grant Offer.

Grants will be paid:

- On receipt of the signed Grant Agreement; and
- Provision of any requested documentation; and
- Receipt of the applicant's tax invoice (inclusive of GST where applicable).

## Acquittal

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

The deadline for acquittals will be outlined in the Grant Agreement.

## GST and Grants

If your organisation will incur a GST liability as a result of receiving the grant (only applicable if your organisation is registered for GST), please submit a tax invoice equal to the amount of the grant plus GST. Otherwise, please submit an invoice equal to the amount of the grant only.

It is a requirement of the Australian Taxation Office that any payee who does not have an Australian Business Number (ABN) must complete a '[Statement by a Supplier](#)' form. This must be submitted with your application. A copy of this form can be found on City of Hobart's website – [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants)

## Recognition of Council Assistance

Successful applicants must acknowledge the City of Hobart's assistance for their project. This will be required at a value proportional to the grant offered but must include at a minimum:

- The City of Hobart logo on all promotional and advertising material, including posters, flyers, newsletters and programs relevant to the project.

## Unsuccessful Applications

Unsuccessful applicants may discuss their application with the relevant Council Officer.

## Further Information and Enquiries

### Documents

Copies of all City of Hobart documentation referred to throughout this document can be found via the hyperlinks contained throughout or on the City of Hobart website, [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants). All documents that need to be provided by you must be included with your Grant application unless otherwise indicated.



**Contact Officer**

For further information on administrative issues and assistance to complete the Application please contact:

Mark Joseph, Community Activation Coordinator

(03) 6238 2839

[josephm@hobartcity.com.au](mailto:josephm@hobartcity.com.au)





**CITY OF HOBART**

**COMMUNITY DEVELOPMENT GRANTS PROGRAM**

**QUICK RESPONSE EVENT GRANTS**

**GUIDELINES**

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## Introduction

The City of Hobart Event Grants Program provides financial assistance for a range of events which are held in the City of Hobart municipal area and which provide benefits to both the local and wider community.

The City supports events which enhance community identity; encourage accessibility and community participation; support and enhance the cultural life of Hobart; celebrate cultural diversity; deliver economic benefits through increased visitation and promotion; and enhance the reputation of the City of Hobart as an attractive tourist destination.

There are three types of grants within this program:

- **QUICK RESPONSE GRANTS** that are up to a value of \$1,000, and are available all year round (4 week turnaround).
- **EVENT GRANTS** (\$1,000 - \$20,000) available twice per year: February and August.
- **EVENT PARTNERSHIPS** (\$20,000+) available annually, opening in June.

## Strategic Plan & Vision

Our vision for 2025 (from the City of Hobart [Capital City Strategic Plan 2015-2025](#)) is that Hobart will be a city that:

- ✓ Offers opportunities for all ages and a city for life
- ✓ Is recognised for its natural beauty and quality of environment
- ✓ Is well governed at a regional and community level
- ✓ Achieves good quality development and urban management
- ✓ Is highly accessible through efficient transport systems
- ✓ Builds strong and healthy communities through diversity, participation and empathy
- ✓ Is dynamic, vibrant and culturally expressive

## Events - Quick Response Grant Guidelines

These guidelines outline eligibility, assessment criteria and the assessment process for Events Quick Response Grants. All applications must comply with these guidelines.

### What can you apply for?

Quick Response Grants are for **in-kind requests only**, **no cash grants are available** in this category. Organisations and groups can receive only one quick response grant per project within any twelve month period. This means that applicants may apply for grants in the Council's Community and Creative Hobart Grants Programs simultaneously, and in consecutive rounds, but not for the same project.

For more information and to determine eligibility for other Community Development Grant Programs, please refer to the guidelines on the City of Hobart website, [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants).

How much can your organisation apply for?
<b>Quick Response</b>
Up to \$1,000 (in-kind) Available year-round and a 4-week turnaround for a response.

### When can you apply?

Quick Response applications can be submitted throughout the year until the total fund for this financial year is expended. Please contact [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) prior to submitting your application to ensure there are funds available.

Applications can be funded for activities occurring no earlier than five weeks and no later than six months after the date of your submission.

### Who can apply?

- **Non-profit Organisations:**

Incorporated, non-profit organisations are eligible to apply for and auspice applications for Events grants. For the purposes of these grants, a non-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A non-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

For more information about non-profit status, please visit the website of the [Australian Tax Office](http://www.ato.gov.au).

## Who can't apply?

The following are not eligible to apply:

- Individuals;
- Trusts;
- Commonwealth, State and Local Government agencies and bodies (including government business enterprises but excluding Parents and Friends School Associations);
- Entities that do not provide services in the City of Hobart municipal area;
- Projects that have previously been assessed for this grant;
- Projects that have already commenced or will commence prior to notification.

## How to Apply

All Quick Response Event Grant Applications are to be made via the City of Hobart website, [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants). Applications cannot be submitted by mail or email.

If you do not have access to a computer or are unable to complete an application via the website, please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone (03) 6238 2770 and we will be happy to assist you.

When you start your application you will need to register by setting up a username and password. You are able to start and save your application without completing it. We encourage you to save your application as you proceed through the form. You may return to your application to continue working on it and when complete, submit it by following the prompts.

Once the application has been submitted, you should receive acknowledgement of your submission automatically via the online system. If you do not receive an acknowledgement within 24 hours, or if you are having difficulty submitting your application, please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone (03) 6238 2770.

## Eligibility

To be eligible to be assessed for a Quick Response Grant, all applications must:

- Be submitted by a non-profit organisation;
- Be for in-kind support only;
- Be for an event occurring within six months of your application; and
- Have outcomes which are delivered in the City of Hobart, or are accessible to Hobart residents.

## Assessment Criteria

Eligible applications will be assessed against the criteria listed below. Projects or activities need to meet all the following assessment criteria however, this is not a guarantee of support. Each application will be assessed on its individual merit.

### 1. Community Participation

- a. Supports and enhances the cultural life of Hobart and acknowledges and celebrates its cultural diversity;
- b. Involves local communities, organisations and individuals in the development and implementation of the festival or event;
- c. Encourages local communities into the City of Hobart area.

## Assessment Process

Each application will be assessed on its merit, against the assessment criteria.

The City of Hobart's Director Community Development is delegated to approve funding for Quick Response applications. This decision is final.

Details of successful applications including applicant name, grant amount and a description of the project will be made publicly available on the City of Hobart's website as an agenda item for the relevant Community, Culture and Events Committee meeting.

## Notification

All applicants will be advised of the funding decision within four weeks from the date of receipt.



## Successful Applications

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

Goods will be received:

- On receipt of the signed Grant Agreement; and
- Provision of any requested documentation.

## Unsuccessful Applications

Unsuccessful applicants may discuss their application with the relevant Council Officer.

## Further Information and Enquiries

### Documentation

Copies of all City of Hobart documents referred to above can be found via hyperlinks in this document or via the City of Hobart website: [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants). All documents that need to be provided by you must be included with your Grant application unless otherwise indicated.

### Contact Officer

For further information on administrative issues and assistance to complete the application please contact:

Council's Development Officer Events and Salamanca Market on telephone (03) 6238 2132.

## City of Hobart support acknowledgements

*(Indicative guide only)*

Acknowledgement	Quick Response Grants	Event Grants From \$1,000 up to \$20,000	Event Partnerships Over \$20,000
Program – Print			
Flyer			
Poster			
Newsletter – print			
Event ad			
Event banners			
Program – Print and digital			
Website			
E-flyer			
EDM			
Lord Mayors message in program			
Written acknowledgment of CoH support in program			
Media releases – written Acknowledgement and quote from the Lord Mayor			
Launch/Media call – Lord Mayor speaking opportunity at event			
Launch/Media call – Lord Mayor media interview opportunity at event			
Event EDM - CoH acknowledgment			
Social media posts – acknowledgment of CoH support			
Invitations to event for Aldermen			
Invitation to selected festival events for Aldermen			
Invitations to all festival events for Aldermen			
Invitation to hosted event for the Lord Mayor or DLM (nominated elected member if neither LM or DLM is available)			
<b>Other</b>			
Provision of one event image to Council to be used for documentation purposes			
Provision of event images to Council to be used for promotional purposes			
Display of Council banner at event (agreed placement and at specific festival event)			



# **CITY OF HOBART**

## **COMMUNITY DEVELOPMENT GRANTS PROGRAM**

### **EVENT GRANTS**

### **GUIDELINES**

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## Introduction

The City of Hobart Event Grants Program provides financial assistance for a range of events which are held in the City of Hobart municipal area and which provide benefits to both the local and wider community.

The City supports events which enhance community identity; encourage accessibility and community participation; support and enhance the cultural life of Hobart; celebrate cultural diversity; deliver economic benefits through increased visitation and promotion; and enhance the reputation of the City of Hobart as an attractive tourist destination.

## Strategic Plan & Vision

Our vision for 2025 (from the City of Hobart [Capital City Strategic Plan 2015-2025](#)) is that Hobart will be a city that:

- ✓ Offers opportunities for all ages and a city for life
- ✓ Is recognised for its natural beauty and quality of environment
- ✓ Is well governed at a regional and community level
- ✓ Achieves good quality development and urban management
- ✓ Is highly accessible through efficient transport systems
- ✓ Builds strong and healthy communities through diversity, participation and empathy
- ✓ Is dynamic, vibrant and culturally expressive

## Event Grants Guidelines

These guidelines outline eligibility and assessment criteria and the assessment process for the Event Grants program. All applications must comply with these guidelines.

From time to time the City of Hobart may elect to target specific outcomes within the assessment criteria and will redistribute assessment weightings accordingly. This will be notified in advance on the Grants website as the 'Key Criteria' for each round. Where there are no Key Criteria, all criteria will be evenly weighted.

How much money is available per financial year?	
\$100,000	
How much money can your organisation apply for?	
Event Grants	
Amount	Funding over \$1,000 up to \$20,000
Availability	Two rounds per year

## What can you apply for?

The City of Hobart provides Grants for community and major events. Prior to completing this application and developing your event submission, please consult with the City of Hobart's Events & Salamanca Market Unit on (03) 6238 2410 to determine your event category.

Organisations and groups can apply for only one Event Grant per project per annum. This means that applicants may also apply for grants in the Council's Creative Hobart and Community Grants Programs simultaneously and in consecutive rounds, but not for the same project.

For more information and to determine eligibility for other Grants Programs, please refer to the City of Hobart website: [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants).

## Who can apply?

Only legally constituted organisations are eligible to apply for support. These include:

- An incorporated Association;
- An incorporated Cooperative;
- A Company – proprietary company or public company incorporated under the Corporations Act 2001;
- An Aboriginal Corporation; and
- An organisation established by legislation.

Organisations that do not meet the above criteria may have their festival/event auspiced by an organisation which does meet the criteria. Your auspice organisation will need to provide a letter of confirmation which shows that they:

- Understand and support your event
- Vouch their support for your capacity to deliver a festival or event

An auspicings organisation may auspice multiple applications within any grant round. A sample copy of a suitable letter of confirmation can be found on the Grants webpage.

For more information about auspice agreements please refer to the Arts Law Centre of Australia Information Sheet: [Auspicing Agreements](#).

## Who can't apply?

The following are not eligible to apply:

- Individuals;
- Trusts;

- Commonwealth, State and Local Government agencies and bodies (including Government Business Enterprises but excluding Parents and Friends School Associations);
- Businesses that do not operate or provide services in the City of Hobart municipal area.

## How to Apply

All Event Grant Applications are to be made via the City of Hobart website, [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants). Applications cannot be submitted by mail or email.

If you do not have access to a computer or are unable to complete an application via the website, please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone (03) 6238 2770 and we will be happy to assist you.

When you start your application you will need to register by setting up a username and password. You are able to start and save your application without completing it. We encourage you to save your application as you proceed through the form. You may return to your application to continue working on it and when complete, submit it by following the prompts.

Once the application has been submitted, you should receive acknowledgement of your submission automatically via the online system. If you do not receive an acknowledgement within 24 hours, or if you are having difficulty submitting your application, please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone (03) 6238 2770.

## Key Dates for Applications

Event Grants applications will be accepted in both the February and August rounds.

Submissions for Event Grants including all required supporting documentation, must be submitted before 5pm on the closing date nominated below for each round – where that date falls on a weekend or public holiday, the round will close on the next business day. Applicants need to ensure that applications are received in the correct round to allow adequate time for processing and delivery of Council benefits prior to the event. Events that commence prior to the round notification date cannot be funded in that round.

### Key Dates Round 1, 2016

Open to the public:	Early February
Grant round closes:	Early March
Advice distributed to applicants:	Early May

**Key Dates Round 2, 2016**

Open to the public:	Early August
Grant round closes:	Early September
Advice distributed to applicants:	Early November

It must be noted that for the grants available in the February 2016 round only, only events that are staged after 1 July 2016 can apply, with payments to be made in the 2015/2016 financial year.

## Eligibility

To be eligible to be assessed for an Event Grant, applicants must fall under one of the groups listed above under [‘Who can Apply?’](#). In addition to this, applications for the Event Grant funding streams will:

- Improve the quality of life for the City of Hobart by providing access to a range of quality festivals and events;
- Complement existing festivals and events;
- Have outcomes which are delivered in the City of Hobart area, or are accessible to City of Hobart residents;
- For activities which are to be ongoing, have the capacity to develop self-sustainability.

## Ineligible Applications

Applications will be ineligible if:

- The applicant has not fulfilled the conditions of a previous grant by its due date;
- The application is for funding that will pay for:
  - Ongoing administration or operational costs of the applicant. This includes general expenses for ongoing operation of your organisation/group including such things as staff costs, administrative and miscellaneous expenses;
  - Remissions of rates;
  - Activities which have already occurred;
  - Retrospective payments or deficit funding;
  - Funding for individuals;
  - Funding of capital works;
  - Funding for the purchase of equipment which is not specifically inherent to the delivery of the festival or event;



- Projects that have potential to make significant profit and/or where other funding sources are considered to be more appropriate;
- Funding for sporting events; or
- Funding for core delivery of national conferences or seminars to be staged in Hobart.

## Assessment Criteria

Submissions assessed as eligible for support will be evaluated against the following criteria. Projects or activities do not need to meet all the following assessment criteria, nor is meeting all the criteria a guarantee of funding. Each application will be assessed on its individual merit and against all other applications.

### 1. Community Participation

- a. Supports and enhances the cultural life of Hobart and acknowledges and celebrates its cultural diversity;
- b. Involves local communities, organisations and individuals (including relevant professionals) in the development and implementation of the festival or event;
- c. Encourages local communities into the City of Hobart area;

### 2. Vibrancy

- a. Produces innovative, high quality, creative festival and event outcomes;
- b. Enhances the image of the City as a vibrant place to live, work and visit;

### 3. Economic Benefit

- a. Delivers measurable economic and media/promotional yield outcomes;
- b. Drives intrastate, interstate and international visitation including during shoulder and low visitation seasons;

### 4. Aligns with and supports relevant Council Strategies

- a. Aligns with, and supports relevant Future Directions as outlined in the [City of Hobart Strategic Plan](#);
- b. Supports and delivers relevant outcome areas of the City of Hobart's cultural strategy – [Creative Hobart](#); and
- c. Supports and delivers relevant outcome areas of the Council's [Economic Development Strategy](#).

Consideration will also be given to the outcomes of past funding provided by the City of Hobart and funding provided by other tiers of government, ticketed income and private sector investment.

## Project Budget

Clear budget information will allow the assessment panel to understand your project and which parts of it the Council is being asked to support. Please note the expenses that Council will not cover, as listed under [Eligibility](#) in these Guidelines.

You must provide a balanced budget, accounting for all expenses and income, including in-kind (free of charge), other sponsorships or grants and the amount you are requesting from the City of Hobart.

Applicants must have provision in their budget for public liability insurance if they do not hold a current policy.

## Assessment Process

### Assessment Panel

The Assessment Panel will comprise of an external representative and Council officers. The panel will assess each application on its merit, against the assessment criteria and will be scored and assessed according to the criteria.

If the Panel requires additional information in relation to your application, applicants will be contacted by the relevant Council Officer, who may also wish to discuss your application with you.

While the same criterion applies to all applications, the weighting given to each varies as outlined in the table below.

### Recommendations to Council

The Panel will make recommendations to the City of Hobart's Community, Culture and Events Committee as to which applications should receive funding based on the assessment process. The Committee will then approve the recommendations and/or makes amendments to the recommendation that will then go to Council for approval.

It should be noted that the report detailing the recommendations for funding will be on the open agenda of the City of Hobart's Community, Culture and Events Committee. The full application is not available, but brief details of all applications including: applicant name, amount requested, amount recommended for approval (for successful applicants), a brief outline of the project, a brief summary of the feedback from the panel, are available.

The decision of Council regarding funding outcomes is final.

### Communication

Applicants will receive automatic notification of receipt of application and notification of the assessment results. All applicants will be advised of the Council decision by email following

Council approval (usually 8-9 weeks after the closing date). This is likely to be May for Round One and November for Round Two.

## Successful Applications

### Grant Offer and Grant Agreement

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

Event Grants will be paid in stages:

- An agreed percentage will be paid on receipt of the signed Grant Agreement, provision of any requested documentation and on receipt of a suitable tax invoice (inclusive of GST where applicable); and
- The balance of the funds will be dispersed following successful delivery of the event or as agreed in the Grant Agreement.

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

### Acquittal

Successful applicants of Events Grants will be required to acquit their grant. Organisations that do not satisfactorily acquit their grant may not be eligible for future funding.

The deadline for acquittal will be outlined in the Grant Agreement.

The acquittal report for Event Grants includes:

- A detailed budget acquittal report for the overall event (expenditure and income) showing how the support from the City of Hobart was expended, indicating a profit/loss and if a profit, how this was used;
- An evaluation of the media coverage achieved including media clippings and images where available;
- Summary of marketing outcomes from the event including social media activity;
- Local community support and participation achieved including evidence of community support that might include volunteer participation, donations and philanthropy and social media; and
- Any other data collected by organisers as part of the event evaluation process, including images.

## GST and Grants

If your organisation will incur a GST liability as a result of receiving the grant (which can only occur if your organisation is registered for GST), please submit a tax invoice equal to the amount of the grant plus GST. Otherwise, please submit an invoice equal to the amount of the grant only.

## Recognition of Council Assistance

Successful applicants must acknowledge the Council's assistance for the project. This will be required *at a value proportional to the grant offered* but must include at a minimum:

- The City of Hobart logo on any promotional and advertising material, including posters, flyers, newsletters and programs relevant to the event.

Other requirements may include:

- Display of the Council's pull-up banners or other signage at an event or activity (to be provided by the Council);
- Opportunity for the Lord Mayor or nominee to participate in the project at the launch or other media opportunities, if applicable. Please contact the Council's Principal Advisor Media and Community Relations on telephone (03) 6238 2896; and
- Grantees may be required to provide other benefits back to the City of Hobart in return for funding. These benefits will be negotiated on a case-by-case basis and can be up to the value of the funding provided.

When submitting Event Grant applications, applicants will need to ensure that all agreed Council benefit deliverables can be provided within an appropriate timeframe prior to the event delivery date.

Please refer to the table at the end of this document for further details of funding acknowledgment.

## Further Information and Enquiries

### Documents

Copies of all City of Hobart documents referred to in these guidelines can be found via the hyperlinks in this document or at the City of Hobart website:

[www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants). All documents that need to be provided by you must be included with your Grant application unless otherwise indicated.

### Contact Officer

For further information on administrative issues and assistance to complete the application please contact:

Council's Development Officer – Events & Salamanca Market on telephone (03) 6238 2132.

## City of Hobart grant support acknowledgements

*(Indicative guide only)*

Acknowledgement	Quick Response Grants	Event Grants From \$1,000 up to \$20,000	Event Partnerships Over \$20,000
Program – Print			
Flyer			
Poster			
Newsletter – print			
Event ad			
Event banners			
Program – Print and digital			
Website			
E-flyer			
EDM			
Lord Mayors message in program			
Written acknowledgment of CoH support in program			
Media releases – written Acknowledgement and quote from the Lord Mayor			
Launch/Media call – Lord Mayor speaking opportunity at event			
Launch/Media call – Lord Mayor media interview opportunity at event			
Event EDM - CoH acknowledgment			
Social media posts – acknowledgment of CoH support			
Invitations to event for Aldermen			
Invitation to selected festival events for Aldermen			
Invitations to all festival events for Aldermen			
Invitation to hosted event for the Lord Mayor or DLM (nominated elected member if neither LM or DLM is available)			
<b>Other</b>			
Provision of one event image to Council to be used for documentation purposes			
Provision of event images to Council to be used for promotional purposes			
Display of Council banner at event (agreed placement and at specific festival event)			



**CITY OF HOBART**

**COMMUNITY DEVELOPMENT GRANTS PROGRAM**

**EVENT PARTNERSHIPS**

**GUIDELINES**

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## Introduction

The City of Hobart Event Partnerships Program provides financial assistance for a range of events which are held in the City of Hobart area and which provide benefits to both the local and wider community.

The City of Hobart supports events which enhance community identity; encourage accessibility and community participation; support and enhance the cultural life of Hobart; celebrate cultural diversity; deliver economic benefits through increased visitation and promotion; and enhance the reputation of the City of Hobart as an attractive tourist destination.

The Event Partnerships Program provides single and multi-year funding for organisations delivering major annual events that enhance the City of Hobart's local, national and international reputation.

Through this program, the City of Hobart is keen to build genuine partnerships with organisations to assist in delivering its vision for Hobart as a vibrant city with a distinctive character. Successful partners will be required to provide meaningful and thorough event related information in their application and post-event as part of their acquittal and as such adequate budget will need to be set aside for event research to enable the provision of this information. As part of the application, organisations will be required to show how they meet the criteria and what outcomes their event will bring to Hobart through this information.

The Event Partnerships program will also allow negotiation, prior to the application, to occur between Council and the applicant regarding outcomes for the City particularly in line with any current focus and strategic direction being undertaken by Council. The City of Hobart aims to build and maintain constructive relationships working closely with successful applicants to foster mutual outcomes and genuine benefits for the City. This funding program is looking to develop real partnerships with event organisations to the benefit of Hobart with the aim to improve community experience and enjoyment, enable events to be staged throughout the City and enhance the quality and variety of events hosted in Hobart.

The Event Partnerships program supports events which enhance the vibrancy of the City and add value to the City of Hobart brand. Events supported in this program will generate significant media outcomes and provide economic benefits and promotional opportunities and draw visitors from the Hobart region, intrastate and interstate.

## Strategic Plan & Vision

Our vision for 2025 (from the City of Hobart [Capital City Strategic Plan 2015-2025](#)) is that Hobart will be a city that:

- ✓ Offers opportunities for all ages and a city for life
- ✓ Is recognised for its natural beauty and quality of environment
- ✓ Is well governed at a regional and community level
- ✓ Achieves good quality development and urban management
- ✓ Is highly accessible through efficient transport options
- ✓ Builds strong and healthy communities through diversity, participation and empathy
- ✓ Is dynamic, vibrant and culturally expressive

## Event Partnerships Guidelines

These guidelines outline eligibility and assessment criteria and the assessment process for the Event Partnerships program. All applications must comply with these guidelines.

The City of Hobart may elect to target specific outcomes within the assessment criteria and will redistribute assessment weightings accordingly. This will be notified in advance on the Grants website as the 'Key Criteria' for each round. Where there are no Key Criteria, all criteria will be evenly weighted.

How much money is available per financial year?	
\$310,000	
How much money can your organisation apply for?	
Amount	Funding over \$20,000
Availability	One round per year (June)

## Who can apply?

Only legally constituted organisations are eligible to apply for support. These include:

- An incorporated Association;
- An incorporated Cooperative;
- A Company – proprietary company or public company incorporated under the Corporations Act 2001;
- An Aboriginal Corporation;
- An organisation established by legislation; and
- Entities that provide outcomes in the City of Hobart municipal area.

## What can you apply for?

The City of Hobart provides Event Partnerships for major events held in the City of Hobart municipal area.

Applicants can apply for funding over \$20,000 to support the delivery of major events.

### Multi-year Funding

Applications for multi-year funding will be considered for selected major events at the absolute discretion of the Council, taking into consideration other funding arrangements and its long lead planning and programming requirements.

Organisations and groups can apply for only one Event Partnership per project per annum.

Applications for Event Partnerships cannot apply through the Council's other Event Grants funding streams, but can apply for Creative Hobart and Community Grants funding simultaneously and in consecutive rounds, but not for the same project.

For more information and to determine eligibility for other Grants Programs, please refer to the City of Hobart website, [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants).

## Who can't apply?

The following are not eligible to apply:

- Individuals;
- Trusts;
- Commonwealth, State and Local Government agencies and bodies (including Government Business Enterprises but excluding Parents and Friends School Associations); and
- Businesses that do not operate or provide services in the City of Hobart municipal area.

## How to Apply

All Event Partnership Applications are to be made via the City of Hobart website, [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants). Applications cannot be submitted by mail or email.

If you do not have access to a computer or are unable to complete an application via the website, please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone (03) 6238 2770 and we will be happy to assist you.

When you start your application you will need to register by setting up a username and password. You are able to start and save your application without completing it. We encourage you to save your application as you proceed through the form. You may return to your application to continue working on it and when complete, submit it by following the prompts.

Once the application has been submitted, you should receive acknowledgement of your submission automatically via the online system. If you do not receive an acknowledgement within 24 hours, or if you are having difficulty submitting your application, please email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au) or telephone (03) 6238 2770.

### Key Dates for Applications

Applications for Event Partnerships funding will be accepted once a year in June **only** for upcoming events not yet funded.

Submissions for Event Partnerships, including all required supporting documentation, must be submitted before 5pm on the closing date nominated below for each round – where that date falls on a weekend or public holiday, the round will close on the next business day. Applicants need to ensure that applications are received in the correct round to allow adequate time for processing and delivery of Council benefits prior to the event. Events that commence prior to the round notification date cannot be funded from that round.

#### Event Partnerships Round 2016

Open to the public:	early June
Grant round closes:	early July
Advice distributed to applicants:	early August

## Eligibility

To be eligible to be assessed for an Event Partnership, applicants must fall under one of the groups listed above under [‘Who can apply?’](#). In addition to this, applications for the Event Partnerships funding streams will:

- Improve the quality of life for the City of Hobart by providing access to a range of quality festivals and events;
- Not duplicate or overlap with existing similar activities in the City;
- Have outcomes and deliver the entire event, or a significant portion of the event/program, within the City of Hobart boundaries;
- Support the engagement of local professional contractors including artists and performers in both the preparation and delivery of the event;
- Demonstrate that suitably qualified and experienced people are involved in the project; and
- Have the capacity to successfully manage and administer their proposed project on time and within budget.

## Ineligible Applications

Applications will be ineligible if:

- The applicant has not fulfilled the conditions of a previous grant by its due date;
- The application is for funding that will pay for:
  - Ongoing administration or operational costs of the applicant. This includes general expenses for ongoing operation of your organisation/group including such things as permanent core staff costs, administrative and miscellaneous expenses;
  - Remissions of rates;
  - Activities which have already occurred;
  - Retrospective payments or deficit funding;
  - Funding for individuals;
  - Funding of capital works;
  - Funding for the purchase of equipment which is not specifically inherent to the delivery of the festival or event;
  - Projects that have potential to make significant profit and/or where other funding sources are considered to be more appropriate; and

- Funding for core delivery of national conferences or seminars to be staged in Hobart.

## Assessment Criteria

Submissions assessed as eligible for support will be evaluated against the following criteria. Projects or activities must meet all of the following assessment criteria, however, meeting all the criteria is not a guarantee of funding. The success of an application is determined by its merits against the evaluation criteria and in competition with other submissions in the Event Partnerships category.

### 1. Community Participation

- a. Supports and enhances the cultural life of Hobart and acknowledges and celebrates its cultural diversity;
- b. Involves local communities, Tasmanian and Hobart based organisations and individuals, including creative and event/festival related professionals and providers, in the development, implementation and delivery of the festival or event; and
- c. Encourages local communities into the City of Hobart area;

### 2. Vibrancy

- a. Produces innovative, high quality, creative festival and event outcomes; and
- b. Enhances the image of the City both nationally and internationally, as a vibrant place to live, work and visit;

### 3. Economic Benefit

- a. Delivers measurable economic and media/promotional yield outcomes; and
- b. Drives intrastate, interstate and international visitation including during shoulder and low visitation seasons;

### 4. Aligns with and supports relevant Council Strategies

- a. Aligns with, and supports relevant Future Directions as outlined in the [City of Hobart Strategic Plan](#);
- b. Supports and delivers relevant outcome areas of the City of Hobart's cultural strategy – [Creative Hobart](#); and
- c. Supports and delivers relevant outcome areas of the Council's [Economic Development Strategy](#).

Consideration will also be given to the outcomes of past funding provided by the City of Hobart and funding provided by other tiers of government, ticketed income and private sector investment.

## Project Budget

Clear budget information will allow the assessment panel to understand your project and which parts of it the Council is being asked to support. Please note the expenses that Council will not cover, as listed under Eligibility in these Guidelines.

You must provide a balanced budget, accounting for all expenses and income, including in-kind (free of charge), other sponsorships or grants and the amount you are requesting from the City of Hobart.

Applicants must have provision in their budget for public liability insurance if they do not hold a current policy.

## Assessment Process

### Assessment Panel

The Assessment Panel will comprise of an external representative and Council officers. The panel will assess each application on its merit, against the assessment criteria and will be scored and assessed according to the criteria.

If the Panel requires additional information in relation to your application, applicants will be contacted by the relevant Council Officer, who may also wish to discuss your application with you.

While the same criterion applies to all applications, the weighting given to each varies as outlined in the table below.

### Recommendations to Council

The Panel will make recommendations to the City of Hobart's Community, Culture and Events Committee as to which applications should receive funding based on the assessment process. The Committee will then approve the recommendations and/or makes amendments to the recommendation that will then go to Council for approval.

It should be noted that the report detailing the recommendations for funding will be on the open agenda of the City of Hobart's Community, Culture and Events Committee. The full application is not available, but brief details of all applications including: applicant name, amount requested, amount recommended for approval (for successful applicants), a brief outline of the project, a brief summary of the feedback from the panel, are available.

The decision of Council regarding funding outcomes is final.

## Communication

Applicants will receive automatic notification of receipt of application and notification of the assessment results. All applicants will be advised of the Council decision by email following Council approval (usually 8-9 weeks after the closing date). This is likely to be in early May.

## Successful Applications

### Grant Offer and Grant Agreement

Successful applicants will be sent an Event Partnership Offer.

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

Event Partnerships will be paid in stages:

- An agreed percentage will be paid on receipt of the signed Event Partnership Agreement, provision of any requested documentation and on receipt of a suitable tax invoice (inclusive of GST where applicable); and
- The balance of the funds will be dispersed following successful delivery of the event or as agreed in the Event Partnership Agreement.

Applicants who do not meet their obligations under the Event Partnership Agreement may not be eligible to apply for future grants.

### Acquittal

Successful applicants of the Event Partnerships will be required to acquit their partnership. Organisations that do not satisfactorily acquit their partnership may not be eligible for future funding.

The deadline for acquittal will be outlined in the Event Partnership Agreement.

Acquittal reports for Event Partnerships funding will include:

- A detailed budget acquittal report for the overall event (expenditure and income) showing how the support from the City of Hobart was expended, indicating a profit/loss and if a profit, how this was used;
- An evaluation of the media coverage achieved including local, intrastate, interstate and international electronic and print media outcomes and the estimated value of this. This will include media clippings and images where available;
- Summary of marketing outcomes from the event including social media activity;
- The measurement of economic yield/benefit and community benefit and attendance numbers and employment opportunities generated by the event;



- Number of Tasmanian or Hobart based creative or event related organisations directly engaged, employed or supported in the in the development, implementation and delivery of the festival or event;
- Evidence of alignment with the relevant outcome areas of the City of Hobart strategies;
- Local community support and participation achieved including evidence of community support that might include volunteer participation, donations and philanthropy and social media;
- Evidence of the delivery of the sponsorship outcomes detailed in Schedule B of your Partnership Agreement; and
- Any other data collected by organisers as part of the event evaluation process, including images.

## **GST and Grants**

If your organisation will incur a GST liability as a result of receiving the Event Partnership (which can only occur if your organisation is registered for GST), please submit a tax invoice equal to the amount of the grant plus GST. Otherwise, please submit an invoice equal to the amount of the partnership only.

## **Recognition of Council Assistance**

Successful applicants must acknowledge the Council's assistance for the project. This will be required *at a value proportional to the Event Partnerships offered* but must include at a minimum:

- The City of Hobart logo on any promotional and advertising material, including posters, flyers, newsletters and programs relevant to the event.

Other requirements may include:

- Display of the Council's pull-up banners or other signage at an event or activity (to be provided by the Council);
- Opportunity for the Lord Mayor or nominee to participate in the project at the launch or other media opportunities, if applicable. (Please contact the Council's Principal Advisor Media and Community Relations on telephone (03) 6238 2896); and
- Grantees may be required to provide other benefits back to the City of Hobart in return for funding. These benefits will be negotiated on a case-by-case basis and can be up to the value of the funding provided.

When submitting Event Partnership applications, applicants will need to ensure that all agreed Council benefit deliverables can be provided within an appropriate timeframe prior to the event delivery date.

Please refer to the table at the end of this document for further details of funding acknowledgment.

## Further Information and Enquiries

### Documents

Copies of all City of Hobart documents referred to above can be found at via hyperlinks in this document or at [www.hobartcity.com.au/community/grants](http://www.hobartcity.com.au/community/grants). All documents that need to be provided by you must be included with your Grant application unless otherwise indicated.

### Contact Officer

For further information on administrative issues and assistance to complete the application please contact:

Council's Development Officer – Events & Salamanca Market on telephone (03) 6238 2132

## City of Hobart support acknowledgements

*(Indicative guide only)*

Acknowledgement	Quick Response Grants	Event Grants From \$1,000 up to \$20,000	Event Partnerships Over \$20,000
Program – Print			
Flyer			
Poster			
Newsletter – print			
Event ad			
Event banners			
Program – Print and digital			
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EDM			
Lord Mayors message in program			
Written acknowledgment of CoH support in program			
Media releases – written Acknowledgement and quote from the Lord Mayor			
Launch/Media call – Lord Mayor speaking opportunity at event			
Launch/Media call – Lord Mayor media interview opportunity at event			
Event EDM - CoH acknowledgment			
Social media posts – acknowledgment of CoH support			
Invitations to event for Aldermen			
Invitation to selected festival events for Aldermen			
Invitations to all festival events for Aldermen			
Invitation to hosted event for the Lord Mayor or DLM (nominated elected member if neither LM or DLM is available)			
<b>Other</b>			
Provision of one event image to Council to be used for documentation purposes			
Provision of event images to Council to be used for promotional purposes			
Display of Council banner at event (agreed placement and at specific festival event)			

**COMMUNITY, CULTURE AND EVENTS COMMITTEE AGENDA  
(OPEN PORTION OF THE MEETING)  
13/1/2016**

**9. COMMUNITY, CULTURE AND EVENTS COMMITTEE – STATUS REPORT**

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11x's

A report indicating the status of current decisions is attached for the information of Aldermen.

DELEGATION:      Committee

***Recommendation:***

***That the information be received and noted.***

# COMMUNITY, CULTURE AND EVENTS COMMITTEE - STATUS REPORT

## OPEN PORTION OF THE MEETING

November 2014 to January 2016

Ref.	Title	Report / Action	Action Officer	Comments
1	SCHOOL AGE CHILDREN IN THE CITY CENTRE DURING SCHOOL HOURS - UPDATE	<p>Regular reports be provided to the Council in respect to these issues, including feedback on the programs detailed below:</p> <ul style="list-style-type: none"> <li>• Colony 47 - Youth Connections</li> <li>• Tasmania Police - Operation IQ, Interagency Support Team</li> <li>• Department of Education - Youth Arch PLP</li> <li>• Hobart PCYC – Street Youth Work Program</li> <li>• Mission Australia – U-Turn</li> </ul>	Philip Holliday Director Community Development	A report will be provided to the October 2016 meeting.
2	GRAFFITI VANDALISM RESPONSE - UPDATE Council, 24/8/2015, Item 28	<p>That:</p> <ol style="list-style-type: none"> <li>1. The City continue to deliver and promote the full range of graffiti management activities as contained in the Graffiti Management Plan, including the 1800 WIPEOFF hotline, GIS data collection, public art initiatives including the Urban Art Walls and Community Murals programs, and rapid removal through the Graffiti Management Plan.</li> <li>2. A 12 month trial subscription to the VandalTrak program be approved and usage of the product be promoted to the wider community through the City's website and Capital City News at a cost of \$2,500, with this being met by the allocation for City Cleansing (Graffiti) in the 2015/2016 Annual Plan.</li> <li>3. Council officers continue to explore opportunities for the provision of designated art walls in Hobart.</li> <li>4. Council officers explore opportunities to further promote graffiti management activities with the Mercury Newspaper and Southern Cross Television, particularly with respect to the 1800 WIPEOFF Hotline and other community service programs as outlined in Clauses 2 and 3.</li> </ol>	Philip Holliday Director Community Development	Actions are being implemented.

Ref.	Title	Report / Action	Action Officer	Comments
3	<b>BUSKING - SALAMANCA MARKET</b> Council, 27/10/2008, Item 14	That: 1. A further report be provided addressing the issue of classification of face painters. 2. A further report be prepared which canvasses the introduction of appropriate arrangements to accommodate iconic or specialist artists and until such time as the report has been considered, the status quo remain in respect to such performers.	Philip Holliday Director Community Development	A number of operational improvements have now been made including improved on-site performance roster signage.  An update report will be provided to the February 2016 Committee meeting.
4	<b>MATHERS PLACE COURTYARD WALL – PUBLIC ART COMMISSION</b> Council, 27/4/2015, Item 23	That the Council endorse the engagement of artist Tom O'Hern for the public art work commission on the Mathers Place courtyard wall (rear of Les Lees building).	Philip Holliday Director Community Development	Artist Tom O'Hern has now been engaged to undertake the public art commission. Work has commenced and it is envisaged that the artwork will be completed in February 2016.
5	<b>TRIAL MOBILE FOOD VENDOR PROGRAM</b> Council, 15/12/2014, Item 32	That: 1. Implement the Trial Hobart Mobile Food Vendor Program. 2. Once the Trial Hobart Mobile Food Vendor Program has been operational for six months and consultation has taken place with key stakeholders, a further report be provided to the Council.	Philip Holliday Director Community Development	The trial of the Hobart Mobile Food Vendor Program commenced on 31 July 2015.  A report reviewing the implementation of the program will be provided to the February 2016 Governance Committee meeting.

Ref.	Title	Report / Action	Action Officer	Comments
	<b>SALAMANCA MARKET - CASUAL STALLHOLDER LICENCES</b> Council, 11/5/2015, Item 17	<p>That:</p> <p>1. The following changes to the Salamanca casual stallholder system be implemented:</p> <p>(i) Amalgamate all casual stallholders into one 'Casual Pool' from 30 May 2015 to improve Market administration;</p> <p>(ii) Cap the 'Casual Pool' at 120 consisting of the applications that best meet the Optimal Product Line Mix (OPLM) selection criteria; as well as creating a further waiting list of 75 stallholders to be pre-approved to fill any spaces in the pool that might become available;</p> <p>(iii) Any currently approved casual stallholders who do not rank amongst the top 120 during the next assessment process, or meet the Optimal Product Line Mix (OPLM) selection criteria, be provided with six months notice before being removed as a casual trader, or be permitted to reapply with a new or improved product line(s); and</p> <p>(iv) Casual stallholders who do not trade once every three months be removed from the Casual Pool, unless previously negotiated.</p> <p>2. A trial be conducted to include ten 'replacement' casual stalls in peak season on Gladstone Street between the Abel Tasman Monument and Parliament Lawns between the first Saturday in October 2015 and the first Saturday in May 2016.</p> <p>3. Officers investigate options for the modification or removal of the planter boxes within the Market area specifically in front of the Supreme Court.</p>	<p>Philip Holliday Director Community Development</p>	<p>The casual stallholder process has now concluded and the new pool of casual stallholders have commenced trading.</p> <p>Officers are also currently investigating the ownership and practicality of the removal of the planter boxes.</p>

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Ref.	Title	Report / Action	Action Officer	Comments
7	<b>FOOTSTEPS TOWARDS FREEDOM PUBLIC ART PROJECT</b> Council, 25/5/2015, Item 26	That: 1. The Council provide \$60,000 funding towards the Footsteps Towards Freedom Project and an additional \$60,000 be allocated to the Public Art Project Function in the 2015/2016 Annual Plan from General Reserves to facilitate the grant. 2. The Council's grant to this project be contingent on Footsteps Towards Freedom securing the balance of the total project budget from other sources.	Philip Holliday Director Community Development	A presentation in relation to this matter was provided to the 10 December Committee meeting.  The matter is progressing.
8	<b>CREATIVE HOBART - SALAMANCA MARKET STALL</b> Council, 22/6/2015, Item 23	That: The creation of a Creative Hobart Salamanca Market Stall, be endorsed with the following arrangements: (i) The allocation of Site 76 on the last Saturday of each month for a Creative Hobart Salamanca Market Stall that would be made available on a roster basis to Hobart artists, arts organisations and community art groups to promote and/or sell their products and services and to promote Hobart as a creative City; and (ii) The establishment of a pilot season (July 2015 - September 2015) that would be curated by invitation to artists. (a) Subject to the successful evaluation of the pilot season, the Creative Hobart Salamanca Market Stall be made available on an ongoing basis to artists, arts organisations and community art groups which apply to participate in the program.	Philip Holliday Director Community Development	Approved by the Council at its meeting held on 22 June 2015. The Creative Hobart Salamanca Market Stall will commence in February 2016.



Ref.	Title	Report / Action	Action Officer	Comments
9	<b>STREET TEAMS PROJECT - UPDATE</b> Council, 24/8/2015, Item 29	<p>That:</p> <ol style="list-style-type: none"> <li>1. The Council continue to work with the Salvation Army Hobart, Tasmania Police and other partner organisations to deliver the Street Teams Project in Hobart, in the Salamanca/Sullivans Cove area for the 2015/2016 financial year, with the scope to continue the initiative beyond that time, subject to a further evaluation report in 12 months.</li> <li>2. The Council approve funding of the Secure Taxi Rank on Castray Esplanade component of the Street Teams Project at a cost of \$45,000, with the cost being met be the allocation for Community Planning and Coordination - Community Safety within the 2015/2016 Annual Plan.</li> <li>3. The Council contact the Salvation Army with a view to scheduling further field trips for Aldermen in relation to the Street Teams Project.</li> <li>4. A further report be provided on the feasibility of the continuous monitoring of hot spots within the city at appropriate times, in consultation with Tasmania Police and other councils, with a view to the possibility of alleviating the requirement for security guards.</li> </ol>	Philip Holliday Director Community Development	Actions are being implemented.  A report on the feasibility of continuous monitoring of hot spots in the city will be provided at the appropriate time.

Ref.	Title	Report / Action	Action Officer	Comments
	<b>PROPOSED COMMUNITY DEVELOPMENT GRANTS PROGRAM</b> Council, 21/9/2015, Item 29	<p>That:</p> <ol style="list-style-type: none"><li>1. The Council approve the implementation of the Community Development Grants Program commencing in October 2015, with the exclusion of the Events Grants funding stream.</li><li>2. The Council provide approval to increase the budget allocation for the provision of the Community Development Grants Program from the current budget allocation of \$421,500 in the 2015/2016 Annual Plan to a total budget allocation of \$550,000, with this increase of \$128,500 being met by operational savings within the 2015/2016 financial year.</li><li>3. A similar allocation for the Community Development Grants Program be included the Council's Long Term Financial Management Plan in future years.</li><li>4. The Community Development Grants Program include funding streams for Creative Hobart and Community as detailed in the Community Grants Guidelines, marked as Attachment B to item 5 of the Open Community, Culture and Events Committee agenda of 16 September 2015, varied by the deletion of any reference to the Event Grants funding stream.</li><li>5. The Community Development Grants Program allocations comprise:<ol style="list-style-type: none"><li>(i) \$164,500 from the Cultural Development budget allocation;</li><li>(ii) \$42,000 from the Community Planning and Coordination budget allocation;</li><li>(iii) \$200,000 from the Events budget allocation; and</li><li>(iv) \$15,000 from the Halls Hire Assistance Program.</li></ol></li></ol>		<p>The Council at its meeting held on 21 September approved the advertising of a Community Development Grants Program with only Community and Creative Hobart grants being offered at this stage.</p> <p>The grants program opened on 10 October and closed on 2 November.</p> <p>A report was presented to a Special meeting of the Community, Culture and Events Committee on 7 December 2015, detailing the recommendations from the assessment panels.</p> <p>A report detailing the proposed Event funding stream was presented to the 10 December 2015 Committee meeting.</p> <p>An interim report reviewing the new grants program will be provided to the Committee in April 2016.</p> <p>A report addressing minor amendments to the Grants Policy and Guidelines is attached to this agenda.</p>

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Ref.	Title	Report / Action	Action Officer	Comments
		<p>6. Each of the funding streams have multiple funding categories as follows:</p> <ol style="list-style-type: none"> <li>1. Creative Hobart Grants               <ol style="list-style-type: none"> <li>(i) Major Cultural Organisations - pool amount of \$100,000.</li> <li>(ii) Medium Cultural Projects - pool amount of \$54,000 for grants between \$5,000 and \$15,000.</li> </ol> <p>(This grant pool will include funding for the City of Hobart Eisteddfod)</p> <li>(iii) Small Cultural Projects - pool amount of \$20,000 for grants between \$1,000 and \$3,000.</li> <li>(iv) Quick Response Grants - pool amount of \$4,000 for amounts up to \$1,000.</li> </li></ol> <p>TOTAL FUNDING POOL - \$178,000</p> <ol style="list-style-type: none"> <li>2. Community Grants               <ol style="list-style-type: none"> <li>(i) Small Community Grants - pool amount of \$45,000 for amounts between \$500 and \$3,000.</li> <li>(ii) Quick Response - pool amount of \$12,000 for amounts up to \$500.</li> </ol> <p>TOTAL FUNDING POOL - \$57,000</p> </li></ol> <p>7. All applications for grants (excluding Quick Response grants) be assessed by a panel including external representation.</p> <p>8. Quick Response grants be received throughout the year and not subject to specific funding rounds.</p> <p>8.1 These grants would be assessed under the Director Community Development's General Delegation privileges.</p>		

Ref.	Title	Report / Action	Action Officer	Comments
		<p>8.2 An amendment be made to the current General delegation to the Director Community Development, as follows:</p> <p>(i) "The Director is able to approve grants to organisations for \$1,000 or less, where the organisation has not received a quick response grant for more than one (1) year previously, subject to other guidelines and principles."</p> <p>8.3. The details of the approved Quick Response Grants be reported to each meeting of the Community, Culture and Events Committee.</p> <p>9. The Council policy 4.02.11 titled 'Applications for Grants and Assistance' be rescinded and replaced with a new policy titled 'Applications for Grants – Community Development Division' marked as Attachment A to item 5 of the Open Community, Culture and Events Committee agenda of 16 September 2015, varied by the deletion of any reference to Event Grants funding stream.</p> <p>(i) The existing Halls Hire Assistance Program be incorporated into this document.</p> <p>10. A report detailing recommendations from the assessment panels for each grant round be provided to the Community, Culture and Events Committee for endorsement prior to the Council's final approval.</p> <p>11 An interim report be provided to the Council with respect to the operation of the new grants program, no later than 6 months after implementation, with a final report to be provided to the Council after 12 months.</p> <p>12. A further urgent report be provided on the proposed Events Grants funding stream, including specific consideration of the establishment of a strategic and significant event partnership/sponsorship funding stream.</p>		

Ref.	Title	Report / Action	Action Officer	Comments
11	<b>TASMANIAN RESPONSE TO SYRIAN REFUGEE CRISIS - WORKING GROUP</b> Council, 21/9/2015, Item 31	That: 1. Alderman Burnet be endorsed to represent the Hobart City Council on the Tasmanian Response to the Syrian Refugee Crisis Working Group. 2. The Council note that Alderman Burnet attended the meeting of the Tasmanian Response to the Syrian Refugee Crisis Working Group, held on 18 September 2015, as an interim representative of the Hobart City Council.		The Tasmanian Response to the Syrian Refugee Crisis Working Group has held several meetings.  The Group is progressing the various response matters.
12	<b>COMMUNITY DEVELOPMENT GRANTS PROGRAM - MAJOR CULTURAL ORGANISATIONS - RECOMMENDATIONS 2015/2016</b> Council, 7/12/2015, Item 13	That: 1. The allocation for the 2015/2016 Major Cultural Organisations grants under the Creative Hobart grants stream be made as follows: (i) The Tasmanian Museum and Art Gallery - \$35,000 (GST exclusive); (ii) The Tasmanian Symphony Orchestra - \$20,000 (GST exclusive); (iii) The Salamanca Arts Centre - \$35,000 (GST exclusive); and (iv) The Theatre Royal - \$10,000 (GST exclusive). 2. The grants be funded from the Cultural Grants activity within the Cultural Development Function of the 2015/2016 Annual Plan.		Officers have actioned the Council resolution.  The action is now complete.

Ref.	Title	Report / Action	Action Officer	Comments
<p>COMMUNITY DEVELOPMENT GRANTS PROGRAM - COMMUNITY AND CREATIVE HOBART - RECOMMENDATIONS - OCTOBER 2015 ROUND</p> <p>Council, 7/12/2015, Item 14</p>	<p>That:</p> <p>1. The Council approve the recommended level of funding to the respective applicants for assistance under the 2015/2016 Community Development Grants Program under the streams of Creative Hobart and Community as outlined below:</p> <p>(i) The projects recommended for full funding from the October round of the Community Development Grants Program as detailed in Table 1 marked as Attachment A to item 3 of the Special Open Community, Culture and Events Committee agenda of 7 December 2015.</p> <p>(ii) The project recommended for partial funding from the October round of the Community Development Grants Program as detailed in Table 2 marked as Attachment A to item 3 of the Special Open Community, Culture and Events Committee agenda of 7 December 2015.</p> <p>(iii) The projects listed in Table 3, marked as Attachment A to item 3 of the Special Open Community, Culture and Events Committee agenda of 7 December 2015, are not recommended for funding.</p> <p>2. The value of the recommended projects being \$29,885 for Creative Hobart medium grants, \$9,000 for Creative Hobart small grants and \$14,894 for Community grants, be funded from both the Community and Creative Hobart Grants be attributed to the respective Community Development Policy Management and the Cultural Programs Function areas in the 2015/2016 Annual Plan.</p>			<p>Officers have actioned the Council resolution.</p> <p>The action is now complete.</p>

Ref.	Title	Report / Action	Action Officer	Comments
14	<b>CITY OF HOBART 2016 AUSTRALIA DAY AWARDS - CITIZEN, YOUNG CITIZEN AND COMMUNITY EVENT OF THE YEAR</b> Council, 21/12/2015, Item 22	<p>That the following recipients be selected to receive awards for the City of Hobart's 2016 Australia Day Awards, to be presented by the Lord Mayor at the Sandy Bay Regatta on Australia Day, 26 January 2016:</p> <ul style="list-style-type: none"> <li>(i) 2016 Citizen of the Year Award - Mr John Kelly;</li> <li>(ii) 2016 Young Citizen of the Year Award - Miss Jessica Norton; and</li> <li>(iii) 2016 Community Event of the Year Award - 2015 MyState Australian Wooden Boat Festival.</li> </ul>		<p>Appropriate letters have been sent to all recipients and nominees.</p> <p>The Awards will be presented by the Lord Mayor at the Sandy Bay Regatta on Australia Day, 26 January 2016.</p>

**COMMUNITY, CULTURE AND EVENTS COMMITTEE AGENDA  
(OPEN PORTION OF THE MEETING)  
13/1/2016**

**10. RESPONSES TO QUESTIONS WITHOUT NOTICE – FILE REF: 13-1-10**

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The General Manager reports:-

“In accordance with the procedures approved in respect to Questions Without Notice, the following responses to questions taken on notice are provided to the Committee for information.

The Committee is reminded that in accordance with Regulation 29(3) of the Local Government (Meeting Procedures) Regulations 2015, the Chairman is not to allow discussion or debate on either the question or the response.”

**10.1 COSTING OF DESIGN FESTIVAL REPORT**

Ref. Open CCEC 8.2, 11/11/2015

Attachment	10.1/P1	Memorandum to Aldermen from the Director Community Development of 15 December 2015.
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**RECOMMENDATION:**

**That the attached memorandum be received and noted.**



13-1-10 &amp; 15-8-9

cd divisional/committee/cc&e January 2016  
/aldermanic memo costing of design festival report

15 December 2015

**MEMORANDUM: LORD MAYOR  
DEPUTY LORD MAYOR  
ALDERMEN**

**QUESTIONS WITHOUT NOTICE – RESPONSE  
DESIGN FESTIVAL REPORT**

*Pursuant to Council Policy 2.01, Clause A(10), where a response to a Question without Notice is not able to be provided at a meeting, the question is taken on notice. Upon distribution of the response to all Aldermen, both the Question and the Response is to be listed on the agenda for the next available ordinary meeting of the committee at which it was asked, whereat it will be listed for noting purposes only, with no debate or further questions permitted, as prescribed in the Section 29 of the Local Government (Meeting Procedure) Regulations 2015.*

At the Community, Culture and Events Committee meeting held on 11 November 2015 the following question without notice was asked by the Lord Mayor:

**Question:** Can I please have a costing for the preparation of the Hobart Design Festival report?

At the meeting the Question was taken on notice. A response is subsequently provided below:

**Response:** The value of the officer hours to undertake the research, design sector consultation and writing of the report equates to \$2,184 (including labour on-costs). There were no other expenses incurred.



(Philip Holliday)

**DIRECTOR COMMUNITY DEVELOPMENT**

Copies for circulation: General Manager

## **11. QUESTIONS WITHOUT NOTICE – FILE REF: 13-1-10**

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Pursuant to Section 29 of the Local Government (Meeting Procedures) Regulations 2015, an Alderman may ask a question without notice of the Chairman, another Alderman or the General Manager or the General Manager's representative in accordance with the following procedures endorsed by the Council on 10 December 2012:

1. The chairman will refuse to accept a question without notice if it does not relate to the Terms of Reference of the Council committee at which it is asked.
2. In putting a question without notice, an Alderman must not:
  - (i) offer an argument or opinion; or
  - (ii) draw any inferences or make any imputations – except so far as may be necessary to explain the question.
3. The chairman must not permit any debate of a question without notice or its answer.
4. The chairman, Aldermen, General Manager or General Manager's representative who is asked a question without notice may decline to answer the question, if in the opinion of the intended respondent it is considered inappropriate due to its being unclear, insulting or improper.
5. The chairman may require an Alderman to put a question without notice, to be put in writing.
6. Where a question without notice is asked at a meeting, both the question and the response will be recorded in the minutes of the meeting.
7. Where a response is not able to be provided at the meeting in relation to a question without notice, the question will be taken on notice and
  - (i) the minutes of the meeting at which the question is put will record the question and the fact that it has been taken on notice.
  - (ii) a written response will be provided to all Aldermen, at the appropriate time.
  - (iii) upon the answer to the question being circulated to Aldermen, both the Question and the Answer will be listed on the agenda for the next available ordinary meeting of the committee at which it was asked, whereat it be listed for noting purposes only, with no debate or further questions permitted, as prescribed in Section 29(3) of the Local Government (Meeting Procedures) Regulations 2015.

**COMMUNITY, CULTURE AND EVENTS COMMITTEE AGENDA  
(OPEN PORTION OF THE MEETING)  
13/1/2016**

**12. CLOSED PORTION OF THE COMMUNITY, CULTURE AND EVENTS  
COMMITTEE MEETING**

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The following items were discussed:-

1. Minutes of the Closed portion of the Community, Culture and Events Committee meeting held on Thursday 10 December 2015 and a Special Community, Culture and Events Committee meeting held on 21 December 2015
2. Consideration of supplementary items to the agenda
3. Indications of pecuniary and conflicts of interest
4. Community, Culture and Events Committee – Status report
5. Questions without notice – File Ref: 13-1-10