



CITY OF HOBART

AGENDA

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

MONDAY, 6 JUNE 2016

AT 4.10 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
-

**SPECIAL COMMUNITY, CULTURE AND EVENTS COMMITTEE AGENDA
(OPEN PORTION OF THE MEETING)
6/6/2016**

TABLE OF CONTENTS

- 1. INDICATIONS OF PECUNIARY AND CONFLICTS OF INTEREST**
- 2. COMMUNITY DEVELOPMENT GRANTS PROGRAM – AMENDMENT TO
EVENT PARTNERSHIPS GUIDELINES – FILE REFS: 15/143 & 15/177**
- 3. CLOSED PORTION OF THE SPECIAL 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

SPECIAL COMMUNITY, CULTURE AND EVENTS COMMITTEE AGENDA (OPEN)

Committee Members

Sexton (Chairman)

Zucco

Cocker

Thomas

Harvey

Aldermen

Lord Mayor Hickey

Deputy Lord Mayor Christie

Briscoe

Ruzicka

Burnet

Reynolds

Denison

**Special Community, Culture and Events Committee
(Open Portion of the Meeting) - Monday, 6 June 2016 at
4.10 pm in the Lady Osborne Room.**

PRESENT:

APOLOGIES:

LEAVE OF ABSENCE: Alderman P T Sexton.

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. INDICATIONS OF PECUNIARY AND CONFLICTS OF INTEREST

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.

**2. COMMUNITY DEVELOPMENT GRANTS PROGRAM – AMENDMENT TO
EVENT PARTNERSHIPS GUIDELINES – FILE REFS: 15/143 & 15/177**

20x's

Report of the Director Community Development of 1 June 2016, and attachment.

DELEGATION: Council

TO : Community, Culture and Events Committee

FROM : Director Community Development

DATE : 1 June 2016

SUBJECT : **COMMUNITY DEVELOPMENT GRANTS PROGRAM – AMENDMENT TO EVENT PARTNERSHIPS GUIDELINES**

FILE : 15/143; 15/177 :KR:JD:DT (o:\council & committee meetings reports\ccec reports\2016 meetings\6 june - special\community development grant policy amendments-jun16.doc)

1. INTRODUCTION

1.1. This report presents recommendations for the revision of Event Partnerships Guidelines attached to the Council's policy titled *Applications for Grants - Community Development Division*, following the first round of the Event Grants Program, which took place in February 2016.

1.1.1. The Event Partnerships grant round is scheduled to open on 8 June 2016 and will close 7 July 2016.

2. BACKGROUND

- 2.1. At its meeting held on 21 December 2015, the Council endorsed the inclusion of Event Grants to the Community Development Grants Program.
- 2.2. A grant round comprising Creative Hobart, Community and Event Grants was held in February 2016 with the successful grant recommendations endorsed by the Council on 23 May 2016.
- 2.3. This was the first Grant round to use the SmartyGrants application system.
- 2.4. This Grant round is due for review following approval of the proposed recommendations, however the upcoming Event Partnerships round will open prior to this formal review taking place.
- 2.5. Accordingly, the proposed amendments required include additional items in the Assessment Criteria and Assessment Process, which have been based on learnings from the recent initial Event Grants round for grants up to \$20,000.
- 2.6. It is considered that while generally the processes associated with the first Event Grants round worked well, there were a few areas where amendments to the guidelines are seen as necessary to 'fine tune' the application and assessment process.

- 2.7. Proposed amendments to the Event Partnerships guidelines attached to the Council's policy titled *Applications for Grants - Community Development Division* include:
- (i) Updating the assessment criteria to include requirements relating to the provision of quantitative information;
 - (ii) The addition of two additional criteria being key personnel and budget; and
 - (iii) The requirement for events that identify primarily as an 'Arts Festival' to allocate at least 50 percent of the Council's grant to the development and presentation of Tasmanian artistic content within their festival program.
- 2.8. The requirement relating to Tasmanian artistic content responds to the following:
- (i) The high number of Community Development grant applications received in the two Creative Hobart grant rounds held to date from arts organisations requesting the Council's support to develop projects to be included in major arts events already supported by the City of Hobart;
 - (ii) National trends in local, state and federal government funding for arts events that is increasingly contingent upon a specific percentage of local content. For example, the Tasmanian State Government has discussed with Dark Mofo a desire specifically for more local cultural content and provided for a minimum spend in the Events Tasmania funding contract;
 - (iii) Consultation undertaken with four other capital cities indicates that the nomination of a specific quantity of local content is an accepted practice in local government funding for arts events;
 - (a) ADELAIDE: Approaches the issue in the assessment process for applications by weighting the scores of events/festivals that use local artists in response to council strategies such as the Live Music Action plan;
 - (b) ACT: Grant recipients must demonstrate that they will engage with the local arts sector. The ACT Government is currently reviewing the ACT Funding Plan, including the potential implementation of a specific, measurable quota of local arts sector content;
 - (c) MELBOURNE: Prior to entering all funding agreements, the City of Melbourne determines the outcomes it needs from large partnerships, including local content, for example Melbourne Festival sponsorship is 100 percent specifically for a local Indigenous opening ceremony, the free music program and special initiatives that focus on Melbourne artists;

- (d) PERTH: The City is currently reviewing its grants and sponsorships for events and festivals and exploring options for shaping partnerships that specifically support a local arts industry;
 - (iv) The Creative Hobart Strategy's commitment to promoting the creativity of the people of Hobart; nurturing and investing in creativity, and celebrating excellence; and
 - (v) Concerns raised by Tasmanian artists and arts companies regarding the declining representation of local content in major arts events in Hobart. This feedback has been provided informally at individual meetings and conversations, as well as formally through public events such as the City of Hobart Creative Hobart Public Forums, and the arts industry forum hosted by the Council and presented by the Australia Council for the Arts in 2015.
- 2.9. Further amendments have been included in the Assessment Process to provide greater clarification around the procedures outline in 2.7. All of the abovementioned amendments are shown in revision format as shown in **Attachment A** to this report.
- 2.10. These changes will allow the assessment panel to apply more rigour around the assessment of the applications for future rounds.
- 2.11. A full review of the biannual Community Development Grants Program is currently being undertaken and will be the subject of a report to the Council in July 2016. These proposed amendments to the Event Partnerships guidelines will inform the review.
- 2.12. The Council meeting held on 21 December 2105 resolved *inter alia* the following:
- "That: 1. The Council provide base funding to MONA for its Dark Mofo festival for a three year period commencing in 2016, with this being made up of \$150,000 (exclusive of GST) cash support and \$50,000 in-kind support, with this being met in the first instance, by the allocation for Major Event and Festival Grants activity in the Events Function of the 2015/2016 Annual Plan. The grant be conditional on Dark Mofo being held in accordance with the proposal as submitted.*
- 2. The Council provide an additional allocation of \$100,000 (exclusive of GST) to MONA for the Dark Mofo festival, with this being for 2016 only, subject to further review after the delivery of the 2016 Dark Mofo festival."*

2.13. It will be necessary for MONA to seek any additional funding above its already agreed three year core funding funding for Dark Mofo through the City's Event Partnerships grant program.

2.13.1. If the Council were to resolve to apply a specific percentage of Event Partnership funds to local content for those festivals which identify primarily as Arts Festivals, this could only be applied to any additional funding request, and not the Council's current three year commitment to base level funding of \$150,000 cash and \$50,000 of in-kind support to MONA/Dark Mofo.

3. PROPOSAL

3.1. It is proposed that the Council endorse the amended Event Partnerships Guidelines as attached to the Council's policy titled *Applications for Grants and Assistance - Community Development Division* as shown as Attachment A to this report, including:

- (i) The provision of quantities data;
- (ii) The additional criteria relating to key personnel and budget; and
- (iii) The additional requirement for events that identify primarily Arts Festivals to ensure that at least 50 percent of the Council's grant be allocated to the development and presentation of Tasmanian artistic content within their festival program.

4. FINANCIAL IMPLICATIONS

4.1. Funding Source(s)

4.1.1. Not applicable.

4.2. Impact on Current Year Operating Result

4.2.1. Not applicable.

4.3. Impact on Future Years' Financial Result

4.3.1. Not applicable.

4.4. Asset Related Implications

4.4.1. Not applicable.

DELEGATION

4.5. This matter is delegated to the Council for consideration.

5. CONSULTATION

5.1. Internally, the former Manager Events and Salamanca Market, Manager Legal and Governance, Development Officer - Events and Salamanca Market, Executive Officer - Community Development, Manager Community and Cultural Programs, Cultural Programs Coordinator and Cultural Development Officer have been consulted in the preparation of this report.

5.2. Externally, the Deputy Secretary, Cultural and Tourism Industry Development at Tasmanian Department of State Growth, Manager Arts Melbourne and Manager Arts Investment at City of Melbourne, Manager Arts Culture and Heritage at City of Perth; City Community Manager at Adelaide City Council and Senior Arts Policy Officer at ArtsACT/Creative Canberra, and the Executive Producer Dark Mofo were consulted in the preparation of this report.

6. CONCLUSION

6.1. This report requests some amendments to the Event Partnerships guidelines as attached to the Council's policy titled *Applications for Grants - Community Development Division* to improve the assessment panel process for applicants for this funding stream.

6.2. These amendments include: the provision of quantities data; additional criteria relating to key personnel and budget and the additional requirement for events that are Arts Festivals to ensure that at least fifty percent of the Council's grant be allocated to the development and presentation of Tasmanian artistic content.

6.3. The Event Partnerships grant round is scheduled to open on 8 June 2016 and close on 7 July 2016.

7. RECOMMENDATION

That:

7.1. *The report (o:\council & committee meetings reports\ceec reports\2016 meetings\6 june - special\community development grant policy amendments-jun16.doc) be received and noted.*

- 7.2. It is proposed that the Council endorse the amended Event Partnerships Guidelines as attached to the Council's policy titled Applications for Grants and Assistance - Community Development Division as shown as Attachment A to this report, including:**
- (i) The provision of quantities data;**
 - (ii) The additional criteria relating to key personnel and budget;
and**
 - (iii) The additional requirement for events that identify primarily as Arts Festival to ensure that at least 50 percent of the Council's grant be allocated to the development and presentation of Tasmanian artistic content within their festival program.**

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.



(Philip Holliday)

DIRECTOR COMMUNITY DEVELOPMENT

Attachment A: Event Partnerships Guidelines, shown in revisions format (14)



City of **HOBART**

**CITY OF HOBART
COMMUNITY DEVELOPMENT GRANTS PROGRAM**

**EVENT PARTNERSHIPS
GUIDELINES**

Contents

Introduction	3
Strategic Plan & Vision	5
Event Partnerships Guidelines	5
How much money is available per financial year?	5
How much money can your organisation apply for?	5
Who can apply?	5
What can you apply for?	6
Multi-year Funding	6
Who can't apply?	6
How to Apply	7
Key Dates for Applications	7
Eligibility	8
Ineligible Applications	9
Assessment Criteria	9
Assessment Process	11
Assessment Panel	11
Recommendations to Council	12
Communication	12
Successful Applications	12
Grant Offer and Grant Agreement	12
Acquittal	12
GST and Grants	13
Recognition of Council Assistance	13
Further Information and Enquiries	14
Documents	14
Contact Officer	14

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 Creative Hobart cultural strategy outlines the City's commitment to promoting the creativity of the people of Hobart, nurturing and investing in creativity, and celebrating excellence. Accordingly, in partnerships with events that identify primarily as Arts Festivals, the City is especially keen to see a portion of its investment allocated to the development and presentation of Tasmanian artistic product within the festival program.](#)

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 and Vision

Our vision for 2025 (from the 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.

For events identifying as Arts Festivals, applications should include a commitment to allocating at least 50 percent of the grant to the development and presentation of Tasmanian artistic content within the festival program-

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, <http://www.hobartcity.com.au/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, <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 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 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;
 - Events identifying as Arts Festivals will be required to allocate at least 50 percent of the grant to the development and presentation of Tasmanian artistic content within the festival program-
"Artistic content" is defined as investment in the people and organisations that will develop and deliver specific projects within the festival program such as a performance or exhibition.
People are defined as:
Tasmanian artists (musicians, actors, visual artists, dancers, writers, sound and digital artists, etc.).
Tasmanian creatives (designers, choreographers, directors and producers).
Organisations are defined as:
Tasmanian arts organisations presenting a specific project (or projects) within the festival program.
Direct payments to the Tasmanian Museum and Art Gallery, and the Tasmanian Symphony Orchestra are not to be included in the 50 percent.
- 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.

Applicants are required to provide quantitative information to support any answers provided for the following criteria. The assessment panel will take into consideration this supporting information when making assessment.

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;
- ~~b.~~ c. Allocation of at least 50 percent of the grant to the development and presentation of Tasmanian artistic content within the festival program for events identifying as Arts Festivals; and
- ~~c.~~ d. 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 Capital City [Strategic Plan 2015-2025](#);
- 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](#).

5. Key Personnel

The assessment process will include evaluation of the key personnel. Your application should demonstrate that suitably qualified and experienced personnel will be involved in the development and delivery of the proposed event.

6. Project Budget

Your application should demonstrate adequate research in relation to the submitted budget including details of expenditure of grant funds. 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.

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.

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.

Through assessment the application may be recommended for partial funding (cash or in-kind). This decision is carefully considered with the view of maintaining the integrity of the proposal.

Any lesser financial assistance by the Council will involve consultation with the applicant at the time of a Grant Offer being made.

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.

The City of Hobart reserves the right to reject any application that does not meet the eligibility, qualification and/or evaluation criteria. The City of Hobart also reserves the right to request further information in considering any application. 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 <http://www.hobartcity.com.au/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:

The Council's Development Officer – Events & Salamanca Market, Ms Karyn Rendall on telephone (03) 6238 2132 or via email grants@hobartcity.com.au

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

The following items were discussed:-

- Item No. 1. Indications of Pecuniary and Conflicts of Interest
- Item No. 2. Carols by Candlelight – Future Direction – File ref: 13-25-3
 LG (MP)R 15(2)(c)
- Item No. 3. Queen’s Baton Relay – Gold Coast 2018 Commonwealth Games –
 File ref: 16/77
 LG (MP)R 15(2)(c)
- Item No. 4. 2016/2017 Fees and Charges – Taste of Tasmania – File ref: 13-46-1
 LG (MP)R 15(2)(c)