

# Policy

---

**Title:** Applications for Grants –  
Community Development Division

**Category:** Community Services and Events

**Date Last Adopted:** 25 July 2016

---

## 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.

~~The A-revised~~ Community Development Grants Program ~~will~~ enables clear funding streams and provides 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.

## 3. Policy

That:

1. The Council make grant funds available to assist community, cultural and other organisations through its Community Development Grants Program.
2. Under each stream there are a number of grant categories. The funds available for each category are listed.

Grant Streams	Available Categories	Funding Amounts (\$)
Creative Hobart Grants	<ul style="list-style-type: none"> <li>- Major Cultural Organisations</li> <li>- Medium Cultural Grants</li> <li>- Small Cultural Grants</li> <li>- Quick Response Grants</li> </ul>	<ul style="list-style-type: none"> <li>- Over \$10,000</li> <li>- <del>\$57</del>,000 to \$15,000</li> <li>- \$1,000 to <del>\$35</del>,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 <del>\$35</del>,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>

3. The 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 will be open in August and February each year with the grant allocation pools being distributed between both rounds.
4. [There is a Venue Activation Fund that provides in-kind support for applicants seeking to use one of the venues listed in the "Guide to Hobart's Creative Places". The guidelines will be available on the City of Hobart Website.](#)
5. Approximate Timing of Grants:

Round 1	Round 2
<ul style="list-style-type: none"> <li>• Open Round - August</li> <li>• Close Round - September</li> <li>• Assessment - September</li> <li>• Report to Committee/Council - October</li> </ul> <p>Major Cultural Organisations</p> <p>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 –</li> </ul>	<ul style="list-style-type: none"> <li>• Open Round - February</li> <li>• Close Round - March</li> <li>• Assessment - March</li> <li>• Report to Committee/Council - April</li> </ul>

August/September	
------------------	--

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. Multi-year funding is available in these grant streams.
- (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 funding streams 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.
- ~~9. In general, the Council will not provide assistance where, due to budgetary limitations, financial support would be significantly less than requested.~~
10. 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.

11. As part of the application process, the Council may consult with an applicant regarding possible modifications to their proposal which would address more appropriately the Council's strategic objectives.
12. Council officers will have a 48 hour review period to contact applicants after the grant round has closed to clarify technical points such as eligibility, if necessary, or to request the provision of supplementary information that would assist the Assessment Panel in their deliberations.
13. Applications will be assessed according to the Guideline documents for each grant stream as provided on the City of Hobart's website, attached to this policy (refer Attachment A). ~~Copies of Guidelines are also available to applicants online.~~
14. Separate assessment panels will assess applications under each grant funding stream (with the exception of Quick Response Grants). The panels will comprise at least one 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 as provided on the City of Hobart's website. ~~(refer Attachment A).~~
15. 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. 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.
17. Quick Response grants ~~would~~ will 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'. The total delegated amount will have an upper limit in line with the budget allocation for each Quick Response grant stream as approved by the Council.
18. 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.
19. The General Manager be delegated to authorise administrative changes to the Community Development Grants Program guidelines in line with this Policy, as required throughout the implementation of the program.

## 4. Legislation, Terminology and References

Capital City Strategic Plan 2015-2025

Delegations Register – Community, Culture and Events Committee Terms of Reference

<b>Responsible Officer:</b>	Director Community Development
<b>Policy first adopted by the Council:</b>	21 September 2015
<b>History</b>	
Amended by Council	21/12/2015
Amended by Council	25/1/2016
Amended by Council	6/6/2016
Amended by Council	25/7/2016
<b>Next Review Date:</b>	March 2017

## ATTACHMENT A

### **Grant Guidelines:**

- ~~Quick Response Creative Hobart Grants~~
- ~~Small and Medium Creative Hobart Grants~~
- ~~Creative Hobart Major Cultural Organisations Grants~~
- ~~Quick Response Community Grants~~
- ~~Small Community Grants~~
- ~~Quick Response Event Grants~~
- ~~Events Grants~~
- ~~Event Partnerships~~