

City of Hobart

# Policy

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

**Category:** Community Services and Events

Date Last Adopted: 21 November 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 [and cultural organisations as well as small businesses to develop and deliver Hobart-based events](#), projects and activities that ~~contribute have to~~ community, cultural ~~or~~ economic outcomes ~~as that align with the defined within the~~ [Future Directions within the City's Strategic Plan](#).

## 2. Background

The Council makes available grant funding to assist community, cultural, ~~and~~ other organisations [and businesses](#) through its Community Development Grants Program.

The Community Development Grants Program provides transparent and equitable governance for the City's support of projects with the intention of assisting the community, organisations, and businesses in the Hobart municipal area.

## 3. Policy

That:

1. The City makes grant funds available to assist community, cultural, [business](#) 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 [in the following table](#).

Grant Streams	Available Categories	Funding Amounts (\$)
<a href="#">Creative Hobart Grants</a>	<ul style="list-style-type: none"> <li>- Major Cultural Organisations</li> <li>- Medium Cultural <a href="#">Grants</a></li> <li>- Small Cultural <a href="#">Grants</a></li> <li>- Quick Response <a href="#">Grants</a></li> </ul>	<ul style="list-style-type: none"> <li>- Over \$10,000</li> <li>- \$7000 to \$15,000</li> <li>- \$1000 to \$5000</li> <li>- Up to \$1000</li> </ul>
<a href="#">Community Grants</a>	<ul style="list-style-type: none"> <li>- Small Community <a href="#">Grants</a></li> <li>- Quick Response <a href="#">Grants</a></li> </ul>	<ul style="list-style-type: none"> <li>- \$500 to \$5000</li> <li>- Up to \$500</li> </ul>
<a href="#">Event Grants and Partnerships</a>	<ul style="list-style-type: none"> <li>- Event Partnerships</li> <li>- Event <a href="#">Grants</a></li> <li>- Quick Response <a href="#">Grants</a></li> </ul>	<ul style="list-style-type: none"> <li>- Over \$20,000</li> <li>- Under \$20,000</li> <li>- Up to \$1000</li> <li>—(in-kind only)</li> </ul>
<a href="#">Christmas</a>	<ul style="list-style-type: none"> <li>- <a href="#">Community Christmas Activation Quick Response</a></li> <li>- <a href="#">Community Christmas Carols</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Up to \$1000</a></li> <li>- <a href="#">\$1000 - \$10,000</a></li> </ul>
<a href="#">Marketing Grants</a>	<ul style="list-style-type: none"> <li>- <a href="#">Shopfront Improvement Grants</a></li> <li>- <a href="#">Local Trader Marketing Grants</a></li> <li>- <a href="#">Civic Banner Quick Response Grants</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Up to \$5000 (matched funding)</a></li> <li>- <a href="#">Up to \$5000</a></li> <li>- <a href="#">Up to \$1000</a></li> </ul>
<a href="#">Venue Support</a>	<ul style="list-style-type: none"> <li>- <a href="#">Venue Support Quick Response</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Up to \$1000 (in-kind only)</a></li> </ul>
<a href="#">City Partnership</a>	<ul style="list-style-type: none"> <li>- <a href="#">Small</a></li> <li>- <a href="#">Large</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">\$10,000</a></li> <li>- <a href="#">\$30,000</a></li> </ul>

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3. The grant streams for Event Grants, Medium Cultural Grants, Small Cultural Grants, Small Community Grants, Shopfront Improvement and Local Trader Marketing Grants will be available to the public twice yearly opening in August and February each year. The grant allocation pools will be distributed between both rounds.

4. [The following criteria will be applied to the City Partnership grants.](#)

- [Events that have been delivered within the City of Hobart for at least 10 years;](#)
- [Small to mid-sized community, cultural or commemorative events that are not eligible to apply for Event Partnership Grant funding;](#)
- [Events that are held on or in City of Hobart property or venues and that utilise City of Hobart infrastructure, services and/or equipment.](#)

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- This program does not provide support for sporting or recreational focussed events and activities.

The City Partnership grants will be provided through a five (5) year partnership agreement with each of the following organisations

- Small
  - Festa Italia
  - Greek Orthodox Church and Benevolent Society of St George (Hobart) (Estia Greek Festival)
  - The City of Hobart Eisteddfod
  -
- Large
  - The Royal Hobart Regatta
  - The Sandy Bay Regatta
  - RSL Tasmania, Hobart ANZAC Day Commemorative Committee

City Partnership funded organisations are not eligible to apply for funding through any other City of Hobart grant funding stream.

Each organisation funded through the City Partnership grant stream will provide an annual report to Council that includes information on expenditure and utilisation of City of Hobart financial and in-kind support as well as other details on the delivery of the event.

In addition to the grant streams, 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 for Venue Activation Fund are 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>	<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>
Major Cultural Organisations	
Grants and Events Partnerships:	
<ul style="list-style-type: none"> <li>• Open Round - June</li> </ul>	

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<ul style="list-style-type: none"> <li>• Close Round - July</li> <li>• Assessment - July</li> <li>• Report to Committee/Council – August/September</li> </ul>	
<p><u>City Partnership</u></p>	
<ul style="list-style-type: none"> <li>• <u>Five (5) year agreement, dependent on annual acquittal from participating organisations.</u></li> </ul>	

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6. All grant streams, apart from City Partnership, have quick response grants, which are available throughout the financial year each year until such time as the annual budget allocation is fully utilised. The quick response grants for Creative Hobart, Event Grants and Marketing Grants will be for a maximum of \$1000 per grant, with the Community Grants providing a maximum of \$500 per grant. Quick Response Event Grants are for in-kind support for the loan of equipment only and are not available for cash.
7. 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:
- Based in the City of Hobart
  - Report an annual income of at least \$1.5 million
  - Employ professional, permanent staff
  - Deliver year-round public outcomes in Hobart
  - Are infrastructure-based organisations with public presentation space and
  - 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.
8. Successful applicants for Event Partnerships cannot apply through the City's other funding streams for the same project.

9. All assistance available to applicants is provided by way of grants, and not rate reductions (except pensioner remissions), waiving of fees and charges or rental subsidies.
10. Where the City is unable to provide the full financial support requested by an applicant under this policy, any lesser financial assistance by the City will involve consultation with the applicant at time of a grant offer being made.
11. As part of the application process, the City may consult with an applicant regarding possible modifications to their proposal which would address more appropriately the Council's strategic objectives.
12. City officers will have three working days 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 its deliberations.
13. Applications will be assessed according to the guideline documents for each grant stream as provided on the City of Hobart's website.
14. Assessment panels will assess applications for each grant stream (with the exception of quick response grants). The panels will comprise at least one external representative from the community, cultural, business or event sectors as appropriate, as well as City officers. The panels will assess applications against the assessment criteria set out in the grant guidelines.
15. Assessment panel recommendations will be referred to either the Council's Community, Culture and Events Committee or the Economic Development and Communications 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 will be considered when they are received throughout the year, and they will not be offered through specific funding rounds.
17. Quick response grants will be approved under the Director's General Delegation (as referenced in the City's delegation register), whereby the City's Director Community Development is able to 'approve grants to organisations for \$1000 or less, where the organisation has not received a quick response grant more than once in a calendar year 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 new quick response grants have been awarded, this information would be provided to the relevant Council Committee at its next meeting. These

reports would not be subject to Council determination as they would be provided for information only.

19. The General Manager is 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
Amended by Council	21/11/2016
<b>Next Review Date:</b>	March 2017