

# Festive Season Charitable Quick Response Grant 2024-25

## Form Preview

## Welcome

\* indicates a required field

## Introduction

This form is for organisations that wish to apply for the Festive Season Charitable Quick Response Grant with requests up to \$1,000.

Should you require assistance with completing your application, contact the grants officer on 03 6238 2132 or [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [SmartyGrants applicant FAQs](#).

### IMPORTANT INFORMATION

**Commercial in confidence** The information you provide as part of your grant application will be treated as commercial in confidence. This information will be used for the purposes of assessing your grant application and, if successful, it will also be used in the management of your grant agreement. The Council will not disclose this information unless required or permitted by law.

## Eligibility

Please ensure you have read the grants program overview document and grant guideline before completing this application form. This will help you understand if your activity is eligible and what kind of information the assessors need to know to make their decision.

If you have any questions about the criteria, please contact the grants officer.

Applicants must have:

- not received other funding from the City for the same activity this financial year
- have fulfilled the conditions of a previous City of Hobart grant by the due date and not have overdue debts to the City
- have adequate public liability insurance.

Applications for the Festive Season Charitable Quick Response Grant will need to demonstrate that the request for support:

- shares the festive spirit of compassion, generosity and connectedness by demonstrating alignment with at least two of the grant aims
- has outcomes which are delivered in the City of Hobart local government area
- if the activity is part of an ongoing program, must demonstrate how the City's support will substantially increase the impact of the ongoing program.

Applications are ineligible if the request for support is:

- for an activity that is part of a larger festival or event which has received a grant or sponsorship from the City of Hobart
- for commercial purposes, has the potential to make significant profit or the activity is self-sustaining
- part of ongoing administration or operational costs of the applicant.

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**I confirm I have read and understood the guidelines and eligibility criteria, and this application meets all grant requirements. \***

☐ Yes

**Have you, your group or your organisation received funding from the City of Hobart before? \***

☐ Yes

☐ No

☐ Unsure

**What type of applicant are you? \***

☐ Not-for-profit organisation

☐ Registered charity

☐ Incorporated association

☐ Group (not incorporated)

☐ Registered school or training organisation

☐ An eligible government entity (Tasmanian Museum and Art Gallery or the Royal Tasmanian Botanical Gardens)

**How did you find out about this Grant Program? \***

☐ Advert in Mercury newspaper

☐ Another Website (please tell us which site in the box below)

☐ Attended an information session / presentation

☐ City of Hobart Website

☐ Hello Hobart

☐ I am a previous applicant

☐ Newspaper

☐ Received an email from the City of Hobart

☐ Social Media

☐ Was told by a staff member from the City of Hobart

☐ Was told by a previous grant recipient

☐ Word of mouth

☐ Other:

## Grant recipients

Previous grant recipients must have fulfilled the conditions of a previous City of Hobart grant by the due date. If you have an outstanding acquittal your application is not eligible for consideration.

To check if you have any outstanding acquittals login to [City of Hobart's SmartyGrants page](#) and click on My Submissions.

**Do you have an outstanding acquittal? \***

☐ Yes

☐ No

☐ Unsure

## Conflict of interest

Applicants must disclose any reasonably identifiable perceived or actual conflicts of interest when submitting their application to the City of Hobart. You are required to declare any known circumstances that may create a conflict, whether actual, potential, pecuniary or perceived conflict of interests. Failure to disclose may result in disqualification of your application.

**The applicant applying for funding declares:**

☐ Yes - I do have a potential or actual conflict of interest

☐ No - I do not have a potential or actual conflict of interest

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Please provide details of any known conflicts of interest, whether financial or otherwise.

### Applicant information

\* indicates a required field

#### Organisation/group details

**Applicant \***

Organisation Name

**Street Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

**Postal Address**

Address

  

**Website**

Must be a URL.

This can be a social media account if you don't have a website.

**What is the purpose of your organisation/group? \***

Word count:

Must be no more than 50 words.

Please provide a short statement describing the organisation and its activities. This statement will be used in reports, media statements and external communications related to this grant.

**Does your organisation/group have an ABN? \***

☐ Yes

☐ No

#### ABN details

**Applicant ABN**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

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Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Contact person

This person will receive general correspondence relating to this application.

**Contact name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position \***

**Phone number \***

Must be an Australian phone number.

**Mobile phone number**

Must be an Australian phone number.

**Email address \***

Must be an email address.

**Are you the head of the organisation applying for this grant?**

☐ Yes ☐ No  
Formal correspondence relating to this application will be sent to the head of the organisation.

**If successful, are you happy for your contact details to be provided to the media?**

☐ Yes ☐ No ☐ I can provide alternative contact details

### Head of the organisation

This person will receive formal correspondence relating to this application.

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**Head of Organisation/  
group**

Title

First Name

Last Name

**Position**

**Email address**

Must be an email address.

## Social enterprises

Social enterprises are businesses that trade to intentionally tackle social problems, improve communities, provide people access to employment and training, or help the environment.

The enterprise derives a substantial portion of its income from trade and reinvests 50% or more of their annual profits towards achieving the social purpose.

**Please provide evidence that the social enterprise fits this definition.**

Attach a file:

## Activity details

\* indicates a required field

### Key activity information

**Activity Name \***

Must be no more than 50 characters.

**Describe your activity \***

Word count:

Must be no more than 300 words.

**What are the planned activities? \***

Word count:

Must be no more than 500 words.

Briefly list (bullet points) the specific activities that will take place and where they will take place

**In a succinct statement, please describe what you are seeking funding for and how this support will assist you. \***

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Word count:  
Must be no more than 100 words.

**In dot points, please outline how your activity will be delivered. \***

Briefly list (bullet points) the planning timeline for your activity. You may attach further information as support material.

**Activity start date \***

Must be a date and between 25/11/2024 and 25/12/2024.  
This is the date the activity is open to the public to attend or participate.

**Activity end date \***

Must be a date and between 25/11/2024 and 25/12/2024.

**What are the primary areas of focus for this project/program? \***

No more than 5 choices may be selected.  
You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

**Has this activity been delivered before? \***

☐ Yes ☐ No

### Activity location

This grant can only support activities happening in the City of Hobart local government area.  
Please see the Grant Program Overview for a map.

Main location(s) and/or venue(s) of activity:	Venue capacity	Is this a City of Hobart managed venue or space?
	Must be a number.	Please include booking confirmation as support material.

### Grant aims

The Festive Season Charitable Quick Response Grant can be used to support activities that share the festive spirit of compassion, generosity and connectedness by demonstrating alignment with at least two of the grant aims.

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**Which of the following grant aims does your activity align with? You must identify two or more. \***

- ☐ Supporting disadvantaged and vulnerable members of the Hobart community over the festive season
- ☐ Enhancing community spirit, increased social inclusion and community connection by addressing the changing needs of the Hobart community
- ☐ Enhancing the cultural, creative, health and wellbeing, recreational or social opportunities available to Hobart residents
- ☐ Fostering partnerships between charities, community groups or other organisations
- ☐ Creating opportunities for people to connect to place, supporting spiritual and cultural customs and practices

At least 2 choices must be selected.

**In dot points, briefly describe how your activity aligns to the selection(s) above. \***

Word count:

Must be no more than 150 words.

Describe three things you want the activity to achieve in terms of benefits for participants and/or others.

## People

**\* indicates a required field**

### Staff, volunteers and participants

The **participants** are people or groups who are actively involved in the delivery of the activity. These are performers, speakers, artists, creative practitioners, stallholders, staff, contractors and volunteers.

**How many paid staff are working on your activity? \***

Must be a number.

**How many volunteers will be working on your activity? \***

Must be a number.

**How many other people do you anticipate to participate in the activity? \***

Must be a number.

**Total number of participants \***

This number/amount is calculated.

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### Key staff for activity

Please identify the key people involved in the delivery of the activity. This should include any responsible officers such as chief wardens, site managers and COVID-19 safety officers.

Please include a summary of their experience as a single document as support material for the grant. The summary document can include hyperlinks to websites.

If additional lines are required please click the 'Add More' button on the bottom right side of the table.

Name	Role in the activity	Paid or Volunteer?	Do they have experience in delivering this type of activity?

### Strategic Partners

A strategic partner is a group, organisation or business that is assisting in some way to deliver your activity. This can be charities, other not-for-profits, non-government organisations or sponsors and donors.

**Are you working with strategic partners to deliver this activity? \***

☐ Yes

☐ No

### Strategic Partner Details

Please provide correspondence confirming the strategic partners involved in your activity as supporting material.

This could be a letter confirming their commitment to the activity or a webpage that lists the activity's supporters.

### Audience

Please identify the number of people involved in your activity. The overall capacity of your activity includes staff, volunteers, artists, participants and attendees.

The **audience** is defined as people who engage with the event program, such as ticket holders, event attendees, subscribers, customers and workshop participants.

**Outline the total projected number of people that will engage with your activity \***

Must be a whole number (no decimal place).



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### Describe how you determined this estimated audience figure \*

What method did you use?

### Who are the expected primary beneficiaries of this project/program? \*

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of the audience for this activity. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'

## Activity risk management

\* indicates a required field

### Public liability insurance

Public liability insurance covers a person, a business, an event, a contractor – even a community building – for costs from legal action if they are found liable for death or injury, loss or damage of property, or economic loss resulting from their negligence.

Activities seeking support through this grant are required to have public liability insurance

If your activity is being held in a City-owned venue or open space and you do not have public liability insurance, you can purchase community public liability insurance from the City of Hobart. This costs \$27 including GST. For more information, please speak to the officer about your venue or open space booking.

### Do you have public liability insurance? \*

☐ Yes

☐ No

☐ The grant includes costs to purchase public liability insurance

### Please upload the public liability insurance certificate

Attach a file:

An updated certificate may be requested closer to the date to ensure the insurance covers the activity start and end dates.

## City outcomes

\* indicates a required field

### Community benefit

### Can you describe how you identified the community need and community benefit?

\*

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Word count:

Must be no more than 150 words.

Describe the specific issue or need you want to address

**What community support do you have for this activity and how will they be involved? \***

Word count:

Must be no more than 150 words.

This may include community based organisations who will participate and/or benefit from the activity. Please provide evidence of this support.

## Tasmanian Aboriginal culture

Hobart is a place that recognises and celebrates Tasmanian Aboriginal people, history and culture, working together towards shared goals. The [City of Hobart's Aboriginal Commitment and Action Plan](#) sets out the City's commitment and approach to working with Aboriginal people.

We encourage our grant recipients to acknowledge and engage with The Tasmanian Aboriginal community in the activities we support.

**Acknowledgement of Country and/or Welcome to Country** Both a Welcome to Country and an Acknowledgement of Country recognise the continuing connection Aboriginal people have to their land. Traditionally used as a way to grant permission to cross country boundaries, these remain important symbolic gestures today.

Some Aboriginal people will feel uncomfortable attending an event where no Welcome or Acknowledgement is offered and so it is important to consider whether providing one is appropriate.

These ceremonies and statements offer a valuable moment to reflect and consider the 40 000+ years of history and culture in this place and to pay respect to Aboriginal people.

**Select formalities that the activity will include in relation to Tasmania's Aboriginal heritage. \***

- ☐ Welcome to Country
- ☐ Acknowledgement of Country
- ☐ Both an Acknowledgement of Country and a Welcome to Country
- ☐ The activity will not have any form of official formalities

## Accessibility

Regardless of background, gender, identity or life situation, the City believes our community should have the opportunity to connect, share and express one's identity.

One of the fundamental principles of the grants program is to encourage all of our community with the opportunity to be involved or attend the activities we support.

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Applicants should endeavour to ensure that their activity will be accessible for people of all abilities. For more information visit our [Equal Access webpage](#).

Please keep the costs associated with delivering an added services in mind when developing your budget.

### Will the activity include any of the following \*

- ☐ Venue: entrance is step-free and a lift is available if the activity is not on the ground floor
- ☐ Invitation: is in an accessible format and asks participants "Please inform us of any dietary and/or access requirements"
- ☐ Wayfinding and signage: include an access map denoting paths of travel, location of accessible toilets, prominent signage, green areas for assistive animals (to toilet during the activity)
- ☐ Inclusiveness: book Auslan interpreters, provide captions on videos, provide viewing platforms, train staff in disability awareness
- ☐ Space arrangements: allow sufficient space between aisles and leave gaps in seating for people using mobility aids
- ☐ Video recording or streaming online
- ☐ Activity or event signage in languages other than English

Applicants should endeavour to ensure that their activity will be accessible for people of all abilities. For more information visit our [Equal Access webpage](#).

### How will you ensure your activity is accessible to people attending and/or participating?

Word count:

Must be no more than 150 words.

## Sustainability

All activities funded through the grants program must commit to reducing their environmental impact and improving waste management.

Applicants are encouraged to consider their commitment to sustainable practices as part of the activity, including encouraging the use of public transport to and from the activity, providing recycling facilities, reducing single-use plastics, reducing printed collateral, completing a waste audit report and establishing improvement targets.

The Single-use plastics by-law is enforceable from 1 July 2021. To find out how this may affect your activity, please visit our [webpage](#).

The [City of Hobart Waste Management Strategy 2015 - 2030](#) encourages all entities affiliated with the City of Hobart to support our endeavour to achieve **zero waste** to landfills by 2030.

As a minimum, grant recipients are required to implement strategies that are aimed at:

- **Reducing waste in food services at events.** This means that if food is sold or given away in disposable containers, only certified compostable containers and utensils may be provided to patrons.
- **Reducing land-fill.** This means that the use and distribution of plastic, "micro-bead" and glitter products (such as balloons, flags and promotional paraphernalia and plastic single-use water bottles) will not be undertaken as part of the activity.

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**Describe how the organisation will undertake waste management at your activity.** \*

This can include describing the potential environmental impacts of the activity and how you will manage and minimise waste creation at the activity.

## Marketing and documentation

\* indicates a required field

Marketing is how you plan to promote and advertise the activity to a wider audience to drive attendance and engagement.

**Please identify how you will promote your activity? \***

- ☐ Applicant's website
- ☐ Social media
- ☐ Paid social media
- ☐ Printed material
- ☐ Media (such as radio interviews)
- ☐ Paid advertising
- ☐ Event signage
- ☐ Newsletters
- ☐ Direct communication with members
- ☐ Shared with like-mind groups or organisations
- ☐ City of Hobart civic banners
- ☐ City of Hobart's festive lighting
- ☐ City of Hobart's gateway signage
- ☐ Other:

**Briefly describe your marketing plan and how you intend to connect with your primary audience.** \*

Word count:

Must be no more than 150 words.

Please note your marketing costs should be reflected in your budget. You are welcome to upload your marketing plan as support material.

## Marketing engagement

Platform	URL	Following/distribution
If additional lines are required please click the 'Add More' button on the bottom right side of the table.	Must be a URL.	Must be a number.
Event website		
Facebook		
Instagram		
Newsletter		

## Documentation

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**How do you intend to document the outcomes from your activity? \***

- ☐ Take photographs during the activity
- ☐ Take photographs after the activity
- ☐ Make a video about the activity
- ☐ Gather feedback from participants
- ☐ Gather feedback from audience
- ☐ Write a project report
- ☐ Other:

### Budget

\* indicates a required field

### Grant Request Details

**Total Funding Request \***

\$

Must be a whole dollar amount (no cents) and no more than 1000.  
What is the total financial support you are requesting in this application?

**Would you be open to accepting partial funding if it was offered? \***

- ☐ Yes
- ☐ No

### Support from the City

**Does this activity have any involvement or association with any other program areas of the City of Hobart? Include any units, teams or individual staff members' names. \***

Please identify any income you are receiving from the City of Hobart for this activity in the income budget.

### Income Budget

Please describe all income items that are contributing to this activity. This includes your cash and in-kind contribution, as well as an estimate of any in-kind volunteer hours. (Volunteer hours can be valued at \$25 per hour for general volunteers and \$35 per hour for skilled volunteers).

**Please note: All items listed in your budget should be exclusive of GST.**

You are encouraged to upload a budget for the activity.

Income source	In-kind or cash	Confirmed or Not	Dollar Amount (\$)	Notes
City of Hobart (cash only)	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

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### Expenditure Budget

All items listed in your Expenditure Budget should be GST exclusive. At least one item must be attributed to the requested support from the City of Hobart.

Please review the grant program overview document to understand what costs the City prefers to fund through a grant.

Expenditure Item	Funding Source	Dollar Amount (\$)	Notes
			Please outline how you came to this amount (for example the number of hours at the agreed upon rate.)
	City of Hobart	\$	
		\$	
		\$	
		\$	
		\$	

### Budget Totals

**Total Expenditure Amount**

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your activity?

**Total Income Amount**

\$

This number/amount is calculated.

**Income - expenditure**

\$

This number/amount is calculated.

### Budget Comments

This is a space to make budget comments if you feel the assessors would benefit from further clarification of what you have written in your budget table above.

You may also attach a budget and other documents expanding on this section as supporting material.

**Upload the budget for the activity (optional)**

Attach a file:

**Additional comments**

### Support Material

### Booking Confirmation

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**The City of Hobart no longer provides "in-kind" support for venue or equipment hires, fees or permits through this grant program.**

If a council venue, space, equipment, permit or service is required for this activity you will need to make a tentative or confirmed booking.

Please upload correspondence from the appropriate booking officer, which should outline the dates, times and prices excluding GST. Please note that applicants who book Council equipment are responsible for any associated logistics including the cost of transport.

This should be discussed with the officer you make the booking through.

**Any payment required for this activity will need to be made by the applicant directly to the relevant business unit of Council.**

Item Description	Quoted fee (exclusive of GST)	Booking correspondence
Please quote the booking reference provided to you.	Must be a dollar amount.	
	\$	
	\$	

## Application Support Material

Support material must be directly relevant to the activity and complement rather than duplicate information already provided in this application.

A maximum of eight (8) items may be submitted.

Suggested support material may include:

- recent examples of your work and/or that of the key personnel (visual, aural or literary)
- evidence of community support (e.g. a letter of support from a community organisation that may directly or indirectly benefit from and that shows an understanding of your activity).
- summary of people involved in the activity
- other documentation or materials which will help the assessors understand your activity.

Acceptable formats, sizes and quantities:

- word documents, pdfs, jpgs and mp3 files
- maximum 5MB per file
- maximum of three URLs that directly link to relevant webpages uploaded in a document
- passwords must be provided for private links to YouTube, Vimeo etc

The following are not considered as support material and will not be assessed:

- Facebook pages
- annual reports
- minutes of meetings (including AGMs)

## Uploading Support Material

Item Description	Upload your Files here	Website
		Must be a URL.

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## Declaration

\* indicates a required field

## Payment Information

If your request is approved, we can provide an electronic transfer of the funds into your account within fourteen (14) days of receiving your signed grant agreement.

If you would like the City of Hobart to issue the funds via an electronic transfer, we will need to generate a tax invoice on your behalf, this is called a Recipient Created Tax Invoice (RCTI).

Alternatively, you may wish to provide the City of Hobart with a tax invoice.

### **Please nominate how you would like to receive payment. \***

- ☐ City of Hobart to generate a Recipient Created Tax Invoice (RCTI)
- ☐ Applicant to provide a tax invoice

## Payment via Recipient Created Tax Invoice

To allow us to process your payment as an electronic transfer based on the information provided in this application please agree to the following statement:

- The City of Hobart and the grant recipient declare that this agreement relates to the above grant.
- The City of Hobart can issue tax invoices in respect of this grant.
- The grant recipient will not issue tax invoices in respect of this grant.
- The City of Hobart acknowledges that it is registered for GST and that it will notify the grant recipient if it ceases to be registered.
- Acceptance of this RCTI constitutes acceptance of the terms of this written agreement.
- Both parties to this supply agree that they are parties to an RCTI agreement.
- The grantee must notify the City of Hobart within 21 days of receiving this document if the grant recipient does not wish to accept the proposed agreement.

### **Please confirm the following**

- ☐ The Grantee acknowledges that it (or the auspice organisation) is registered for GST and that it will notify the City of Hobart if it ceases to be registered
- ☐ The Grantee acknowledges that it (or the auspice organisation) is not registered for GST.

## Applicant bank details



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### Please provide the bank account details for the electronic transfer

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

### Declaration \*

- ☐ I am authorised to submit this application
- ☐ I accept that my application will not be accepted if it is submitted after the deadline as specified on the City of Hobart website and/or if it does not have all the required information and/or material
- ☐ I will inform the City of Hobart if key details such as date(s) of the activity, the location and the programming change before I am notified of the outcome of the application.
- ☐ I have reviewed the information I have provided and the statements I have made in this application form and it is correct and they are true to the best of my knowledge
- ☐ I acknowledge that any information you provide to the City of Hobart, and details of any funding you receive, may be subject to disclosure under the Right to Information Act 2009.
- ☐ I have declared any known circumstances that may create a conflict, whether actual, potential or perceived conflict of interest, monetary or otherwise.
- ☐ I acknowledge and understand that the level of funding offered to an activity (if any) is determined by the available budget and how well the activity supports the City to achieve its goals and that this amount may differ from the amount requested.
- ☐ If this application is approved, I consent to the City of Hobart publishing the name of the activity, the description of the activity, how the funding will be used and the amount of funding received on its website [www.hobartcity.com.au](http://www.hobartcity.com.au)
- ☐ If this application is approved, the applicant will be required to fulfil the conditions of the grant.
- ☐ I consent to be contacted by the City of Hobart from time to time about other grants offered by the City of Hobart and any other similar topics.

**Name of person  
completing this  
submission \***

**Position \***

**Date \***

Must be a date.