

In-Kind Venue & Event Resource QRG Application Form

Form Preview

Welcome

* indicates a required field

Introduction

Before completing this application form, you should have read the In-kind Venue and Event Resource Quick Response Grant guidelines.

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

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

Should you require assistance with completing your application, contact the Grants Team on 03 6238 2132 or fundingprogram@hobartcity.com.au.

If you do contact us throughout the application process, please quote the application number below:

Application Number

This field is read only.

The identification number or code for this submission.

Privacy notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to <https://www.hobartcity.com.au/privacy>.

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.

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.

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The applicant applying for funding declares: *

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

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

Eligibility

*** indicates a required field**

Applicant Eligibility

Applicants must be an eligibility entity, and have:

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

What type of applicant are you? *

- | | |
|---|---|
| ☐ Not-for-profit organisation | ☐ Individual |
| ☐ Registered charity | ☐ Registered school or training organisation |
| ☐ Incorporated association | ☐ An eligible government entity (Tasmanian Museum and Art Gallery or the Royal Tasmanian Botanical Gardens) |
| ☐ Business (matching the grant request) | ☐ Other: |
| | <input type="text"/> |
| ☐ Group (not incorporated) | |

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

- ☐ Yes
- ☐ No

If you, your group or your organisation has received funding from the City of Hobart before, please provide further details below *

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.

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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.

Activities seeking support through this grant are required to have public liability insurance. This grant does not cover the cost to purchase the insurance.

Do you have public liability insurance? *

☐ Yes

☐ No

☐ We intend to purchase the Community 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.

Activity Eligibility

Applications for the In-kind Venue and Event Resource Quick Response Grant will need to demonstrate that the request for support:

- is for a booking of a City venue, open space, civic promotions or event resource
- has outcomes which are delivered in the City of Hobart local government area
- if the activity is part of an ongoing program, the application 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 has already commenced or will commence in less than one month
- 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
- is for commercial purposes, has the potential to make a significant profit or the activity is self-sustaining
- is part of the ongoing administration or operational costs of the applicant.

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

☐ Yes

If you have any concerns about meeting eligibility requirements, contact us before continuing at fundingprogram@hobartcity.com.au

Ineligibility Notice

You have selected an answer that may deem your application ineligible. Please review the Grant Guidelines again to determine your eligibility.

If you have any questions, contact our Grants Team to discuss at 03 6238 2132 or email fundingprogram@hobartcity.com.au.

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Contact details

* indicates a required field

Applicant details

Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title

First Name

Last Name

Street Address *

Address

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

Postal Address

Address

Website or social media page

Must be a URL.

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 the applicant 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.

Information from the Australian Business Register

ABN

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Entity Name
ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location

[More information](#)

Must be an ABN.

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO website](#).

Please upload completed Statement of Supplier Form:

Attach a file:

Max 25mb per file uploaded

Contact person

This person will receive general correspondence relating to this application.

Contact name *

Title	First Name	Last Name

Position *

Are you the head of the organisation/group applying for this grant?

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

Contact details

Phone number *

Must be an Australian phone number.

Mobile phone number

Must be an Australian phone number.

Email address *

Must be an email address.

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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.

Head of Organisation/group

Title

First Name

Last Name

Position

Email address

Must be an email address.

Activity details

* indicates a required field

Activity Name *

Must be no more than 50 characters.

Activity start date *

Starts no sooner than one month from submission

Activity end date

Must be a date.

Ends no later than six months from submission

Describe your activity *

Word count:

Must be no more than 100 words.

Has this activity been delivered before? *

☐ Yes

☐ No

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

No more than 5 choices may be selected.

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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)

Planned activities

Please outline the specific activities that will take place. You can check if your activity is in the Hobart LGA by entering the address into [this map](#).

Activity	Proposed date of the activity	Activity location	Estimated number of people engaged in the activity	Is there a fee to attend or participate?
	Must be a date.		Must be a number.	

Breakdown of Fees

Please tell us what the fee structure is for your activity. The fee types are examples. You are welcome to adjust the fee types to reflect your activity.

Fee type	Planned cost	Notes/explanation (if required)
	Must be a whole dollar amount (no cents).	
Full price	\$	
Concession	\$	
Student	\$	
Family	\$	
	\$	

Booking information

* indicates a required field

The In-kind Venue and Event Resource Quick Response Grant assists the community by waiving fees and charges for some City of Hobart-owned event equipment, venues, banners, signage or lighting.

What does your request for support include? *

- ☐ City venue ☐ Open space ☐ Event equipment ☐ Civic banners ☐ Festive lighting
☐ Gateway signage

At least 1 choice must be selected.

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Has a Booking Confirmation for a City venue or equipment been made? *

- ☐ Yes
☐ No

You will need to make a tentative or confirmed booking for your request to waive the fees and charges associated with your activity.

City of Hobart Booking Confirmation

Please upload correspondence and/or a Booking Quote from the appropriate booking officer, which must include the dates, times and prices excluding GST.

It is important to 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.	
	\$	
	\$	

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.

Number of paid staff *

Must be a number.

Number of volunteers *

Must be a number.

Number of other people participating in the activity *

Must be a number.

Total number of participants *

This number/amount is calculated.

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.

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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 project or a webpage that lists the activity's supporters.

Name	Role in the activity	Are they providing cash or in-kind support?

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'

City outcomes

* indicates a required field

Strategic alignment

The In-kind Venue and Event Resource QRG can be used to support events and activities that align with relevant objectives of the [City of Hobart Capital City Strategic Plan 2019-29](#)

Which of the following outcome(s) from the City of Hobart's Strategic Plan does your event align with? *

- ☐ 1.1 Hobart keeps a strong sense of place and identity, even as the city changes.
- ☐ 2.1 Hobart is a place that recognises and celebrates Tasmanian Aboriginal people, history and culture, working together towards shared goals.
- ☐ 2.2 Hobart is a place where diversity is celebrated and everyone can belong, and where people have opportunities to learn about one another and participate in city life.
- ☐ 3.1 Hobart is a creative and cultural capital where creativity is a way of life.
- ☐ 3.2 Creativity serves as a platform for raising awareness and promoting understanding of diverse cultures and issues.
- ☐ 3.4 Civic and heritage spaces support creativity, resulting in a vibrant public realm
- ☐ 4.5 Hobart's economy is strong, diverse and resilient
- ☐ 6.5 Hobart's bushland, parks and reserves are places for sport, recreation and play

At least 1 choice must be selected.

How will this activity activate or enliven local areas and add to Hobart's vibrancy?

Word count:

Must be no more than 150 words.

Community benefit

What community need and benefit is this activity addressing?

Word count:

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Must be no more than 150 words.

Explain how you identified this need and how the activity is creating a positive impact for the Hobart community.

Explain how will the community will be encouraged to engage and participate in the activity.

Word count:

Must be no more than 150 words.

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 culture *

- ☐ 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

Welcome to Country

A Welcome to Country is a cultural practice performed by a Traditional Owner of the local region to welcome visitors to their Traditional Country.

A local Aboriginal Land Council or Native Title representative body can advise or assist when making arrangements for a Welcome to Country. Traditional Owners may have a preference for a Welcome to Country and it is important that organisers ensure Traditional Owners are supported before and during their participation.

A Welcome to Country can take place through many forms. It can include songs, dances, smoking ceremonies or speeches in traditional language or English.

For more information regarding the difference between and Acknowledgement of Country and a Welcome to Country, go to: Indigenous.gov.au.

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Describe the arrangements you have made for a Welcome to Country *

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.

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](#).

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:

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- **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.

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

*

Word count:

Must be no more than 150 words.

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

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

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

Must be a URL.

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Event website	
Facebook	
Instagram	
Newsletter	

Budget

* indicates a required field

Grant Request Details

Total Funding Request *

\$

Must be a dollar amount 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)			\$	
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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 project?

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

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Support Material

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.

Declaration and feedback

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* indicates a required field

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
- ☐ 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.

Applicant feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

- ☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete this application?

Must be a number.

Estimate in minutes i.e. 1 hour = 60

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How did you find out about this Grant Program?

- | | |
|---|---|
| ☐ Advert in Mercury newspaper | ☐ Received an email from the City of Hobart |
| ☐ Another Website (please tell us which site in the box below) | ☐ Social Media |
| ☐ Attended an information session / presentation | ☐ Was told by a staff member from the City of Hobart |
| ☐ City of Hobart Website | ☐ Was told by a previous grant recipient |
| ☐ Hello Hobart | ☐ Word of mouth |
| ☐ I am a previous applicant | ☐ Other: <input type="text"/> |

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.