

# Events Application Form 2025

## Form Preview

## Welcome

### Introduction

Before completing this application form, you should have read the [Event 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 our Customer Service Centre on [03 6238 2711](tel:0362382711) or email our Grants Team at [fundingprogram@hobartcity.com.au](mailto: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, potential 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.

There are three types of conflicts of interest: actual, potential, and perceived.

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- **Actual:** where you are being influenced by a conflicting interest
- **Potential:** where you could be influenced by a conflicting interest.
- **Perceived:** where you could appear to be influenced by a conflicting interest

### 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 either:

- a registered charity
- an incorporated association
- a not-for-profit organisation
- a registered school or training organisation
- an unincorporated group who are auspiced by a not-for-profit organisation
- a business that matches the request for support with their own funds

and

- 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 no overdue debts to the City
- have adequate public liability insurance.

Ineligible applicants:

- Current employees of or staff contractors to the City of Hobart
- Individuals or sole traders
- Partnerships
- Trusts
- Federal, state and local government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery and Royal Tasmanian Botanical Gardens.
- Political parties

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

- Not-for-profit organisation
- Registered charity
- Incorporated association

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- Business (matching the grant request)
- Group (not incorporated)
- Registered school or training organisation
- An eligible government entity (Tasmanian Museum and Art Gallery or the Royal Tasmanian Botanical Gardens)

**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: \***

Include details such as the Grant ID, grant round name, recipient details and amount

## Public Liability Insurance

**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 event start and end dates.

## Activity Eligibility

Applications for the Event Grant must demonstrate that the activity:

- is an event available to the public and accessible to all people of all abilities
- aligns with at least one of the identified City of Hobart's Strategic Plan outcomes
- has outcomes that are delivered in the City of Hobart local government area.

Applications are ineligible if the request for support:

- is part of a larger festival or event, which has already received a grant or sponsorship from the City of Hobart
- is commercial, has the potential to make significant profit or be self-sustaining
- is part of ongoing administration or operational costs of the applicant
- is made by a registered school or registered training organisation and seeks supports for costs associated with the employment of teaching or support staff and/or the delivery of curriculum.

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

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Yes

### Applicant information

\* indicates a required field

#### Organisation details

**Applicant \***

Organisation Name

Name of the organisation, group or entity. (Not the individuals 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.

**What is the purpose of your organisation?**

Word count:

Must be no more than 50 words.

Please provide a short statement describing the applicant's reason for being and its activities. This statement will be used in reports, media statements and external communications related to this grant.

**Does your organisation have an ABN?**

Yes

No

Applicant ABN

**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

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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.

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
<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.

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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.

Auspice organisation

**Auspice organisation name**

Organisation Name

**Street address**

Address

**Postal address**

Address

**Website**

Must be a URL.

**Auspice 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

Entity name

ABN status

Entity type

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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.

### Auspice agreement

Attach a file:

Applicants who are auspiced must provide documentation confirming their arrangement with the auspice organisation. A sample letter to confirm your auspice arrangement is available on the [City of Hobart's website](#). The letter should be provided as a PDF.

### Auspice organisation contact

#### Auspice 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.

#### Email address

Must be an email address.

#### Mobile number

Must be an Australian phone number.

## Event details

\* indicates a required field

### Key event information

#### Event Name \*

Must be no more than 50 characters.

Event start date \*

Event end date \*

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Must be a date and between 1/7/2025 and 30/6/2026.

This is the date the event is open to the public to attend or participate.

Must be a date and between 1/7/2025 and 30/6/2027.

### **Describe your event \***

Word count:

Must be no more than 100 words.

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

Must be no more than 100 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 dot points, please outline how your event will be delivered. \***

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

### **Where is the primary location your activity will be delivered? \***

This can be the name of the venue or an address, and must be within the City of Hobart local government area to be eligible. Please provide additional locations in the table below.

### **How many times has this event been delivered? \***

If this event hasn't been delivered before, your answer should be 0.

### **Will there be an attendance fee? \***

- No. There are no fees for attendance       Yes, there will be a mix of ticketed and free activities for attendees       Yes. The entire activity will have fees to attend

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



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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)

## Activities

Tell us about the activities you will undertake in order to create change. List one per row.

You can stipulate one location for each activity. If you have one activity taking place in multiple places, you can either list each location as a separate activity (e.g. Breakfast Club #1; Breakfast Club #2, with a specific location attached to each), or you can list one activity with a generalised location (e.g. "Melbourne CBD").

Activity	Location	Will this activity be delivered online?	Start date	End date	Explanatory notes
One per row. Add more rows if you want to list additional activities.	Where will your activity occur? Leave blank if location is unknown or not relevant.	Pick one option.	Leave blank if date is unknown or not relevant. Must be a date.	Leave blank if date is unknown or not relevant. Must be a date.	Add notes if you need to provide more context.
		<input type="radio"/> Yes - fully <input type="radio"/> Yes - partially <input type="radio"/> No <input type="radio"/> Don't know			
		<input type="radio"/> Yes - fully <input type="radio"/> Yes - partially <input type="radio"/> No <input type="radio"/> Don't know			
		<input type="radio"/> Yes - fully <input type="radio"/> Yes - partially <input type="radio"/> No <input type="radio"/> Don't know			

## Breakdown of Fees

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

Fee type	Planned ticket/entry cost	Notes/explanation (if required)
	Must be a dollar amount.	
Full price	\$	
Concession	\$	
	\$	
	\$	
	\$	

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### Strategic alignment

Event Partnership Grants support organisations to deliver events in Hobart that have creative, community and economic outcomes and that also 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.

### People

\* indicates a required field

#### Staff, volunteers and participants

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

Events identifying as arts festivals will be required to allocate at least 50 per cent of the grant to the development and presentation of Tasmanian artistic content within the festival program.

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

Must be a number.

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

Must be a number.

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

Must be a number.

Total number of participants \*

This number/amount is calculated.

#### Key event staff

Please identify the key people involved in the delivery of the event. 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 event	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 event. This can be charities, other not-for-profits, non-government organisations or sponsors and donors.

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

Yes

No

### Strategic Partner Details

Please provide correspondence confirming the strategic partners involved in your event. You may add more rows as required.

**Name of strategic partner**   **Are they providing cash or in-kind support?**   **Correspondence confirming their involvement**


### Audience

Please identify the number of people involved in your event. The overall capacity of your event 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 event attendance. \***

Must be a whole number (no decimal place).

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

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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 event. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'

## Event risk management

\* indicates a required field

### Event risk assessment

The City of Hobart wants to ensure that applicants have considered all event risks and have addressed these with specific allowances.

These documents might be provided by the venues for your event.

If appropriate, you can provide documents from when the event has been previously delivered.

**Attach evidence that the event has considered all safety measures to deliver a public event. Evidence should include a Risk Assessment and an Emergency Management Plan. \***

Attach a file:

**Event management plan \***

Attach a file:

**Event site plan \***

Attach a file:

## City outcomes

\* indicates a required field

Economic and promotional benefits for the City of Hobart

**How will the activity drive visitation from the Greater Hobart area or intrastate? \***

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Word count:

Must be no more than 200 words.

### **What economic outcomes will your event deliver for the City? \***

Word count:

Must be no more than 200 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 event 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

### **Outline any additional Aboriginal cultural programming that will involve Aboriginal history and culture. \***

It is important to demonstrate consultation with the Tasmanian Aboriginal community. Please include letters confirming support or involvement as support material. For more information, please visit the City's [Aboriginal Programs webpage](#) or contact us.

## Accessibility

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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](#).

### Will the event 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](#).

### Outline any additional accessibility measures that the event will implement \*

## 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 event.

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

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

**Describe how the organisation will encourage and enable attendees to reduce their own environmental impact. \***

## Marketing and documentation

\* indicates a required field

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

**What media and promotional outcomes will your event deliver for the City? \***

Word count:

Must be no more than 200 words.

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

- |   |  |
|---|--|
| <input type="checkbox"/> Applicant's website              | <input type="checkbox"/> Newsletters                                     |
| <input type="checkbox"/> Social media                     | <input type="checkbox"/> Direct communication with members               |
| <input type="checkbox"/> Paid social media                | <input type="checkbox"/> Shared with like-minded groups or organisations |
| <input type="checkbox"/> Printed material                 | <input type="checkbox"/> City of Hobart civic banners                    |
| <input type="checkbox"/> Media (such as radio interviews) | <input type="checkbox"/> City of Hobart's festive lighting               |
| <input type="checkbox"/> Paid advertising                 | <input type="checkbox"/> City of Hobart's gateway signage                |
| <input type="checkbox"/> Event signage                    | <input type="checkbox"/> Other: <input type="text"/>                     |

**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**

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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		
EDM		
Print		
Facebook		
Instagram		

## Documentation

### How do you intend to document your event outcomes? \*

- 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:

### Will the documentation be shared with third parties? \*

- Yes  No

Please keep in mind the acquittal report requires grant recipients to submit photos, feedback, media coverage and other documentation as evidence that the activity was completed in line with the grant agreement.

### What preparation are you making to allow you to share the visual assets? \*

This could include talent release forms or how you advise the public photography or filming is happening at the event.

## Budget

\* indicates a required field

### Grant Request Details

#### Total Funding Request \*

\$

Must be a whole dollar amount (no cents) and between 1000 and 20000.  
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



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**Does this event 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.

### Arts festivals funding allocation commitment

**As an identified arts festival, is at least half of your grant request going towards the costs associated with the development and/or presentation of Tasmanian artistic content within the festival program?**

- Yes  No

### Income Budget

Please describe all income items that are contributing to this event. 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 event.

Income source	In-kind or cash	Confirmed or Not	Dollar Amount (\$)	Notes
---------------	-----------------	------------------	--------------------	-------

City of Hobart (cash only)			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

### 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
--	--	--	---

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			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.

You must submit a balanced budget. This number must be \$0

### 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 event**

Attach a file:

**Additional comments**

### Support Material

#### Booking Confirmation

**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 event 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.

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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
	Must be a dollar amount.	
	\$	
	\$	

## Application Support Material

Support material must be directly relevant to the event 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 event).
- summary of people involved in the activity
- other documentation or materials which will help the assessors understand your event.

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.

### Payment Details

\* 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 is registered for GST and that it will notify the City of Hobart if it ceases to be registered
- The Grantee acknowledges that it is not registered for GST.

#### Applicant bank details

**Please provide the bank account details for the electronic transfer \***

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

#### Auspice organisation's bank details

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**Please provide the bank account details of your auspice organisation for the electronic transfer \***

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

## Declaration and feedback

\* 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 event supports the City to achieves 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 event, the description of the event, 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.

At least 10 choices must be selected.

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

**Position \***

**Date \***

Must be a date.

# Events Application Form 2025

## Form Preview

### Applicant 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

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

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

At least 1 choice must be selected.

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

### Not Eligible

#### Application cannot progress

You do not meet the eligibility criteria to apply for this grant, you cannot progress with your application.