

# FREQUENTLY ASKED QUESTIONS (FAQs)

## General Information

### **What is the Cultural Celebration Grants Program?**

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The Glenorchy City Council (Council) Cultural Celebration Grants aim to support community groups and not for profit organisations to present free, inclusive cultural events and activities that celebrate cultural diversity and strengthen community connection.

### **What types of projects can be funded?**

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Projects that can be funded include, but are not limited to:

- Visual and performing arts
- Cultural festivals and events
- Cultural demonstrations or workshops

Events and activities must have free entry for participants, although organisers can charge for specific elements of the activity (such as food).

Projects that involve a wide range of participants, rather than focussing on specific communities, will be highly regarded.

### **I would like to apply for a project that is outside of the Glenorchy Local Government area, but involves Glenorchy residents - is this eligible?**

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No—funded projects must be delivered in the Glenorchy Local Government area.

### **What is the application deadline?**

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Applicants can apply at any time before 31 October. If the funding is not fully allocated, an additional round will be opened with applications due 31 March. **Applications will close once funding is fully allocated.** It is recommended that you submit your application as early as possible to ensure it can be considered.

### **How much funding can I receive?**

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Maximum funding is up to \$25,000 (plus GST for registered groups) per project.

### **Our organisation does not have public liability insurance - can we still apply?**

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All applicants must have public liability insurance to the value of \$20M. If you do not have public liability insurance, it is recommended that you work with another organisation to auspice your event/activity.

## **My proposed event is being held on Council land – will this be provided free of charge if my application is successful?**

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Applicants will be required to pay any applicable fees for Council venues, including any hall hire or Tolosa Park costs. Some Council venues do not have hire fees. It is recommended that applicants visit <https://www.gcc.tas.gov.au/discover-glenorchy/venues-and-facilities/> for more information on Council venues and facilities.

Event on Council land fees will also apply – more information can be found at <https://www.gcc.tas.gov.au/discover-glenorchy/events/submit-an-event/>

Applicants can include any hire fees or event on Council land costs as part of their application.

## **Application Process**

### **How do I apply for a Cultural Celebration Grant?**

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To apply, you must complete the application form available on the Council website or contact Council for a hard copy application form. You will need to provide detailed information about your project, including its goals, budget, timeline, and anticipated outcomes. Once completed, submit your application noting that applications will close once funding is fully allocated.

All applicants should read the grant guidelines which form part of the application form.

## **What documents are required for the application?**

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- A completed application form
- A project proposal
- A project budget
- Letters of support or references (if applicable)

## **Can I submit more than one application?**

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Yes, you may submit multiple applications for different projects; however, each application will be evaluated independently, and funding is not guaranteed.

## **Can I submit a joint application?**

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Joint applications for activities can be considered. Please contact the Events Officer to discuss your proposal.

## **Is there an application fee?**

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No, there is no application fee to apply for a Cultural Celebration grant.

## **Evaluation and Selection**

### **How are grant applications evaluated?**

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Applications are evaluated based on several criteria, including:

- How the event/activity will bring the community together to embrace multicultural diversity
- How the event/activity will encourage community pride and positive community engagement within the community
- Event/activity outcomes for the Glenorchy local government area
- Feasibility and clarity of the project plan
- Financial and operational sustainability

## **Who reviews the grant applications?**

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Applications are reviewed by the Cultural Celebrations Working Group, an internal panel of Council officers and elected members. The Working Group recommendations are based on the evaluation criteria.

## **When will I be notified of the decision?**

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Applicants will be notified of the decision as soon as possible after each assessment round, which are in November 2024, January 2025 and April 2025.

## **What happens if my application is successful?**

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If your application is successful, you will receive a grant agreement outlining the terms and conditions of the funding. Upon signing the agreement, the grant funds will be disbursed according to the agreed-upon schedule.

## **What happens if my application is unsuccessful?**

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You will be notified if your application is unsuccessful. Unsuccessful applicants are welcome to arrange a meeting with Council's Events Officer for feedback.

## **Post-Grant Obligations**

### **What are my obligations if I receive a grant?**

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Grant recipients are required to:

- Use the funds solely for the approved project
- Maintain accurate financial records
- Submit a final report detailing the project's outcomes and impact
- Acknowledge the Cultural Celebration Grants Program in any

promotional materials related to the project

## **Can I request an extension if my project is delayed?**

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Yes, if your project is delayed, you may request an extension. However, extensions are not guaranteed and must be justified with a valid reason.

## **Can I change the details of my project?**

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If there are significant changes to the funded activity, including nature of the project, start/finish dates or change of venue, you must contact Council's Events Officer to confirm that the change is acceptable prior to the activity taking place.

## **What happens if I am unable to complete the project?**

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If you are unable to complete the project, you must notify Council's Events Officer as soon as possible. Depending on the circumstances, you may be required to return unused funds.

## **Contact Information**

### **Who can I contact for more information?**

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For more information or assistance with your application, please contact the Council's Events Officer at:

- Email: [tim.douglass@gcc.tas.gov.au](mailto:tim.douglass@gcc.tas.gov.au)
- Phone: (03) 6216 6800
- Office Address: 374 Main Road, Glenorchy

You can also find more information at: <https://www.gcc.tas.gov.au/services/community/grants-sponsorships-and-funding/>