

## GLENORCHY CITY COUNCIL CULTURAL CELEBRATION GRANTS - GUIDELINES 2023/2024

**This document outlines the application process, eligibility and assessment criteria for Glenorchy City Council's Cultural Celebration Grants Program 2023/2024.**

### Overview

Glenorchy City Council wants to empower organisations to design and deliver events to celebrate cultural diversity and strengthen community connection in the Glenorchy municipality.

The Cultural Celebration Grants align with Council's Community Goal "Building Image and Pride" and the objective "We nurture and celebrate our proud and vibrant City with its strong sense of belonging". The associated strategy for this objective is to "Deliver or facilitate events to strengthen our community's sense of pride and belonging".

Activities supported through the grants should aim to break down barriers by showcasing cultural diversity and welcome people from different cultures. Activities could include cultural events, musical performances, cultural demonstrations or workshops, food stalls or cultural cooking classes, etc.

### What can you apply for?

Our Cultural Celebration Grant Program is provided to support community groups and organisations to present free, inclusive events and activities that celebrate the rich diversity of culture in our Glenorchy municipality.

Event organisers are responsible for all aspects of the event/activity delivery, and all activities must be delivered in a way that is safe and compliant with any legislation.

The activity must occur by 31 May 2024.

### Available Funding

Maximum funding of up to **\$25,000** grants are available.

The grant request should be commensurate with the scale of the proposed activity and consider expected audience numbers and/or participants involved.

### Key dates

**Applications Open - September 2023**

**Applications Close - 31 March 2024**

Funding will remain available until expended

**Activity Timeframe** - funded projects must be completed by **31 May 2024**

Acquittals need to be finalised by **30 June 2024**

### WHO CAN APPLY?

#### Eligible applicants must:

- Be a legal entity like, an incorporated association, company, business sole trader or partnership,
- Have fulfilled the conditions of any previous GCC grants by the due date and have no overdue debts to Council,
- Have Public Liability Insurance to the value of \$20 million.

#### Ineligible applicants:

- Current employees or staff contracted to Council, or a person appointed to a role within Council (e.g. elected members).
- Political Parties.
- Federal, state or local government agencies.

Applications made after the closing date (31 March) will not be considered for this grant round.

### More Information

**If you would like to speak to us before you apply so we can help you with tips for your application, please contact us on 6216 6800 or [gccmail@gcc.tas.gov.au](mailto:gccmail@gcc.tas.gov.au)**

### ACTIVITY ELIGIBILITY

Application for the Glenorchy Cultural Celebration Grants must demonstrate that the activity;

- Brings the community together to embrace multicultural diversity.
- Encourages community pride and promotes positive engagement within the community.
- Features authentic cultural celebration and has outcomes that are delivered in the Glenorchy City Council local government area.
- Is open to the public and has no entry or participation fee or charge (including gold coin donations or entry fee).
- Can be held safely and is well planned - suitably skilled people are involved and that the applicant and the activity are financially viable.
- Demonstrates value for money for the level of funding request and positive community impact.

## ACTIVITY INELIGIBILITY

Applications are ineligible if the request for support is:

- Commercial or has the potential to make significant profit,
- Part of ongoing administration or operational costs of the applicant,
- Includes costs associated with the employment of teaching or support staff and/or delivery of curriculum, in the case of registered schools and training organisations.

## HOW TO APPLY

We will try and make this easy for you,

- Go to Council's website at [www.gcc.tas.gov.au](http://www.gcc.tas.gov.au) to complete an online form or the download the Application Form.
- Pick up a hard copy from **Council's Customer Services area**, 374 Main Road Glenorchy, between 8:30am-5pm, Monday to Friday.
- Pick up a hard copy from the **Moonah Arts Centre**, 23-27 Albert Road, Moonah, between 10am-5pm Tuesday to Friday, or 10am-2pm Saturday.
- Pick up a hard copy from the **Multicultural Hub**, 65 Hopkins St, Moonah between 10.00am - 3.00pm Monday-Friday. 03 6170 9196 or e-mail [hub@mcot.org.au](mailto:hub@mcot.org.au)
- If you require assistance with your application, including Translation Services, please call Council's Customer Services area on 6216 6800 or email [gccmail@gcc.tas.gov.au](mailto:gccmail@gcc.tas.gov.au)

**Return your completed application form to Council's Customer Services area, post to PO BOX 103, Glenorchy, 7010 or email to [gccmail@gcc.tas.gov.au](mailto:gccmail@gcc.tas.gov.au)**

## ASSESSMENT

Assessment of the Glenorchy Cultural Celebration Grant applications are undertaken by an internal panel of Council Officers and Elected Members with relevant experience in the subject matter. Panel recommendations are reported to the General Manager or delegate, for approval.

Each eligible application will be assessed on its individual merit against the activity and applicant eligibility.

## SUCCESSFUL APPLICATIONS

### Agreement

A formal agreement will be sent to successful applicants. Inability to comply with the agreement may result in withdrawal of support.

Applicants who do not meet their obligations under the grant agreement may not be eligible to apply for further grant support from Glenorchy City Council.

### Payment and GST

Payment information will be provided with the letter of offer.

Grants will be paid upon receipt of a tax invoice or Council can generate a receipt created tax invoice (RCTI).

Organisations registered for GST should add GST to the grant amount.

Progress payments dependent on successfully meeting agreed project milestones may be negotiated with successful applicants.

Successful applicants will need to provide their bank details for payment of the grant funding.

### Recognition of assistance

Successful applicants must acknowledge the Glenorchy City Council for their funding support at the activity and in any promotional material in relation to the activity. Promotional material must be approved by Glenorchy City Council prior to the event/activity.

### Activity Variations

If there are significant changes to the funded activity, applicants must contact Council to confirm that the variation is acceptable prior to the activity.

This includes but is not limited to, change in the nature of the activity, activity start and/or end dates, or change of venue.

### Acquittal

Upon completion of the activity, successful applicants will be required to acquit their grant, providing evidence of the execution of their activity, expenditure and outcomes. The acquittal must be completed by 30 June 2024.

Organisations that do not satisfactorily acquit their grant may not be eligible for future funding from Council and may be required to return the funds allocated to their activity.

## UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants are encouraged to arrange a feedback session with Council to discuss the results.

## INFORMATION AND ENQUIRIES

**If you have trouble accessing information or completing the application form, please contact Council for assistance on 6216 6800.**