

GLENORCHY CITY COUNCIL CULTURAL CELEBRATION GRANTS - APPLICATION FORM 2024/2025

Applicant information

Glenorchy City Council would like to assist you to celebrate the unique cultural diversity within our Glenorchy municipality. This grant program seeks to empower organisations to design and deliver events to celebrate cultural diversity and strengthen community connection in the City of Glenorchy municipality.

Our Cultural Celebration Grant Program is provided to support community groups and not-for-profit organisations to present free, inclusive cultural events and activities.

Glenorchy City Council Cultural Celebration Grant activities are expected to connect the broader community with Glenorchy's unique cultural diversity ... and to have some fun, too!

Glenorchy City Council Cultural Celebration Grants activities must be delivered within the Glenorchy local government area and be completed by 31 May 2025.

Grant recipients are responsible for all aspects of the activity. All activities are to be delivered in a way that is safe and compliant with WHS criteria. Before completing this application form, you should have read the Glenorchy City Council Cultural Celebration Grants 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 important that you complete these questions before any others to ensure you do not apply for an unsuitable grant.

Please return your completed application form to Council's Customer Services area, post to PO BOX 103, Glenorchy 7010 or email **gccmail@gcc.tas.gov.au**. Applications close 31 March 2025, and funded projects must be completed by 31 May 2025.

Please outline your group/organisation details:

Applicant Name:

Street Address:

Postal Address:

What is your group/organisation's purpose?

ABN details

Does your group/organisation have an ABN?

Yes

No

Information from the Australian Business Register

ABN	Entity Name
ABN Status	Entity Type
GST	DGR Endorsed
ATO Charity Type	ACNC Registration
Tax Concessions	Main Business Location

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Please describe your event

How does your event/activity bring the community together to embrace multicultural diversity?

How does your event encourage community pride and promote positive engagement within the community?

What are the outcomes from your event/activity that will be delivered in the Glenorchy City Council local government area?

The proposed event/activity is open to members of the public

Yes No

The proposed event/activity has no entry or participation fee

Yes No



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Activity location

Location(s) of the activity(ies)	Capacity of venue	Is location / venue operated by Glenorchy City Council?	
		Yes	No

Expected number of participants:

Agreement

Workplace health and safety

I agree to meet all relevant compliance / health and safety legislative requirements and deliver any activities in a way that is safe and compliant with any relevant legislation.

Yes No

Permissions

If the activity is held on Council land, I agree to obtain all appropriate land use and place of assembly permissions.

Yes No

Acknowledgement

I agree to acknowledge the Glenorchy City Council as the funder of the activity in all written and spoken promotional material in relation to the activity and use the approved Glenorchy City Council logo in all written promotional material. I agree to have any promotional material referencing Glenorchy City Council approved by Council prior to publication.

Yes No

Acquittal

I agree to fully acquit the grant provided inclusive of completing a report sent to me by Council by 30 June 2024, providing copies of receipts associated with the event and to return any unexpended funds.

Yes No

Media and Promotion

I agree to media and other promotion of the event where applicable. I agree to provide a minimum of three (3) images to Council (with signed photo permissions from any people included in the photos) as part of the acquittal process.

Assessment:

I understand that depending on the amount of funding, that activities may be subject to agreed milestones and assessment.

Yes No

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Cancellation

I agree to notify Council if the planned activity does not go ahead and return the full amount of the grant.

Yes **No**

COVID-19

I agree to deliver the activity in a manner that is in compliance with direction given by the Australian and Tasmanian Governments.

Yes **No**

Name of Authorised Person:

Signature:

Date: / /

GLENORCHY CITY COUNCIL CULTURAL CELEBRATION GRANTS - GUIDELINES 2024/2025

This document outlines the application process, eligibility and assessment criteria for Glenorchy City Council's Cultural Celebration Grants Program 2024/2025.

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 2025.

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 – August 2025

Applications Close – Round 1: 31 October 24, Final: 31 March 25

The grant will reopen after 31 October 2024 if funding is not expended. Funding will remain available until expended.

Activity Timeframe – funded projects must be completed by **31 May 2025**

Acquittals need to be finalised by **30 June 2025**

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

ACTIVITY ELIGIBILITY

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

- Brings the community together to embrace multicultural diversity.
- Promotes intercultural exchange.
- 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.
- Demonstrates a clear promotional strategy.

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** 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
- 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

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

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 2025.

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.