

**POLICY TITLE: COMMUNITY DEVELOPMENT GRANTS SCHEME**

**Policy No. 303**

**POLICY PURPOSE**

To encourage, develop and support local community projects of a social welfare, recreational, sporting or community welfare nature and providing services to the residents of Alice Springs.

**POLICY STATEMENT**

Council will, in each annual budget, allocate an amount for the Araluen Community Access Grants scheme for the benefit of community organizations and that this scheme will be administered in accordance with procedures designated by Council.

That Council, will in each annual budget, allocate an amount for the purpose of a community development grants scheme for the benefit of community organisations and that this scheme will be administered in accordance with procedures designated by Council.

**Refer to attached document "Community Grants Scheme — Procedures" that supports this policy.**



# Community Grants

*Supporting community development through  
The provision of community grants*

## Guidelines and Information Pack

### **Contents:**

#### **Introduction**

#### **Overview of the Community Grants Program**

#### **General Application Information**

#### **Guidelines, Grant Information and Application Forms**

1. Community Assistance Grants
2. Community Development Grants
3. Araluen Community Access Grants
4. Computer Equipment Program

Alice Springs Town Council  
corner Todd Street and Gregory Terrace  
PO Box 1071, ALICE SPRINGS NT 0871  
Tel. No. 08 8950 0500 Fax No. 08 8953 0558  
Email: [astc@astc.nt.gov.au](mailto:astc@astc.nt.gov.au) Website: [www.alicesprings.nt.gov.au](http://www.alicesprings.nt.gov.au)

These guidelines are also found at the following web address:  
[http://www.alicesprings.nt.gov.au/documents/Forms/Grants/  
Community\\_Grants\\_Guidelines\\_and\\_Information\\_Pack](http://www.alicesprings.nt.gov.au/documents/Forms/Grants/Community_Grants_Guidelines_and_Information_Pack)



# Introduction

The Alice Springs Town Council envisions a vibrant and growing community that embraces its cultural heritage, its unique identity and desert living environment. It aims to provide and advocate for services to meet the present and changing needs of our community, through innovative leadership and good governance.

Towards this end the Council has drawn up a Strategic Plan for 2004-2009, with the following goals to guide decisions and programs:

- A growing and dynamic economic base underpinning strong employment
- A united, supportive and healthy community
- To lead Australia in the management of its arid land natural resources
- A community proud of its developing indigenous and non-indigenous history, heritage, arts and culture
- An organization dedicated to good governance, effective leadership and provision of high quality services.

The Council's community development programmes work towards these goals by initiating and supporting strategies for the planning and development of community services, activities and facilities to ensure that social and cultural needs of the community are met. Community development also provides leadership and develops strategic alliances with key stakeholders in the community to ensure effective and efficient delivery of community services.

The Community Grants Programme under the Council's Corporate and Community Services Department strives to work with citizens to identify development opportunities, to build capacity, and to pursue projects for the common good. Initiatives which can act as examples of best practice or catalysts for change are encouraged.

Several types of community grants are offered: **Community Development Grants** emphasize development initiatives, **Community Assistance Grants** support broad-based local projects, the **Araluen Community Access Grants** support deserving groups in the use of the Araluen Centre's facilities, and the **Community Computer Equipment** program donates surplus computing equipment to organizations who can make the best use of these.

(Note on the Community Support Grants: In November 2005, Council made a decision to no longer offer this separately, and instead absorb its criteria into the Community Assistance Grants Scheme.)

These guidelines aim to provide potential applicants with the information needed to prepare an application. They are to be used in conjunction with the appropriate application forms. For any further inquiries, please feel free to call the Community Cultural Development Officer, Jasmine Lance at 8950 0530, or email [jlance@astc.nt.gov.au](mailto:jlance@astc.nt.gov.au) .

Both the guidelines and forms are also accessible from the website address:  
<http://www.alicesprings.nt.gov.au/documents/Forms/Grants/>



## Overview of Community Grants

The Alice Springs Town Council is pleased to be able to support community initiatives through the provision of Community Grants. There are four types of Community Grants for which incorporated organisations and in some instances individuals, can apply. The scope of each grant is briefly outlined below.

### **Community Assistance Grants**

The aim of these grants is to support local projects that take place in the municipality of Alice Springs and demonstrate benefit to residents of Alice Springs. These grants intend to encourage, develop and support broad-based local projects of a community, cultural, environmental or recreational nature.

Through this grant, Council encourages incorporated organisations to provide volunteer, community-based and special needs services to the community.

The upper limit of this grant is \$1,500.00 (exclusive of GST).

These grants are available two times per year, advertised in February and September, closing dates usually one month after opening.

### **Community Development Grants**

These grants will be made available to individuals and organisations that promote the on-going development of the community of Alice Springs through the implementation of new opportunities and projects that address high priority local needs. The emphasis of these grants is upon development initiatives and can include one-off events.

The upper limit of this grant is \$5,000.00 (exclusive of GST).

These grants are available two times per year, advertised in February and September, closing dates usually one month after opening.

### **Araluen Community Access Grants**

The Araluen Community Access Grants have been established to encourage and support local community initiatives, which require access to the Araluen Arts Centre including visual and performing arts and other community-based activities.

Applications for the Araluen Community Access Grants are open to all individuals, community groups and service clubs of Central Australia. The upper limit of this grant is \$2,000.00. These grants are available annually and will be advertised in mid November. Closing dates will be advertised in the "Centralian Advocate" and/or the "Alice Springs News".

Application forms are available from [www.alicesprings.nt.gov.au](http://www.alicesprings.nt.gov.au)

### **Community Computers Program**

The Community Computers Program was established to support local community (not for profit) groups and organisations through the donation of Council's surplus computing equipment for use in community activities and programs.

The purpose of the program is to provide basic computing equipment to eligible organisations to assist those organisations in the community work in which they undertake.

A selection committee (consisting of Aldermen and Council Officers) has been established to assess applications and to oversee the allocation process of the computing equipment.

It is not guaranteed that all applications received will be successful, as this depends on the amount of applications received and the amount of computers available. A waiting list of successful applicants will be compiled and the equipment will be distributed as it becomes available.

Application forms will need to be submitted by the due date via [email](mailto:astc@astc.nt.gov.au) to [astc@astc.nt.gov.au](mailto:astc@astc.nt.gov.au) or by post to the Community Cultural Development Officer, Alice Springs Town Council, PO Box 1071, Alice Springs, NT, 0871.

## **GST**

GST may apply to your grant funding, depending upon your organisation's tax status. For GST purposes your organisation (or your administering organisation), will be required to provide an Australian Business Number (ABN), or a declaration indicating a valid reason for not quoting an ABN.

If a successful grant applicant organisation is GST registered, the successful applicant will need to provide Council with a tax invoice for the approved grant amount (plus 10% GST), once they have been notified of their success.

If a successful grant applicant is not GST registered, then GST does not apply to the grant funding. For advice about GST issues, call the Australian Taxation Office on 13 28 66 (For businesses), 13 28 61 (For individuals) or visit their website at <http://www.ato.gov.au/> The Alice Springs Regional Office is located at: Jock Nelson Centre, 16 Hartley Street, Alice Springs.

## **Assessing Applications**

Assessment is made by a panel of officers and elected members with recommendations presented to Council for endorsement.

## **Council's Rights**

If Alice Springs Town Council has reason to believe that funds are being misappropriated, or not being used for the purpose that they were received, they can request a report for information detailing expenditure of the Grants.

Council reserves the right to take action against any individual who, or organisation that, in any way uses funds for any purpose other than for which they were received.

The Council shall set in each annual budget an amount for the Grants Program. Council shall determine the level of funding available and may change the level of funding available at any time. Council reserves the right to either make or not make an allocation and in some cases may reduce the amounts that will be made available.

Decisions made by the Alice Springs Town Council, with regard to the allocation and endorsement of any funds under the Community Grants Program, shall be final and no discussion will be entered into.

## **Preparing the Application**

Read the guidelines and general information thoroughly before completing the application to ensure your project/service and organisation is eligible.

Liaise with other community groups and organisations with similar aims and objectives, as a collaborative proposal will be highly regarded.

Contact appropriate professionals, in particular the Community Cultural Development Officer to gain advice or assistance with developing your proposal.

Keep a copy of your application for future reference

### **Submitting the Application**

Applications should be typed wherever possible. Should you have difficulty in accessing a computer or typewriter, Council's public library has computer access.

All points in the application form must be answered on the form. An application, which is incomplete will be returned and will not be considered.

Applications are to be single sided only and stapled in the top left corner. Please do not submit your application bound or placed in folders.

Applications for the Community Development and Community Assistance Grants need to be addressed to different Officers. For the Development and Assistance Grant, please address your application:

#### **The Community Cultural Development Officer**

Alice Springs Town Council Alice Springs Town Council  
PO Box 1071  
ALICE SPRINGS NT 0871

Applications for the Araluen Community Access Grants should be addressed to:

#### **The Community Projects Officer**

Alice Springs Town Council  
PO Box 1071  
ALICE SPRINGS NT 0871 ALICE SPRINGS

All hand deliveries can be made to:

Alice Springs Town Council  
Cnr Todd Street and Gregory Terrace  
Alice Springs



# Community Assistance Grants

## Guidelines and Grant Information

### Purpose

The purpose of these Grants is to support projects that take place in the municipality of Alice Springs and demonstrate broad-based benefit to residents of Alice Springs. Funding is available for the running of specific projects and can include materials and equipment.

### Availability

These grants are available two times per year, advertised in February and September, closing dates usually one month after opening.

### Funding Amount

The upper limit of this grant is \$1,500.00 (exclusive of GST)..

### Advertisement

The Community Assistance Grants are available twice a year through February/March and August/September. The grants are advertised in the *Centralian Advocate*, the "Talk of the Town" section of the *Alice Springs News*, in *RedHOT Arts e-bulletin* and on the Alice Springs Town Council's website.

### How to Apply

Applications can be made by completing the [Community Assistance Grant Application form](#).

### Applicant Eligibility.

Applications for the Community Assistance Grants are open to incorporated groups, organisations and individuals and can be for projects, materials and equipment.

Successful applicants will be unable to submit for any other Alice Springs Town Council grant within the same twelve (12) month period and until a previously received grant is acquitted.

To be eligible, the applicant must:

- Be an incorporated group or organisation or be auspiced by another organisation that is incorporated and able to manage the grant on behalf of the applicant. A copy of a Certificate of Incorporation or equivalent must be supplied. Consideration will also be given to purely volunteer groups and individuals.
- Be operating on a non profit basis or providing a project/service for non-commercial gain
- Be able to demonstrate effective management skills and be financially accountable



- Be able to make a reasonable contribution and/or attract other funding or sponsorship to the project
- Provide details of other sources of funding sought and obtained
- Provide details of all professionals to be employed on the project or details of the process to select professionals
- Ensure all professional staff receive recognised rate of pay and conditions
- Provide a Certificate of Currency for appropriate Public Liability Insurance.
- Funding is available for the running of specific projects and for capital items.
- The program does not fund:
  - Organisations that operate for commercial purposes
  - The cost of public liability insurance
  - Organisations that have not satisfactorily acquitted previous grant applicants to Council by the due date.

### **Proposal Eligibility**

To be eligible, the proposal must:

- Take place within the Alice Springs local authority area
- Employ mostly local professionals
- Generally be one-off, as no guarantees of ongoing funding will be made.
- The program does not fund:
  - Projects or events that are run for commercial purposes
  - Fundraising events including charitable events
  - Competitions and prizes
  - Food and catering
  - Ongoing operational or administrative costs
  - Uniforms
  - Group or individual travel outside of Alice Springs
  - Retrospectively (i.e. for a project that is completed or already underway)
- Activities that are the primary responsibility of other funding agencies.

### **Income and Expenditure**

Depending on the type of project or items for which the grant is to be utilised, it is necessary to provide an accurate budget for the project and/or quotes for the cost of items requested.

Applicants need to declare all sources of income relevant to the project. These could include such things as grants from other funding agencies, sponsorship, admission or stallholder fees or fundraising activities.

It is important to note that 'in-kind' contributions are still recognised as income, and it is necessary to provide a corresponding entry in the expenditure column. The total income of the project must equal the total expenditure of the project. Types of expenditure can include such things as:

- Professional wages and fees
- Insurance, including public liability (see note below)

- Local travel and transport
- Materials
- Services including street permits
- Venue and equipment hire
- Documentation (written, photos, video)
- Advertising and publicity.

### **Contribution by Applicants**

It is required that some form of contribution be provided by successful applicants. This may take the form of in-kind contributions such as office space, meeting rooms, equipment, volunteer labour etc. The nature of the contribution should be stated on the application form.

### **Public Liability Insurance**

Grant applicants are advised to seek advice about necessary and appropriate levels of public liability insurance for their project and to incorporate this cost into their budget expenditure.

Grant applicants are requested to provide a *Certificate of Currency* for their public liability insurance.

Please note Council will not fund public liability insurance.

### **Assessing Applications**

Assessment is made by a panel of officers and elected members with recommendations presented to council for endorsement.

### **Conditions of the Grants**

All Alice Springs Town Council Community Grants are subject to the following conditions:

- No organisation will receive further funding until all previous community grant monies have been satisfactorily acquitted.
- The grant money will not be used for any other purpose other than that for which the grant is awarded, unless written permission has been obtained from Alice Springs Town Council.
- The grant recipient will advise Alice Springs Town Council of any changes within the organisation as soon as possible after they occur (for example, change of project date, executive personnel changes, contact details).
- The grant recipient will obtain all appropriate approvals/permits, insurance cover etc relating to the project for which the grant is awarded. A copy of the public liability insurance Certificate of Currency should be included with the grant application.
- The grant recipient will acknowledge the Alice Springs Town Council in all documentation and promotion of the funded project. A copy of the Alice Springs Town Council logo will be forwarded to all recipients upon request.
- Where there is a need for Council services in relation to the funded project, the grant recipient will ensure that the budget adequately covers the costs of these services.

- If the project runs over budget, the Alice Springs Town Council is in no way responsible for meeting the shortfall.
- The grant recipient must submit a completed Project Acquittal Form **within two (2) months** of completing their project.

### **Project Acquittal**

There are three components to Council's **Project Acquittal Form** and the completion of all components is required for a successful acquittal.

The first component of the acquittal is the **Project Evaluation Report**; the second is the **Project Financial Statement** and the third component is the provision of **Project Receipts**.

The *Project Evaluation Form* requires you to fill out a series of questions that give a summation and overview of the project. The *Project Financial Statement* requires you to outline the project expenditure as applicable to your grant and the provision of the *Project Receipts*, proves that the monies you received were spent on the agreed material, products, service etc.

The grant recipient must submit a completed *Project Acquittal Form* within two (2) months of completing their project.

If unforeseen changes occur, the grant recipient must advise Council of the changes. These changes include conditions that affect the project start date, venue location, participants, changes to key personnel involved, contact details etc.

Contact the Community Cultural Development Officer to discuss the changes that affect your grant. In some cases, recipients are requested to write a letter to the Community Grants Advisory Committee to have these changes accepted as part of the grant. If valid notification has not been given and the Committee has not accepted these changes, and the project has altered from its original concept, , Council can ask for the full amount of grant monies to be returned



# Community Development Grants

## Guidelines and Grant Information

### Purpose

These grants will be made available to individuals and organisations that promote the on-going development of Alice Springs community through the implementation of new opportunities, improved quality of life and projects that address high priority local needs. The emphasis of these grants is upon development initiatives and can include one off events. Specifically, the objectives of the Community Development Grants are to:

- Enhance the development of community based initiatives
- Address high priority local needs for community development
- Demonstrate best community development practice
- Benefit the whole or part of the community of Alice Springs
- Demonstrate new initiatives and support existing initiatives
- Link community initiatives across organisations
- Enhance the skills and capacity of the people of Alice Springs
- Promote excellence in the arts and other forms of creative endeavours
- Promote new initiatives and not duplicate existing projects.

### Availability

Community Development Grants are available twice per year in February and August, closing usually one month after opening.

The grants will be advertised in the *Centralian Advocate*, the "Talk of the Town" section of the *Alice Springs News*, RedHOT Arts e-bulletin and on Alice Springs Town Council's website.

### Applicant Eligibility

Applications for the *Community Development Grants* are open to incorporated groups, organisations and individuals.

Successful applicants will be unable to submit for any other Alice Springs Town Council grant within the same twelve (12) month period. And until such time as a previous received grant is acquitted according to the set guidelines.

To be eligible, the applicant must:

- Have all previous community grant monies satisfactorily acquitted.
- Be operating on a non profit basis or providing a project/service for non-commercial gain or providing a project/service which adds value to the community
- Be able to demonstrate effective management skills and be financially accountable

- Be able to make a reasonable contribution and/or attract other funding or sponsorship to the project
- Provide details of other sources of funding sought and obtained
- Provide details of all professionals to be employed on the project or details of the process to select professionals
- Ensure all professional staff receive recognised rate of pay and conditions
- Provide a *Certificate of Currency* for appropriate Public Liability Insurance.

**The program does not fund:**

- Organisations that operate for commercial purposes
- The cost of public liability insurance
- Organisations that have not satisfactorily acquitted previous grant applicants to Council by the due date.

**Proposal Eligibility**

To be eligible, the proposal must:

- Take place within the Alice Springs local government authority area
- Employ mostly local professionals
- Provide strategies for sustainability for project initiatives that are being designed for the long term.

Projects most likely to attract funding will be those that:

- Enhance opportunities for all residents through addressing high priority areas by means of projects/programs/initiatives of a community, cultural, environmental or recreational nature,
- Raise the quality of life of the participants.

Funding is available in this category for both project costs and capital item expenditure.

The program does not fund:

- Projects or events that are run for commercial purposes
- Fundraising events including charitable events
- Competitions and prizes
- Food and catering
- Ongoing operational or administrative costs
- Uniforms
- Group or individual travel outside of Alice Springs
- Retrospectively (ie. for a project that is completed or already underway)
- Activities that are the primary responsibility of other funding agencies.

**Funding Availability**

The upper limit of the Community Development Grant is \$5,000.00 (exclusive of GST).

**Income and Expenditure**

Applicants need to declare all sources of income relevant to the project.

These could include such things as grants from other funding agencies, sponsorship, admission or stallholder fees or fundraising activities. It is important to note that 'in kind' contributions are still recognised as income, providing that there is a corresponding entry in the expenditure column. The total income of the project must equal the total expenditure of the project. Types of expenditure can include such things as:

- Professional wages and fees
- Insurance, including public liability (see note below)
- Local travel and transport
- Materials
- Services including street permits
- Venue and equipment hire
- Documentation (written, photos, video)
- Advertising and publicity.

### **Public Liability Insurance**

Grant applicants are advised to seek advice about necessary and appropriate levels of public liability insurance for their project and to incorporate this cost into their budget expenditure.

Grant applicants are requested to provide a *Certificate of Currency* for their public liability insurance.

Please note Council will not fund public liability insurance.

### **Assessing Applications**

Assessment is made by a panel of officers and elected members with recommendations presented to council for endorsement.

### **Conditions of the Grants**

All Alice Springs Town Council Community Grants are subject to the following conditions.

- No organisation will receive further funding until all previous community grant monies have been satisfactorily acquitted.
- The grant money will not be used for any other purpose other than that for which the grant is awarded, unless written permission has been obtained from Alice Springs Town Council.
- The grant recipient will advise Alice Springs Town Council of any changes within the organisation as soon as possible after they occur, for example, change of project date, executive personnel changes, contact details.
- The grant recipient will obtain all appropriate approvals/permits, insurance cover etc relating to the project for which the grant is awarded. A copy of the public liability insurance Certificate of Currency should be included with the grant application.
- The grant recipient will acknowledge the Alice Springs Town Council in all documentation and promotion of the funded project. A copy of the Alice Springs Town Council logo will be forwarded to all recipients upon request.

- Where there is a need for Council services in relation to the funded project, the grant recipient will ensure that the budget adequately covers the costs of these services.
- If the project runs over budget, the Alice Springs Town Council is in no way responsible for meeting the shortfall.
- The grant recipient must submit a completed *Project Acquittal Form* **within two (2) months** of completing their project.

### **Project Acquittal**

There are three components to Council's **Project Acquittal Form** and the completion of all components is required for a successful acquittal.

The first component of the acquittal is the **Project Evaluation Report**; the second is the **Project Financial Statement** and the third component is the provision of **Project Receipts**.

The *Project Evaluation Form* requires you to fill out a series of questions that give a summation and overview of the project. The *Project Financial Statement* requires you to outline the project expenditure as applicable to your grant and the provision of the *Project Receipts*, proves that the monies you received were spent on the agreed material, products, service etc.

The grant recipient must submit a completed *Project Acquittal Form* within **two (2) months** of completing their project.

If unforeseen changes occur, the grant recipient must advise Council of the changes. These changes include conditions that affect the project start date, venue location, participants, changes to key personnel involved, contact details etc.

Contact the Community Cultural Development Officer to discuss the changes that affect your grant. In some cases, recipients are requested to write a letter to the Community Grants Advisory Committee to have these changes accepted as part of the grant. If valid notification has not been given and the Committee has not accepted these changes, and the project has altered from its original concept, Council can ask for the full amount of grant monies to be returned.



# Araluen Community Access Grants

## **Araluen Community Access Grants**

The Araluen Community Access Grants have been established to encourage and support local community initiatives that require access to the Araluen Arts Centre.

### **Overview**

Araluen Community Access Grants are available annually, opening in mid November. Successful applicants will be notified in April.

The maximum amount available for the Araluen Community Access Grant is \$2000.00 (exclusive of GST).

The Araluen Community Access Grants are open to community groups and service clubs of Central Australia.

Previously successful applicants will be unable to submit another ASTC application more than once in any twelve-month period and must have their former grants acquitted before applying for further grants.

Closing dates will be advertised in the "Centralian Advocate" and/or the "Alice Springs News", as well as on the Alice Springs Town Council website. Applications lodged after the closing date will not be considered.

### **Objectives of the Grants**

The objectives of the Araluen Community Access Grants are to:

- encourage and support local community initiatives, which require access to the Araluen Arts Centre including visual and performing arts and other community-based activities.
- benefit the whole or part of the community of Alice Springs
- support new and existing initiatives
- nurture cross collaboration across the community eg through groups, organisations and businesses
- enhance and develop the skills and capacity of the people of Alice Springs
- promote excellence in the arts and other forms of creative endeavours
- promote and help seed new initiatives that are of benefit to Alice Springs rather than to provide continuing support for existing projects.

### **Funding Availability**

The Council shall set in each annual budget an amount for the Grants Program.

Council shall determine the level of funding available and may change the level of funding available at any time.

Council reserves the right to either make or not make an allocation and in some cases may reduce the amounts that will be made available.



Funds allocated for the Araluen Community Access Grants will be made in accordance with criteria set down by the selection committee and approved by Council.

### **Application Eligibility**

To be eligible, the proposal must:

- take place within the Alice Springs local government authority area .

### **Applicant eligible**

For the applicant to be eligible they must:

- be operating on a non profit basis or providing a project/service for non commercial gain or providing a project/service which adds value to the community
- be able to demonstrate effective management skills and be financially accountable
- be able to make a reasonable contribution and/or attract other funding or sponsorship to the project
- provide details of other sources of funding sought and obtained
- provide details of all professionals to be employed on the project or details of the process to select professionals
- ensure all professional staff receive recognised rate of pay and conditions
- provide a Certificate of Currency for appropriate Public Liability Insurance.

### **The program does not fund:**

- projects, events or organisations that are run for commercial purposes
- fundraising events including charitable events
- competitions and prizes
- food and catering
- ongoing operational or administrative costs
- uniforms
- group travel outside of Alice Springs
- retrospectively (i.e. for a project that is completed or already underway)
- activities that are the primary responsibility of other funding agencies
- the cost of public liability insurance
- organisations that have not satisfactorily acquitted previous grant applicants to Council by the due date.
- Applications that do not meet the grant criteria
- Incomplete applications
- Organisations that have applied for any other Alice Springs Town Council Community Grant for the same project
- School activities unless the activity pertains to the broad youth of the Alice Springs community rather than a single school

### **Projects most likely to attract funding will be those that:**

- enhance opportunities for all residents through addressing high priority areas by means of projects/programs/initiatives of a community and cultural nature.
- Enhance the skills and experience of the participants.

### **Preparing your Application**

- Please read the associated guidelines and Council Sponsorship of Community Grants document thoroughly before completing the application to ensure your project/service and organisation is eligible.
- link with other community groups and organisations where possible with similar aims and objectives as a collaborative proposal will be highly regarded.
- Contact appropriate professionals to gain advice or assistance with developing your proposal.
- Assemble all required information and support documentation.
- Finalise the application.
- Keep a copy of your application for future reference.

### **Submitting your Application**

- Applications should be typed wherever possible. Should you have difficulty in accessing a computer or typewriter, Alice Springs Town Council's public library has computer access.
- All points in the application form must be answered on the form. An application, which is incomplete will be returned and will not be considered.
- Applications are to be single sided only and stapled in the top left corner. Please do not submit your application bound or placed in folders.

### **Applications for these grants should be posted or hand delivered to:**

Community Projects Officer  
Alice Springs Town Council  
PO Box 1071  
Alice Springs  
NT 0870

Application forms are available from the Alice Springs Town Council Civic Centre reception and can be downloaded from [www.alicesprings.nt.gov.au](http://www.alicesprings.nt.gov.au) under forms on the home page

### **Procedures for Assessing Applications**

Corporate and Community Services staff will process the applications after the relevant closing date.

Members of the grant Selection Committee will review the applications and make a recommendation to the Director Corporate and Community Services.

The Director Corporate and Community Services recommendations are then presented to Council, with whom the final decision rests.

The Selection Committee may request, if necessary, a presentation and further information for the consideration of the application.

### **Notification**

- Applicants will be advised of the outcome of their applications in writing
- Alice Springs Town Council's decision will be final and no correspondence will be entered into

### **Conditions of Grants**

All Alice Springs Town Council Community Grants are subject to the following conditions.

- The grant recipient will advise Alice Springs Town Council of any changes within the organisation in writing as soon as possible after they occur (for example, change of project date, executive personnel changes, contact details).
- The grant recipient will obtain all appropriate approvals/permits, insurance cover etc relating to the project for which the grant is awarded. A copy of the public liability insurance Certificate of Currency should be included with the grant application.
- Successful grant applicants will be required to acknowledge the Alice Springs Town Council as a sponsor in all documentation and promotion of the funded project. A copy of the Alice Springs Town Council logo will be forwarded to all recipients upon request.
- Where there is a need for Council services in relation to the funded project, the grant recipient will ensure that the budget adequately covers the costs of these services.
- If the project runs over budget, neither Araluen Arts Centre nor Alice Springs Town Council is in no way responsible for meeting the shortfall
- The grant recipient must provide a completed Project Acquittal within one month of the completion of the project date
- No organisation will receive further funding until all previous community grant monies have been satisfactorily acquitted

### **Project Acquittal**

There are three components to Council's *Project Acquittal Form* and completion of all components is required for your acquittal. The first component of the acquittal is the *Project Evaluation Report*; the second is the *Project Financial Statement* and the third component is the provision of *Project Receipts*.

The Project Evaluation Form requires you to fill out a series of questions that give a summation and overview of the project; the Project Financial Statement requires you to outline the project expenditure as applicable to your grant;

and the Project Receipts that you supply, proves that the monies you received were spent on the agreed material, products, service etc.

### **Budget**

Applicants need to declare all sources of income relevant to the project. These could include such things as grants from other funding agencies, sponsorship, admission or stallholder fees or fundraising activities.

It is important to note that 'in kind' contributions are still recognised as income, providing that there is a corresponding entry in the expenditure column.

In the application budget section, the total *income* of the project must equal the total *expenditure* of the project. Types of expenditure can include such things as:

- professional wages and fees
- insurance, including public liability (see note below)
- materials
- in-house venue and equipment hire
- front of house and technical labour
- in-house publicity (written, photos, video)

### **Guarantee against Loss**

The grant is for Araluen Arts Centre direct costs only and cannot be applied as a guarantee against loss for the project.

The grant may not be used to cover the deposit for the hiring of the venue should the hirer cancel the booking. This cost is the responsibility of the project organisation.

### **Public Liability**

Funding applicants are advised to seek advice about necessary appropriate levels of Public Liability insurance for their project and to incorporate this cost into their budget expenditure.

Funding applicants are requested to provide a Certificate of Currency for their public liability insurance.

Neither Alice Springs Town Council nor Araluen Arts Centre fund public liability insurance.

### **GST**

GST may apply to your grant funding, depending upon your organisation's tax status. If your organisation is GST registered, then GST will apply to the grant amount. This means that Alice Springs Town Council will provide the 10% GST on the grant amount.

If a successful grant applicant organisation is not GST registered, then GST does not apply to the grant funding.

For advice about GST issues, please call the Australian Taxation Office on 13 28 66 or visit their website at [www.ato.gov.au](http://www.ato.gov.au). The Alice Springs Regional Tax Office is located at the Jock Nelson Centre; 16 Hartley Street, Alice Springs. Phone 13 2861 for an appointment.

For more information please contact the Community Projects Officer on 8950 0505 or send a message with our **feedback** form.