



# 2018 Community Grants

## Guidelines and Information Pack

*'Supporting community development through the provision of community grants'*

### **Contents:**

- Introduction
- Overview of the Community Grants Program
- General Application Information
- Guidelines, Grant Information and Application Forms:

### **Community Grants available:**

1. *Community Assistance Grants - \$1500*
2. *Community Development Grants - \$5000*
3. *Youth Development Grants - \$5000*
4. *Araluen Access Grants - \$2000*

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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 in the following web address:  
[www.alicesprings.nt.gov.au/services/community-grants](http://www.alicesprings.nt.gov.au/services/community-grants)

# 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.

The Community Grants Program 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** emphasise development initiatives, **Community Assistance Grants** support broad-based local projects, the **Araluen Community Access Grants** support groups in the use of the Araluen Centre's facilities, the **Youth Development Grant** supports youth organisations and community groups to develop innovative Youth Development projects and programs and the **Community Computer Equipment** program donates surplus computing equipment to organisations who can make the best use of it.

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 Development Officer on 8950 0567, or email [astc@astc.nt.gov.au](mailto:astc@astc.nt.gov.au)

Both the guidelines and forms are also accessible from the website address: <http://www.alicesprings.nt.gov.au/services/community-grants>

# Overview of Community Grants Program

The Alice Springs Town Council is pleased to be able to support community initiatives through the provision of Community Grants. There are five 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 broad-based benefit to residents of Alice Springs.

The intention of these grants is to promote, 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 once per year.

**2018 Open Thursday 1 February and Close Thursday 1 March 4pm**

## **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 once per year.

**2018 Open Thursday 1 February and Close Thursday 1 March 4pm**

## **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 (exclusive of GST).

These grants are available once per year.

**2018 Open Thursday 1 February and Close Thursday 1 March 4pm**

## **Youth Development Grants**

The Youth Development Grants have been established to support the development of Youth initiatives in the Alice Springs Municipality. The Youth Development grants are open to youth organisations and community groups.

The upper limit of this grant is \$5,000 (exclusive of GST).

These grants are available once per year.

**2018 Open Thursday 1 February and Close Thursday 1 March 4pm**

## **Community Computer Equipment**

There is currently no surplus Computer Equipment to be allocated. Please check [www.alicesprings.nt.gov.au](http://www.alicesprings.nt.gov.au) for further updates.

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

# General Application Information

## **Preparing the Application**

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

Liase 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 Development Officer to gain advice or assistance with developing your proposal.

Keep a copy of your application for future reference.

## **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.

## **Exceptions**

Council will **NOT** support the following:

- Recipients of any financial or other type of assistance from Council in that financial year
- An activity that has already occurred or that will occur prior to the time-frame provided
- Organisations raising funds on behalf of another group which is itself the recipient of financial assistance from Council in that financial year
- Projects or organisations which have not satisfactorily acquitted previous Alice Springs Town Council sponsorships or grants
- Organisations involved in the manufacture, distribution and wholesaling of tobacco and tobacco related products.
- Organisations involved in the manufacture, distribution and wholesaling of pornography related products
- Organisations whose services or products are injurious to health, or are perceived to be in conflict with Council's policies and responsibilities to the community.
- Political organisations
- Religious activities
- Activity that occurs on a premises licensed for gambling other than for strictly charitable or community activities
- Representation by organisations/individuals of sporting clubs at interstate/overseas competitions
- Organisations based outside the Municipal boundaries of Alice Springs (unless the demonstrated benefits are primarily to the Alice Springs community)
- Ongoing operational expenses
- Alcohol related sponsorship may be accepted providing such sponsorship is not directly linked to activities, assets, facilities, programs or services for young people under the age of eighteen years.
- School activities unless the activity pertains to the broad youth of the Alice Springs community rather than a single school
- Council will not usually sponsor a meeting, convention or incentive except where the event is particularly pertinent and valuable to Alice Springs interests
- Council will not sponsor the development and/or implementation of Traffic Management Plans
- Infrastructure on or for Northern Territory Government property (e.g. Blatherskite Park, Olive Pink Reserve) or Federal Government property (cost shifting)
- Fundraising or commercial activities
- Organisations, projects or events that operate for commercial purposes
- The cost of public liability Insurance.
  - Competitions and prizes
  - Food and catering
  - Uniforms
- Activities that are the primary responsibility of other funding agencies
- Council will not consider any applications except on the designated forms

**Submitting the Application**

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

All points in the application form must be answered on the form, or on an attached piece of A4 paper. An application, which is incomplete, 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 all Council Community Grants need to be addressed to the following:

<p><b>The Community Development Officer</b> Alice Springs Town Council PO Box 1071 ALICE SPRINGS NT 0871 <a href="mailto:astc@astc.nt.gov.au">astc@astc.nt.gov.au</a></p>	<p>All hand deliveries can be made to:  Alice Springs Town Council Cnr Todd Street and Gregory Terrace Alice Springs</p>
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# 1. Community Assistance Grants

## **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 once per year.

**2018 Open Thursday 1 February and Close Thursday 1 March 4pm**

## **Funding Amount**

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

## **Advertisement**

The Community Assistance Grants are available once per year. The grants are advertised in the *Centralian Advocate* 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. Unincorporated groups should seek the auspice of an incorporated body for their application.

Successful applicants will be unable to submit for any other Alice Springs Town Council grant within the same 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:**

Please refer to 'Exceptions' in General Application Information.

## **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.

### **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 from 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 2 months of completing their project.

### **Project Acquittal**

There are three components to the Community Assistance Acquittal Form and completion of all components is required for your acquittal.

Form available via: <http://www.alicesprings.nt.gov.au/services/community-grants>

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.

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 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

### **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 funded. 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 <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 Development Officer on 8950 0567.

## 2. Community Development Grants

### **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 once per year.

**2018 Open Thursday 1 February and Close Thursday 1 March 4pm**

The grants will be advertised in the *Centralian Advocate* and on Alice Springs Town Council's website.

### **Funding Amount**

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

### **How to Apply**

Applications can be made by completing the *Community Development Grant Application form*.

### **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 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:**

Please refer to 'Exceptions' in General Application Information.

### **Proposal Eligibility**

To be eligible, the proposal must:

- Take place within the Alice Springs local government authority area
- Employ mostly local professionals
- Demonstrate 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.

### **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 the 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 2 months of completing their project.

### **Project Acquittal**

There are three components to the Community Development Acquittal Form and completion of all components is required for your acquittal.

Form available via: <http://www.alicesprings.nt.gov.au/services/community-grants>

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 *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 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

### **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 funded. 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 via <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 Development Officer on 8950 0567.

## 3. Youth Development Grants

### **Purpose**

The Youth Development Grants have been established to provide the opportunity for youth organisations and community groups to develop innovative Youth Development projects and programs in the Alice Springs Municipality. The Youth Development grants are open to youth organisations, community groups and individuals (auspiced by another organisation).

### **Availability**

These grants are available once per year.

**2018 Open Thursday 1 February and Close Thursday 1 March 4pm**

### **Funding Amount**

The upper limit for the Youth Development Grant is \$5000.00 (exclusive of GST).

The total pool of money available for this grant is \$5000 (exclusive of GST). However multiple applicants may be successful for part of the \$5000.

### **Advertisement**

The Youth Development Grants are available once per year. The grants are advertised in the *Centralian Advocate* and on the Alice Springs Town Council's website.

### **How to Apply**

Applications can be made by completing the *Youth Development Grant Application form*.

### **Applicant Eligibility**

Applications for the Youth Development Grants are open to incorporated youth organisations, individuals (auspiced by another organisation) or community groups.

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

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 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.
- Provide a *Certificate of Currency* for appropriate Public Liability Insurance
- 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

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

Please refer to 'Exceptions' in General Application Information.

### **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 2 months of completing their project.

### **Project Acquittal**

There are three components to the Youth Development Acquittal Form and completion of all components is required for your acquittal.

Form available via: <http://www.alicesprings.nt.gov.au/services/community-grants>

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 *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 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.

### **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 funded. 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 <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 Development Officer on 8950 0567.

## 4. Araluen Access Grants

### **Purpose**

The Araluen Community Access Grants have been established to encourage and support local community initiatives that require access to the Araluen Arts Centre. The Araluen Community Access Grants are open to community groups and service clubs of Central Australia.

### **Availability**

Araluen Community Access Grants are available once per year.

**2018 Open Thursday 1 February and Close Thursday 1 March 4pm**

### **Funding Amount**

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

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.

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.

### **Advertisement**

Closing dates will be advertised in the "Centralian Advocate" and 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 e.g. 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.

### **Applicant eligibility**

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.
- Demonstrate that the activity will take place within the Alice Springs local government authority area.

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

Please refer to 'Exceptions' in General Application Information.

### **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.

### **Procedures for Assessing Applications**

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

### **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 the Araluen Community Access *Acquittal Form* and completion of all components is required for your acquittal.

Form available via: <http://www.alicesprings.nt.gov.au/services/community-grants>

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 funded. 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 <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 Development Officer on 8950 0567.