



# Community Grants

## Information Pack

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These guidelines are also found at [www.alicesprings.nt.gov.au](http://www.alicesprings.nt.gov.au)

*If you wish to speak to someone at Alice Springs Town Council regarding our Community Grants and have difficulty speaking English, please phone the Telephone Interpreter Service on 131 450 and ask to be connected to the Council's Community Development Officer on 08 8952 0500.*

# Introduction

The Alice Springs Town Council envisions a vibrant and growing community that embraces its cultural heritage, 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, build capacity, and pursue projects for the common good.

The grants program follows the Council's 2018-2021 Strategic Plan, and its Strategic Objectives for Alice Springs to be a:

*Dynamic community*

A dynamic, prosperous community where everyone is included, underpinned by safe, reliable infrastructure and social investment.

*Great place to live*

A great place to live that attracts and retains residents because of our unmatched leisure and healthy living opportunities and embrace of our unique landscape and culture.

*Leader in sustainability*

A leader in sustainability and best practice, living well in our desert context and minimising our impact.

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 enquiries, call the Community Development Officer on 08 8950 0500, or email [astc@astc.nt.gov.au](mailto:astc@astc.nt.gov.au)

Both the guidelines and application forms are on the Council website: [www.alicesprings.nt.gov.au](http://www.alicesprings.nt.gov.au)

# Overview of Community Grants Program

There are four main types of Community Grants to apply for:

## **Community Assistance Grants (up to \$1,500)**

These grants support small projects, events and organisations based in the municipality of Alice Springs and are of a community, cultural, environmental or recreational nature.

## **Community Development Grants (up to \$5,000)**

These grants support the ongoing development of the Alice Springs community by funding opportunities and projects that address high priority local needs.

## **Araluen Access Grants (up to \$2,000)**

These grants support local individuals, community groups and services clubs to access the Araluen Arts Centre for visual and performing arts and other community-based activities.

## **Youth Development Grants (up to \$5,000)**

These grants support the development of youth initiatives in the Alice Springs municipality, and are open to youth organisations and community groups.

All grant rounds are only available once a year.

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

# Essential Application Information

## **Grant Conditions**

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.
- Grant money is not to 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 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 and 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 months of completing their project.
- Not all grants will be funded to the maximum amount and may only be part of the total amount requested.

## **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, or organisation, which 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.

## **Advertisement**

The Community Grants program is advertised in the *Centralian Advocate* and on the Alice Springs Town Council's website each year.

### **Preparing the Application**

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

Contact appropriate professionals, in particular the Community Development Officer, for advice or assistance with developing your proposal. Keep a copy of your application for future reference.

### **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.***

### **Doing a Budget**

Applicants need to declare all sources of income relevant to the project, including 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
- Auspicing fees
- Insurance, including public liability
- Local travel and transport
- Materials
- Services including street permits
- Venue and equipment hire
- Documentation (written, photos, video)
- Advertising and publicity.

### **GST**

GST may apply to your grant funding, depending upon your organisation's tax status. For GST purposes your organisation (or your sponsoring 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 [www.ato.gov.au](http://www.ato.gov.au)

### **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. Please do not submit your application bound or placed in folders.

Applications for all Council Community Grants need to be addressed to the following:

<p><b>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:</p> <p>Alice Springs Town Council  Cnr Todd Street and Gregory Terrace  Alice Springs</p>
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**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.

**Project Acquittal**

There are three components that need to be completed to acquit an Alice Springs Town Council grant:

- *Project Evaluation Report* – answer a series of questions that summarise the completed project.
- *Project Financial Statement* – outline the project expenditure as applicable to your grant.
- *Project Receipts* – prove that the monies you received were spent on the agreed material, products, service etc.

Acquittal forms are available on the Alice Springs Town Council website: [www.alicesprings.nt.gov.au](http://www.alicesprings.nt.gov.au)

The grant recipient must submit a completed Project Acquittal Form within **two months** of completing their project. If you have not acquitted your grant, you will be ineligible to apply for future grants until that acquittal is received.

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

In some cases, recipients are requested to write a letter to the Community Grants Committee to have these changes accepted as part of the grant. If valid notification has not been given, 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.

# Council Does Not Fund

Council will **NOT** support the following:

- Recipients of financial assistance (grants, monetary sponsorship, scholarship) 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.
- Funding requests about the published amount available.
- Council will not consider any applications except on the designated forms.
- Council will not consider late applications.
- Organisations may submit multiple applications to multiple grant categories (Community Development, Community Assistance, Araluen Access and Youth Development), but Council will not fund more than one application per organisation. The exception is for organisations that are auspicing other organisations, who may put in for funding for multiple organisations.

# Eligibility

Applications to the Alice Springs Town Council's Community Grants can be by 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:

- operate 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
- demonstrate effective management skills and be financially accountable
- 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.

## **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.

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



# 1. Community Assistance Grants

## **Purpose**

To assist local community projects, events and organisations based in the municipality of Alice Springs and are of a community, cultural, environmental or recreational nature.

## **Funding Amount**

Up to \$1,500 (exclusive of GST).

## **Grant Objectives**

The objectives of the Community Assistance Grants are to:

- broadly assist local organisations and community groups through the funding of events, organisational purchases (i.e. equipment, materials), and small projects
- help build awareness of local community initiatives
- provide positive benefits to the Alice Springs community.

## **Eligibility**

To be eligible, the project must:

- take place within the Alice Springs local municipal area
- employ mostly local professionals
- generally be one-off, as no guarantees of ongoing funding will be made.

*For a full list of eligibility and organisational requirements, and what the Council does not fund, please refer to 'Essential Application Information'.*

## **Essential Grant Information**

Before starting your application, refer to the section 'Essential Application Information, to learn more about what Council does not fund, how to submit your application, conditions of the Community Grants Programme, acquittals, GST etc.

## **How to Apply**

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

## 2. Community Development Grants

### **Purpose**

To support the ongoing development of the Alice Springs community by funding opportunities and projects that address high priority local needs.

### **Funding Amount**

Up to \$5,000 (exclusive of GST).

### **Grant Objectives**

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
- 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.

### **Eligibility**

To be eligible, the project must:

- take place within the Alice Springs local government municipal area
- employ mostly local professionals
- demonstrate strategies for sustainability for project initiatives that are being designed for the long term.

*For a full list of application and organisational eligibility requirements, and what the Council does not fund, please refer to 'Essential Application Information'.*

### **Essential Grant Information**

Before starting your application, refer to the section 'Essential Application Information, to learn more about what Council does not fund, how to submit your application, conditions of the Community Grants Programme, acquittals, GST etc.

### **How to Apply**

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

## 3. Youth Development Grants

### **Purpose**

To support youth organisations and community groups to develop innovative youth projects and programs in the Alice Springs municipality.

### **Funded Project Examples**

- Facilitate participation of Indigenous youth in sports and recreational activities.
- Organisation of a mid-year school holiday program.

### **Funding Amount**

Up to \$5,000 (exclusive of GST).

### **Grant Objectives**

The objectives of the Youth Development Grants are to:

- respond to youth needs or issues in Alice Springs
- increase the number of innovative and youth-led projects and programs in Alice Springs
- improve young people's access to and participation in community-based activities that promote their health and wellbeing
- provide young people with new skills and knowledge.
- increase young people's voice and recognition in the community.

### **Eligibility**

To be eligible, the project must:

- take place within the Alice Springs local government municipal area
- pertain to the broad youth of the Alice Springs community rather than a single school.

*For a full list of application eligibility requirements, and what the Council does not fund, please refer to 'Essential Application Information'.*

### **Essential Grant Information**

Before starting your application, refer to the section 'Essential Application Information, to learn more about what Council does not fund, how to submit your application, conditions of the Community Grants Programme, acquittals, GST etc.

### **How to Apply**

Applications can be made by completing the *Community Grants Application form* and submitting it to Council before the closing date.

## 4. Araluen Access Grants

### **Purpose**

To support local individuals, community groups and service clubs to access the Araluen Arts Centre.

### **Funding Amount**

Up to \$2,000 (exclusive of GST).

### **Grant Objectives**

The objectives of the Araluen Access Grants are to:

- encourage and support local community initiatives to access the Araluen Arts Centre for 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

Funding can be for in-house venues and equipment hire, front of house and technical labour, and in-house publicity. For more information on budgets, please refer to 'Essential Application Information'.

### **Eligibility**

To be eligible, the project must:

- be based at the Araluen Arts Centre.
- be organised and run by a local group, organisations or individual.

*For a full list of application eligibility requirements, and what the Council does not fund, please refer to 'Essential Application Information'.*

### **Essential Grant Information**

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.

Before starting your application, refer to the section 'Essential Application Information, to learn more about what Council does not fund, how to submit your application, conditions of the Community Grants Programme, acquittals, GST etc.

### **How to Apply**

Applications can be made by completing the *Community Grants Application form* and submitting it to Council before the closing date.

## Tips for Writing a Strong Application

<b>Begin your application early, and check the closing date.</b>	Don't leave your application until the last minute! Applications can take longer than you think, especially if you need to collect quotes, a letter of agreement etc. Try and submit your applications a few days before the closing date. Council will not consider late applications.
<b>Check your eligibility.</b>	Before starting to write your application, carefully check the grant guidelines to see whether your organisation, project or activity is eligible. If your organisation or project is ineligible, your application won't be considered by Council. If you have any questions about eligibility or our guidelines, contact Alice Springs Town Council's Community Development Officer.
<b>Carefully read the application form.</b>	Once you have confirmed that your organisation, project or activity are eligible, carefully read over the application form to ensure you understand the questions, and what information you need to collect and attach (such as Public Liability Insurance certificate, Certificate of Incorporation and for sponsored projects, a letter of agreement). Submitting an incorrectly filled out or incomplete application form can affect your chances of receiving a grant.
<b>Make your project stand out.</b>	Council can normally only fund under half of grant applications received, so you need to ensure that your application stands out. Write clearly, state a strong case for support, fill out all required sections of the application form, and don't assume that the Community Grants Committee know your organisation or project. Things that will help to improve your case for support include providing evidence showing the need for your project, demonstrating community support, and ensuring that you clearly describe your organisation and project, and the benefits it will bring to the Alice Springs community.
<b>Propose a realistic and accurate budget.</b>	Be open and realistic with your budget, and make sure you have properly read through the grant guidelines around what Council won't fund, such as uniforms, public liability insurance, and activities outside of Alice Springs etc.
<b>If you have a question, ask!</b>	Pick up the phone, send an email, attend our grants information session, or drop into Council with any questions regarding your eligibility, application or project suitability. Our Community Development Officer will always be happy to help you.
<b>Do a final check.</b>	Re-read through your application (or even better, get someone else to have a look!), to check that nothing has been left out, your budget adds up, and you have all the relevant documentation attached. Also, don't forget to proofread your application for spelling and grammar.