



**ALICE SPRINGS
TOWN COUNCIL**

COMMUNITY SUPPORT GUIDELINES

ACKNOWLEDGMENT

Mparntwe tantype Council-arenye mapele itele-areme, apmere nhenhe Arrernte-kenhe, itne ampereke-artweye arrwekelenye uthene mape itele-aretyeke.

Alice Springs Town Council acknowledges the Central Arrernte People, the traditional owners and custodians of Mparntwe/Alice Springs, and pays respect to their Elders: past, present and future.

**Translation provided by the Alice Springs Language Centre*

COMMUNITY SUPPORT OVERVIEW

Alice Springs Town Council is committed to supporting initiatives and projects that contribute to the vibrancy and liveability of Alice Springs. Through regular grant funding rounds and in-kind support offerings, Council supports local community organisations, clubs, groups and schools to deliver events and programs that strengthen our community.

Through Community Support, Alice Springs Town Council aims to:

- Enhance social connectivity and partnerships
- Promote accessibility, inclusion and diversity
- Enhance innovative opportunities for economic growth
- Improve community health, wellbeing and safety
- Advance social cohesion and reconciliation; and
- Actively promote environmental sustainability

The Community Grants and Event Sponsorship Programs are competitive, and applications are evaluated against others received to find those that provide the greatest benefit to the community. These programs are open for two funding rounds each year.

Provision of In-Kind Support is subject to availability and submission of an online request form.

AREAS OF FOCUS

The Alice Springs Town Council has identified key areas of need and is committed to addressing these focus areas through the Alice Springs Liveability and Sustainability 2030 plan. Successful Community Grants and Event Sponsorship Programs applications will positively contribute to one or more of the following:



**A Great Place to Live,
Every Day**



**A Safe, Supported
and Strong
Community**



**A Healthy and
Resilient Natural
Environment**



**A Thriving and
Sustainable Local
Economy**



Top: Desert Fringe Festival | Middle: Henley on Todd |
Bottom: Jazz Collectives and Magic of Dance

COMMUNITY GRANTS & EVENTS SPONSORSHIP PROGRAMS

ELIGIBILITY

Applicants must:

- Be a not-for-profit organisation, community group or school*
- Be incorporated or auspiced**
- Meet in the Alice Springs municipality and/or show that the grant will substantially benefit residents of Alice Springs
- Hold current public liability insurance (minimum \$20 million)
- Have satisfactorily acquitted previous funding received by Alice Springs Town Council

** For-profit organisations may apply for event sponsorship if they can demonstrate that the project, event or activity will not generate a financial surplus after all associated costs and expenses have been paid.*

*** Auspice applicants must obtain a letter of agreement from the auspice organisation.*

What will NOT be funded?

- Projects, activities or events that do not align with Council's strategic goals
- Applicants that have not adequately acquitted previous Council grant funding
- An applicant that has already received Council funding for the same project within the same financial year
- Funding requests for travel expenses, including accommodation and flights
- Staff wages and any operational costs, including insurance and ongoing administration costs
- Sole traders that are also the facilitator of their project can request up to 40% only of total funding for workshop or facilitation fees
- Retrospective funding (projects that have already commenced or taken place)
- Religious or political activities that seek to convert
- Charity or fundraising activities
- School based activities that do not involve the wider community
- Public liability insurance

KEY DATES

ROUND 1:

(for activities between 1 January and 30 June)

- Applications open 1 August at 9am
- Applications close 1 September at 5pm
- Applicants will be notified of the outcome of their application in October/November

ROUND 2:

(for activities between 1 July and 31 December)

- Applications open 1 February at 9am
- Applications close 1 March at 5pm
- Applicants will be notified of the outcome of their application in April/May.

COMMUNITY **GRANTS & EVENTS** SPONSORSHIP PROGRAMS

TIER 1 COMMUNITY GRANT

Amount:

- Up to \$5,000

Funding to:

- support arts, music, culture, multiculturalism, innovation and diversity projects.

- One-off** grant funding.

TIER 2 EVENT SPONSORSHIP PROGRAM

Amount:

- Up to \$10,000 – year one
- Up to \$7,500 – year two
- Up to \$5,000 – year three*

Funding to:

- support events and activations with broad community appeal that contribute to the liveability of Alice Springs.

- Sponsorship for **one, two or three consecutive years** to support events in the Alice Springs region focused on local attendees.

TIER 3 EVENT SPONSORSHIP PROGRAM

Amount:

- Up to \$15,000 – year one
- Up to \$12,500 – year two
- Up to \$10,000 – year three*

Funding to:

- support large scale events and festivals that have widespread appeal, drive visitation and stimulate economic growth that will contribute to the vibrancy of Alice Springs.

- Sponsorship for **one, two or three consecutive years** to support events in the Alice Springs region focussed on attracting interstate, intra-state and local attendees.

**after three years, event will no longer be eligible to apply for sponsorship.*

ASSESSMENT OF APPLICATIONS

Eligible applications are assessed by a panel through a competitive process. The assessment criteria considered by the panel include:

Community Benefit & Strategic Alignment 40%

A clear and meaningful benefit to the social, cultural, environmental, or economic wellbeing of the Alice Springs community that supports Council's strategic objectives and plans.

Budget 20%

Budget is clear, feasible and represents value for money with detailed description of how Alice Springs Town Council funding would be utilised.

Community Need 15%

Project addresses a real need in the community.

Feasibility & Capacity 15%

Project is realistic and the applicant organisation has the skills, people and resources to deliver successfully.

Accessibility & Environmental Considerations 10%

Application demonstrates that accessibility and inclusion measures have been considered and measures will be taken to reduce environmental impact. Visit [Council's Environment Initiatives](#) for further information.

SUCCESSFUL APPLICANTS

When applying for funding, please be aware of the following responsibilities of successful applicants:

- Projects or events approved for funding are required to provide recognition of Alice Springs Town Council support such as brand exposure, marketing, digital advertising, activations and signage. All Marketing and promotional material must display Council's logo and be approved by the Alice Springs Town Council's Marketing Department.
- Funded projects and activities must be listed on Council's online community calendar at www.alicesprings.nt.gov.au/events
- A variation request letter must be submitted to Council if you need to make changes to your funded project or event, including dates, location, project budget and expenditure (changes exceeding 20% of proposed budget).
- Funded organisation must hold current Public Liability Insurance (\$20 Million minimum) for the duration of the project and provide Council with any updated certificates.
- All successful grant recipients must submit a grant acquittal within 30 days of project completion. Your acquittal must include detailed summaries of financial expenditure, project outcomes, environmental impact and accessibility of your project or event.
- If funding is not fully spent on approved activities, the unspent funding must be returned to Council. An invoice will be issued to your organisation for the funds to be repaid.

BEFORE YOU APPLY

An information session is held each time a funding round opens, and all applicants are encouraged to attend. In addition to the information session, you can discuss your application with the relevant Council Officer prior to submission to ensure you are applying for the most suitable program.

The following information will be required during the online application process:

1. The applicant organisation's Australian Business Number or a completed ATO Statement by Supplier Form.
2. A Certificate of Incorporation for the applicant organisation.
3. A copy of Public Liability Insurance (PLI) to the value of \$20 million for the applicant organisation to deliver the proposed project.
4. A clear project budget with income and expenditure forecasts.
 - It is recommended that you provide quotes for expenses included in your application.
5. Written evidence of all confirmed partners and other contributions.
6. If applying through an auspice organisation, you must provide a letter of agreement.

HOW TO APPLY

All applications for the Community Grants and Event Sponsorship Programs must be submitted online through the Alice Springs Town Council [SmartyGrants portal](#).

Login or Register through the [SmartyGrants portal](#).

Complete the online application form and submit prior to the close date and time listed on the Community Support webpage.



Use the links
above or scan
the QR Code
to access the
SmartyGrants
portal. Or visit:

astc.smartygrants.com.au

IN-KIND SUPPORT

In-Kind support refers to the provision of services, equipment or materials in place of monetary support.

Unless specified, it is the responsibility of the applicant to ensure all equipment is collected and returned to the Alice Springs Town Council.

Criteria for Receiving In-Kind Support

To be considered for in-kind support, applicants must meet these guidelines:

- Applicants must demonstrate that the event will benefit the wider Alice Springs community.
- Applications must be received 14 days prior to the event to be considered.
- Applicants must provide evidence of current Public Liability Insurance to the value of \$20 million.
- Applicant must be able to meet requirements listed in the description to receive support.
- Successful applications will be required to acknowledge the ASTC in promotions and add the event to the online Community Calendar.

TYPE OF SUPPORT	AVAILABLE	DESCRIPTION
NO COST		
BBQ trailer	1	To be picked up and returned to the Depot.
Bins	20 10	Large scale open space event – maximum 30 bins. Small community events – maximum 10 bins. <i>*to be collected and returned empty.</i>
Chairs	80	To be picked up and returned empty to the Civic Centre by event organizers.
Cinema package	1	To be picked up and returned to the Civic Centre.
Marquees	3	3 3x6m available. To be picked up & returned to the Depot.
Permit fee/Room hire waiver		Available for Public Places Permit Application, Sporting Oval Application on approved facility bookings.
FEES APPLY		
Portaloo trailer units	2 Trailers (4 Units)	A \$175 cleaning fee per trailer will be charged to applicant. To be picked up and returned by event organiser to Cleanaway.
Public toilet (after hours)		A \$150 cleaning fee will be charged for after hours use of the public toilet.
AVAILABLE FOR HIRE		
6-piece stage with ramp or stairs	1	This carries a hire cost of \$450. To be collected from and returned to the Depot by event organiser.
Visual message boards	2	This carries a hire cost of \$230 per day per board. To be collected from and returned to the Depot by event organiser.

HOW TO APPLY

In-Kind Support requests must be submitted via an online application form on the Alice Springs Town Council website:

www.alicesprings.nt.gov.au/residents/community/events/community-support

Please note that submitting a request does not guarantee support as all items are subject to availability.



OTHER IMPORTANT INFORMATION

Permits and fees

Applicants must apply for a permit to undertake activities on Council land and should factor this fee into their application.

Multiple Applications

Applicants may apply for funding for several projects, however each project may only receive a Community Grant or Event Sponsorship once in a financial year.

Council's Rights

Alice Springs Town Council reserves the right to request further information in considering any application, as well as the right to reject any application for any reason.

Lobbying of Elected Members and Administrative Staff

Applicants or anyone representing the interests of applicants must not lobby or seek to influence the decision-making of Elected Members and administrative staff during the period between submitting a funding application and a determination by Council.



Alice Springs Town Council

ABN 45 863 481 471
93 Todd Street, Alice Springs
(08) 8950 0500

astc@astc.nt.gov.au
alicesprings.nt.gov.au



alicesprings.nt.gov.au

