

# Alice Springs Town Council Community Grants Information Pack and Guidelines



(08) 8950 0500  
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## Acknowledgment

Alice Springs Town Council acknowledges the traditional country of the Arrernte people. We recognise and respect their cultural heritage, beliefs and continuing relationship with the land on which Alice Springs Town Council is located and operates.

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## Overview of the Community Grants

There are five 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.

### **Sustainability Initiatives Grant (up to \$2,500)**

These grants support the community to develop and promote projects which contribute toward environmental or sustainability objectives of Council's Climate Action Plan and Council's 2018-2021 Strategic Plan.

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)

## Grant conditions and requirements

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.

### **Public Liability Insurance**

Grant applicants are requested to provide a copy of a *Certificate of Currency* for their Public Liability Insurance. The *Certificate of Currency* needs to be submitted with the Application Form.

### **Budget Considerations**

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)

# Community Grant application process

## 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.

## 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:           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 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.

## How to acquit a Community Grant

The **Project Acquittal** is due within **two (2) months** of project completion and explains the outcomes of the project and how the funds were spent. If you have not acquitted your grant, you will be ineligible to apply for future grants until that acquittal is received.

Acquittal forms are available on the Alice Springs Town Council website:

[www.alicesprings.nt.gov.au](http://www.alicesprings.nt.gov.au)

### **Project Acquittal**

There are four 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 and whether the project or event achieved its intended objectives.
- *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.
- *Project Images* – attach at least two (2) quality images of the project or event.

**\*Additionally, if the funding amount is equal to or above \$5,000, the grant recipient must present a deputation to a Council meeting.**

The completed Project Acquittal Form must be received by Council within **two months** of completing their project.

Please provide photographic images of your project or event. These can be photos of milestones or changes over a period of time, and/or before and after images of installations – whatever is most appropriate for your project. Our aim is to provide the community with web images of funded projects.

### **Project Variations**

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.

If the changes are not accepted, and the project has altered from its original concept, Council can ask for the full amount of grant monies to be returned.

## **Deputation to Council**

'Deputation' is a presentation to Council or a Council Committee to address the Council or Council Committee a particular matter.

**Successful grant recipients that receive funding from Council for \$5,000 or more are required to present a deputation to Council regarding the funded project or event for once the project has concluded.**

Deputations are arranged as follows:

- Council meetings occur on the last Monday in the month commencing at 6.00 pm, except for public holidays.
- Committee meetings occur on the third last Monday in the month commencing at 5.30 pm, except for public holidays.
- Deputations should not exceed 15 minutes (includes 5 minutes for questions).
- Elected Members will be given an opportunity at conclusion of the deputation to ask questions.
- Only one representative is required to speak at Council meetings.

An application for a deputation should be addressed to the Chief Executive Officer and received not less than 14 days before the meeting. The Executive Assistant on receiving an application shall advise the Mayor and Chief Executive Officer, who will determine the application and time of deputation.

The Community Development Officer will provide a Request for Deputation Form with the successful notification of grant funding to recipients.

## Council does not fund

Council will **NOT** support the following:

- Organisations that have already received financial assistance (community grants, cash sponsorship, donations) from Council in the financial year.
- An activity that has already occurred or that will occur prior to the time-frame provided.
- Organisations, activities or events that are based outside the municipal boundaries of Alice Springs.
- Organisations raising funds on behalf of another group which is itself the recipient of financial assistance from Council in that financial year. This does not include organisations auspicing for another organisation to apply for a Community Grant.
- Projects or organisations which have not satisfactorily acquitted previous Alice Springs Town Council sponsorships or grants. Donations do not need to be acquitted.
- Events or projects that include alcohol, tobacco or pornography sales or distribution.
- Activities that occur on a premises licensed for gambling other than for strictly charitable or community activities.
- Organisations that are in conflict with Council's policies and responsibilities to the community.
- Political organisations.
- Religious activities.
- Representation by organisations/individuals of sporting clubs at interstate/overseas competitions.
- Ongoing operational expenses.
- School activities, unless the activity pertains to the broad youth of the Alice Springs community rather than a single school.
- Infrastructure on or for Northern Territory Government property (e.g. Blatherskite Park, Olive Pink Reserve) or Federal Government property.
- Organisations, projects or events that operate for commercial purposes.
- Competitions and prizes.
- Cash sponsorship applications for activities with the sole purpose of fundraising.

\* 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.

## Assessment and criteria

The allocation of Community Grants is made by the Community Grants and Araluen Access Committee. 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.

A copy of Council's 2018-2021 Strategic Plan can be found on Council's website.

The criteria for committee members to decide how to allocate funds is guided by the following:

- **Council Strategic Plan Alignment** - The project or event meets the strategic objectives of the Alice Springs Town Council's strategic plan, and will benefit the residents of Alice Springs.
- **Demonstrated Need** - There is sufficient evidence that demonstrates there is high priority need for the project or event.
- **Realistic Objective** - The project or event objectives are clear and achievable.
- **Partnership** - There is evidence of collaboration and partnership to maximise the use of existing community resources and avoid duplication.
- **Budget** - The budget is realistic with clear costing for all aspects of the project and demonstrates a contribution from the organisation.
- **Demonstrated Ability** - The project or event demonstrates best practice approaches to project development and delivery.
- **Environmental and Accessibility Considerations** - There is evidence that the applicant has considered the environmental impacts; and if applicable, accessibility options of the project or event for the community.

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# Community Grants available

## **ARALUEN ACCESS GRANTS**

### **Purpose**

To support local individuals, community groups and service clubs to access the Araluen Arts Centre. Funding can be for in-house venues and equipment hire, front of house and technical labour, and in-house publicity.

\*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.

### **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
- promote excellence in the arts and other forms of creative endeavours

### **To be eligible, the project must also:**

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

## **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.

### **To be eligible, the project must also:**

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

## **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.

### **To be eligible, the project must also:**

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

## **SUSTAINABILITY INITIATIVES GRANT**

### **Purpose**

To support the community to develop and promote projects which contribute toward the environmental and sustainability objectives of Council's Climate Action Plan and 2018-2021 Strategic Plan. This grant is for funding community projects or events that focus on reducing the impact on the environment in the areas of waste management, water usage, energy efficiency, transport and biodiversity.

### **Project Examples:**

- Developing education programs and material including brochures, booklets and resources
- Sustainable building design
- Field days, workshops and volunteer training

### **Funding Amount**

Up to \$2,500 (exclusive of GST).

### **Grant Objectives**

The objectives of the Sustainability Initiatives Grant are to:

- Encourage and support the community to reduce energy costs and greenhouse gas emissions to mitigate the impacts of climate change.
- Increase the energy efficiency of existing and new buildings across the municipality.
- Raise community awareness of the relevance of climate change, the impacts it will have on our environment and way of life, and the opportunities it will present.
- Enable community members to acquire or develop new skills in relation to sustainability.

To be eligible, the project must also:

- take place within the Alice Springs local government municipal area
- be able to demonstrate that they are inclusive, have community support, and, where appropriate, are sustainable past Council's funding.

## **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.

To be eligible, the project must also:

- 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 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)

## 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.
<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>	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.