

Litchfield Council Community Grants Scheme Guidelines

Litchfield Council Community Grants Scheme Guidelines

The Litchfield Council Community Grants Scheme enables Council to support initiatives which work toward progressing Council's strategic objectives and benefit the community.

The Scheme provides funding that recognises leadership and develops and actively supports community organisations to positively contribute to community health and wellbeing to ensure that Litchfield enhances its liveability and is the Best Place to Live in the Top End.

The Litchfield Council Strategic Plan 2016-2020 includes four priority areas and 20 outcomes. This programme is about achieving and enabling some of these outcomes.

The Scheme is structured in three parts:

1. Annual Community Grants;
2. Community Initiative Grants; and
3. Council Partnership and Support Grants.

Annual Community Grants

Council will announce an annual funding round each year. Grants of up to \$5000 will be given to eligible applications that focus on one of the Litchfield Council Strategic Plan priority area outcomes. Applications will be assessed by the Community Grants Committee with recommendations presented to Council for endorsement.

An annual community grants award evening will be held each year to distribute to successful organisations.

Eligibility to Apply

To apply for an annual community grants proponents must,

- be an incorporated not-for-profit organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient (DGR).
- have \$20 million Public Liability Insurance.
- have no outstanding debt to Council.
- hold a bank account.
- Submitted an application form to Council

Ineligible organisations and groups

- Application by individuals will not be considered.
- Government agencies.
- Schools – refer to Annual School Award.
- Religious organisations excluded unless there is a clear community benefit to Litchfield Municipality.
- Application by commercial entities will not be considered.
- Political groups.

Ineligible project expenses

- Ongoing salaries/wages, administrative and operating costs (including travel for staff and volunteers).
- Payment of debt.
- Insurance costs.
- Projects or equipment purchases that occur prior to the receipt of funding.
- Projects that fall within the core business of the Northern Territory or Federal Government including, but not limited to: education, employment assistance, housing and homelessness.

Submitting an Application

- Applications can be made by downloading the relevant application form and emailing to GRANTS@litchfiled.nt.gov.au including any relevant supporting documentation.
- Application forms must address the requirements as set out in the Application Form and in these guidelines.
- All sections of the Application Form must be completed before being submitted.
- Provide details of the project, event, activity, materials in the application.
- Include projected budget.
- Once you have submitted your application, no further editing or uploading of support materials is possible.
- All applications will receive a confirmation email.

Review of Applications

Applications will be assessed by the Community Grants Committee with projects for funding recommended to Council.

Acknowledgement of Council Support

Successful applicants are asked to acknowledge Litchfield Council's support publicly.

Use of Council Logo

Use of Litchfield Council Logo is permitted and must be in line with the Council's guidelines and style guide for logo usage.

Acquittal

Successful applications are required to complete an acquittal form within three months of completion of the activity/event. These acquittals must be received no later than 12 months after the receipt of funding.

Repayment of Community Grant

If an Organisation is awarded a Community Grant and does not use the grant as set out in these terms and conditions the Organisation must repay in full to Litchfield Council.

If an Organisation is awarded a Community Grant however the Organisation is no longer in a position to manage, conduct or implement the grant programme specified in its successful application, Litchfield Council in its absolute discretion may either:

- provide the Community Grant to the same Organisation but for a different eligible project;
or
- provide the Community Grant to another Organisation.

Council's discretion in this matter will be delegated to the Chief Executive Officer

In the event that the Community Grant is provided to another Organisation, the original Organisation must repay any Community Grant paid to the Organisation back to Litchfield Council.

Community Initiatives Grants

The Community Initiatives programme provides flexibility for Council to provide funding at any time to build community capacity within Litchfield Council, assist individuals representing the Litchfield area or make donations to fundraising appeals for local, major national or international issues. The total pool of funding will be set each year in the Council budget with individual grants/donations/sponsorships up to a value of \$500.

Applications can be made at any time throughout the year and will be assessed under delegation by the Chief Executive Officer and reported to Council on a quarterly basis.

Eligibility

Individuals and community organisations residing within the Litchfield Council are eligible to apply for a Community Initiatives Grant. All applications will be assessed on an individual basis and will be determined in accordance with the funding stream assessment criteria.

Generally, a limit of one grant will be funded per financial year and no more than three Community Initiatives grants to the same individual or group within a five-year period. However, where a grant application has been assessed as having a wider community benefit, additional grant applications may be considered for funding.

Applications

- Applications for a Community Initiatives Grant must be made using the application form available on Council's webpage: www.litchfield.nt.gov.au
- Applications will be assessed in accordance with the Council Grants Policy (FIN07) and the Community Initiatives Grants available funding streams below.
- Applications should be received at least four weeks prior to the date of the activity or program. Funding will not be approved retrospectively.
- Applicants will be advised of the funding decision within four weeks of Council receiving a correctly completed and submitted application.
- Applicants will be required to:
 - Identify the need for financial assistance;
 - Provide details of the nature and costs to be incurred and the level and nature of other sources of assistance; and
 - Provide evidence of selection/representation to participate in the nominated event (if applicable);
 - Provide a tax invoice from the responsible or auspicing organisation or agency as identified on the grant application; and/or
 - Provide a completed 'Statement by a Supplier' form for individuals or organisations that do not have an Australian Business Number.

Acquittals

Successful applicants must complete and submit to Council an acquittal form where applicable, within four weeks of the activity or program. Applicants that do not satisfactorily acquit the Community Initiatives grant may not be eligible for future Community Initiatives grants.

Available grant funding streams

Donations to fundraising appeals

Where relevant and appropriate, donations to fundraising appeals for local, major national or international issues will be considered and assessed on an individual basis. All applications should identify a need and outline the benefit to the Litchfield community.

Events and festivals

Small grants of up to \$500 for events and festivals to be held in Litchfield municipality, run by not-for-profit groups and for the benefit of the Litchfield community. All applications should identify a need and outline the benefit to the Litchfield community.

New program or community initiative

Where relevant and appropriate, funding will be considered for new programs or community initiatives requiring seed funding to establish its viability and attract alternate funding sources. Applications will be considered and assessed on an individual basis. Applications should identify a need within the community and outline the community benefits.

Individuals

Council recognises that individuals represent the Litchfield Community in a variety of forums. Funding will be available to individuals who can demonstrate the need for assistance to attend events or conduct activities which promote the Litchfield Council area and its residents in a positive light.

Council Partnership and Support Grants

Partnerships extend Council's reach and assist in Council achieving its strategic objectives.

Council partnership and support grants;

- a. are determined by Council resolution
- b. may be recurrent, for fixed term or one-off, and
- c. are identified yearly in the Council budget available in Council's annual Municipal plan

For further information regarding Council Partnership and Support Grants contact the Community Development Officer.

Definitions

Term	Definition
Grant	Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation will need to acquit funds provided. Grants will be issued either via the Annual Community Grants or the Community Initiatives programmes.
Donation	Where Council provides a financial payment to fundraising appeals for local, major national or international issues. Donations are made under the Community Initiatives programme, follow the Community Initiatives guidelines and will not require an acquittal.
Sponsorship	Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods that contribute to the achievement of Litchfield Council strategic priorities. Annual sponsorships may go over more than one year but will be for a fixed term and will require a council decision to renew. An acquittal in the form of an annual project report is required.

Forms

Community Initiatives Grants, Donations or Sponsorship application form

Annual Community Grants application form

Acquittal form

Privacy Statement (Information Privacy Act 2009)

Litchfield Council collects personal information in order to administer grant applications. Information will not be given to any other person or agency unless required by law. As part of the process, applicants may be named in Council minutes, which are available for public inspection. Successful applicants **will** be included in Council publications (including on Council's website) and social media sites unless a specific request for privacy is asked for.

www.litchfield.nt.gov.au

08 8983 0600