



# Litchfield Council Community Grants Scheme Guidelines 2018

## What is the Litchfield Council Community Grants Scheme?

Council's Grant Scheme aims to support community projects and activities which address local needs, strengthen community relationships, build social inclusion and environmental sustainability, and enhance the well-being of Litchfield residents.

To align with these aims, the Scheme will support applicants who fit with Council's Strategic Plan 2018-2022 three priority areas and nine outcomes.

Type of Community Grants available:

1. Annual Community Grants (up to \$5000)
2. Community Initiative Grants (up to \$500)

## For More Information

To discuss your application or for any questions related to the Community Grants please contact Council's Community Development Officer on (08) 8983 0600 or at [grants@litchfield.nt.gov.au](mailto:grants@litchfield.nt.gov.au)

## Annual Community Grants

### Key Dates

Applications Open: 24<sup>th</sup> April 2018

Application Closing Date: 8<sup>th</sup> June 2018

Award Evening: 28<sup>th</sup> June 2018

Up to \$5000 will be provided for eligible organisations who have identified a need within the Litchfield Municipality that aligns with the above aims. All applications will be assessed by the Community Grants Committee after the closing date. Successful applicants will be notified at the award evening, which all applicants are invited to attend.

### Eligibility

- 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) that provides services within the Litchfield Municipality.
- have no outstanding debt to Council
- hold a bank account
- Schools who can demonstrate the project/event will have a wider community benefit

### Ineligible Applications

- Applications from individuals
- Government agencies
- Religious organisations unless there is a clear outline of Litchfield community benefits
- Commercial entities
- Political groups

### What project expenses can be funded?

- Venue hire
- Equipment purchase or hire costs
- Advertising, promotional and publicity costs
- Printing of materials
- Fees or transport for participants for activities
- Materials and other items essential to the project or activity

### What project expenses can't be funded?

- Projects or events that will be held outside of the Litchfield Municipality
- Recurrent expenses including ongoing salaries and wages and 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 NT or Federal Governments including, but not limited to, education, employment assistance, housing and homelessness

## **Acquittal**

Successful applicants are required to complete a short acquittal form within three months of the completion of the project/activity. Council would also like to include any photos you may have of your project/event in reports and newsletters. These acquittals must be received no later than 12 months after the receipt of funding.

## **Community Initiatives Grants**

The Community Initiatives programme provides flexibility for Council to provide funding at any time for capacity building activities within the Municipality, 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 of year, but must identify a need and benefit to the Litchfield Community. Applications will be assessed under delegation by the Chief Executive Officer and reported to Council on a quarterly basis.

### **Available Grant Funding Streams**

#### *Donations to fundraising appeals*

Donations to fundraising appeals for local, major national or international issues will be considered and assessed on an individual basis.

#### *Events and festivals*

For events and festivals run by not-for-profit groups and for the benefit of 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.

#### *Individuals*

Council recognises individuals represent the Litchfield Community in a variety of forms. 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.

## Eligibility

- Individuals and not for profit organisations residing within the Litchfield Council
- Have no outstanding debt to Council
- Have not received a Community Initiatives Grant more than three times within the last five years. However, where a grant application has been assessed as having a wider community benefit, additional grant applications may be considered for funding
- Applications must be received at least four weeks prior to the date of the activity or program. Funding will not be approved retrospectively.
- Applicants must be able 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.

## 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.



## Submitting an Application

Applicants are advised to contact Litchfield Council's Community Development officer on 8983 0600 or at [grants@litchfield.nt.gov.au](mailto:grants@litchfield.nt.gov.au).

1. Download an application form from [litchfield.nt.gov.au/council/community-grants](http://litchfield.nt.gov.au/council/community-grants)
2. Address each question in as much detail as you can provide. Be sure to consider these guidelines and the Strategic Plan 2018 – 2022
3. Once you have completed the form and have all relevant supporting documentation, email your application to [grants@litchfield.nt.gov.au](mailto:grants@litchfield.nt.gov.au)
4. All applications will receive a confirmation email

## 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.

## 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 and 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 discretion may either:

- Provide the grant to the same organisation, but for a different eligible project; or
- provide the grant to another organisation.

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

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

### 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.