



COMMUNITY GRANT GUIDELINES 2022

Active community groups and organisations are essential to creating vibrant and thriving communities.

Funded by the Cash for Cans initiative, Council's Community Grant Scheme aims to support community ideas and to get projects running that benefit the Litchfield community.

These guidelines are to help you submit the best possible grant application. Please read the entire guidelines before completing your application.

To apply

www.litchfield.nt.gov.au/council/community-grants

FOR ASSISTANCE

Please contact: Sport and Recreation Officer
08983 0600
grants@litchfield.nt.gov.au



CONTENTS

KEY INFORMATION	2
KEY POINTS.....	Error! Bookmark not defined.
HOW IS THE COMMUNITY GRANT SCHEME FUNDED	2
TERMS AND CONDITIONS	3
WHAT CAN I APPLY FOR?.....	3
WHAT WILL NOT BE FUNDED?.....	3
WHAT IS EXPECTED OF SUCCESSFUL APPLICANTS?.....	4
ACQUITTING FUNDING	4
COMMUNITY INITIATIVE GRANTS.....	5
YOUTH DEVELOPMENT GRANT.....	6
ANNUAL COMMUNITY GRANT.....	7





KEY INFORMATION

KEY DATES

Community Initiative Grants	Open All Year Round (until funds are exhausted)
Youth Development Grants	Open All Year Round (until funds are exhausted)
Sponsorship	Requests are Open All Year for the following years budget

ANNUAL COMMUNITY GRANTS

Applications Open	Monday 22 August 2022
Applications Close	Friday 23 September 2022
Applications Assessments	October 2022
Notification	October 2022
Grant Distribution	December 2022

INFORMATION SESSIONS

Information Session	Council Chambers	5 th September 2022 6 pm – 7.00 pm
----------------------------	------------------	---

TYPES OF GRANTS

There are three (3) types of grants available.

1. Annual Community Grants
2. Community Initiative Grants
3. Youth Development Grants

HOW THE COMMUNITY GRANT SCHEME IS FUNDED

All community grants are funded by Litchfield Residents recycling their cans and old batteries at our Waste Transfer Stations.

Council currently accepts eligible containers at all 3 waste transfer stations, a third party then collects and pays Council the deposit.

Please encourage your members and community to utilise this opportunity to support the Litchfield Community – every can and bottle adds up.





TERMS AND CONDITIONS

- The decision to award grants or sponsorship is made by Litchfield Council.
- The decision to award grants is final and there is no review or appeal process.
- Only applications completed on the supplied forms will be considered for assessment.
- Applications for Community Initiative Grants and Youth development grants must be made at least 2 weeks prior to the event.

WHAT CAN I APPLY FOR?

Projects must relate to Council's Strategic Plan. You are strongly encouraged to read Council's current Strategic Plan available at www.litchfield.nt.gov.au

Projects from one of the following areas are encouraged:



**Arts and
Culture**



**Youth
Development**



Recreation



**Waste and
Environment**



**Water and Drainage
sustainability**



**Community
and Economic
Prosperity**



**Animals and
Wildlife**

WHAT WILL NOT BE FUNDED?

- Projects or events held outside the Litchfield Municipality unless there is compelling evidence that there is a strong benefit to the Litchfield Community.
- Purchases that occur prior to the receipt of funding
- Payment of debt
- Recurrent expenses
- Insurance costs
- Fundraising
- Have a religious or political purpose which seeks to promote core beliefs
- Projects that fall within the core business of the NT or Commonwealth Governments



WHAT IS EXPECTED OF SUCCESSFUL APPLICANTS?

If you receive a grant or sponsorship from Council, you will be expected to:

- Spend the money for the purpose for which the grant or sponsorship was given as per the agreement.
- Acknowledge Council's support in any advertisements, flyers or other activities used to tell people about the funded activity or project.
- Return any unspent funds to Council unless written consent has otherwise been granted by Council to utilise funds for other means.

ACQUITTING FUNDING

All grant funding must be acquitted using the template provided (sponsorships not included).

Please consider your reporting requirements before the initiation of your project or event to ensure all relevant information is gathered to produce a strong acquittal and create a persuasive argument for future funding.



COMMUNITY INITIATIVE GRANTS

MAXIMUM GRANT AMOUNT \$500

Aim: to support community groups or not for profit organisations with emerging or unexpected needs and opportunities. This grant aims to fill a gap in funding for community grants requiring assistance outside of the Annual Community Grant timelines.

Applications can be made at any time of year but must identify a benefit to the Litchfield Community. One application per community group or organisation will be accepted per financial year.

ELIGIBILITY

Applicants must:

- Be an incorporated group or not for profit organisation based in Litchfield or provide services, activities or projects for the Litchfield Community.
- Submit the application at least two weeks before the activity or project starts.
- Be able to show the project or activity benefits the Litchfield Community.
- Have satisfactorily acquitted all previous grants from Litchfield Council.
- Have no outstanding debts with Litchfield Council.
- Be able to demonstrate they have minimal financial resources or limited ability to fundraise for the activity or project.
- Be prepared to and able to show acknowledgement of Council's support for the activity/project.



YOUTH DEVELOPMENT GRANT

GRANT AMOUNT DEPENDANT ON LOCATION OF ACTIVITY

AIM: develop the knowledge, confidence, and skills of youth. Provide opportunities for the youth to learn and develop the tools and skills required to assist them in their future endeavours.

APPLICANTS MAY APPLY FOR

- \$150 for NT opportunities
- \$300 for interstate Opportunities
- \$500 for international opportunities

ELIGIBILITY

Applicants must:

- Have not received a youth development grant from council in the previous financial year.
- Application must be received at least two weeks prior to the activity.
- Be aged between 10-25 years.
- Reside within the Litchfield Municipality
- Have no outstanding debts with Litchfield Council.
- Have satisfactorily acquitted all previous grants from Litchfield Council.
- Grant must be acquitted within 3 months of receiving the funds or risk ineligibility for future funding.
- Be able to demonstrate they have minimal financial resources or limited ability to fundraise for the activity or project.
- Be prepared to and able to show acknowledgement of Council's support for the activity/project.
- Outline how knowledge, confidence or skills gained will be used to benefit the Litchfield community (coaching, mentoring, volunteering etc)

SUPPORTING EVIDENCE

Opportunities to participate and develop skills to reach a representative level are the result of strong community clubs and organisations. Council would like to see how the applicant gives back to the club or community through a letter of support from your club outlining your involvement in fundraising, volunteering, coaching, umpiring, or mentoring activities.



ANNUAL COMMUNITY GRANT

MAXIMUM GRANT AMOUNT \$5000

AIM: encourage new ideas, sustainable projects, and activities, and build social cohesion, while benefiting the Litchfield Community.

ELIGIBILITY

Applicants must:

- Be an incorporated group or not for profit organisation based in Litchfield or provide services, activities, or projects for the Litchfield Community.
- Submit an application form before the application deadline.
- Be able to show the project or activity benefits the Litchfield Community.
- Follow good governance models and meet community expectations for a publicly funded organisation
- Have satisfactorily acquitted all previous grants from Litchfield Council.
- Have no outstanding debts with Litchfield Council.
- Be able to demonstrate they have minimal financial resources or limited ability to fundraise for the activity or project.
- Be prepared to and able to show acknowledgement of Council's support for the activity/project.

HOW WILL THE GRANT BE ASSESSED?

The Community Grants Committee will assess each valid application on merit and put forward their recommendations at the next Council meeting after the Committee meet.

BUDGET

Your budget must reflect the objectives of your activity and include all income and expenditure for that activity. Please also include any financial and/or in-kind support from your group/organisation and partners. When you have completed your budget, your total income and expenditure must be equal.

INCOME

You must provide all income contributions both financial and in-kind that are related to your project/event.

For example:

- Amount you are seeking from Litchfield Council.
- Grants you are seeking from other funding bodies.
- Sponsorship, donations or other funding.
- Your organisations financial and "in-kind" contribution.



EXPENDITURE

Quotes must accompany all expenditure items in your budget. Quotes may be submitted as a catalogue item (web or hard copy) or quotes from a supplier. Failure to do so may result in your application being deemed ineligible or unsuccessful. A sample budget is below.

SAMPLE BUDGET

Below is a sample budget for a school holiday sports workshops program.

INCOME	AMOUNT (inc. GST)
Grant amount requested from Litchfield Council	\$2070
Income from other sources (other grants or donations)	\$660
Club or organisation funds towards the project	\$200
In-Kind support contribution	\$1050
TOTAL INCOME	\$3980

EXPENSES	AMOUNT (inc. GST)
Venue hire @\$11/hr for 20 hours	\$220
Facilitator for workshops	\$650
Sports equipment hire (balls, bats, protective gear)	\$1000
Printing of promotional materials @ 10c per page for 100 pages	\$10
First aid @\$35/hr for 20 hours	\$700
Public liability for workshops	\$200
Prizes for workshops	\$150
In kind: 4 x referees @\$15 per hour for 20 hours	\$300
In Kind: three volunteer sport coaches @\$25/hr for 30 hours	\$750
TOTAL EXPENSES (inc. GST)	\$3980

WHEN WILL I FIND OUT IF I AM SUCCESSFUL?

You will be notified of the outcome of your Annual Community Grant via email by the *end of November 2021*.

If your application is successful, your club or organisation will be required to sign a funding agreement. This funding agreement is an agreement between Council and your club or organisation and will outline:

- The funding amount
- Exactly what you will be required to spend the money on



- Any special requirements for receiving the funding
- When the acquittal is due



SPONSORSHIP

A sponsorship can be either financial (cash) or in-kind (products and/or services).

For the purpose of these guidelines, sponsorship is defined as an agreement between Council and an external party, where the external party receives from Council either money or an in-kind benefit and in turn, Council receives benefits which could include but are not limited to branding, hospitality and advertising.

Council welcomes all opportunities to work in such partnerships. Any sponsorship Council undertakes however must not compromise Council's reputation, image, probity, or ability to fulfil its functions and responsibilities.

Applications for sponsorship can be made at any time of year for the following years budget.