



# COVID-19 RESPONSE GRANTS PROGRAM GUIDELINES

## OVERVIEW

City of Darwin's COVID-19 Response Grants Program provides funding of up to \$10,000 to community groups or organisations to create and deliver innovative solutions to meet the changing needs of the community due to the impacts of COVID-19.

The first grant round of \$50,000 is for projects delivered by 30 June 2020. The second round of \$100,000 is for projects delivered between 1 July and 31 December 2020.

The program provides funding to:

- Develop resources or services to address the changing needs of the community in a COVID-19 environment;
- Increase community connection and social inclusion in an environment where physical distancing and isolation measures are in place;
- Enrich the diversity of cultural, environmental, recreational or social opportunity to Darwin residents in the new and developing COVID-19 environment;
- Build and strengthen partnerships between community groups and organisations; and
- Enhance Darwin as a safe, livable and healthy city in the context of a pandemic.

## ELIGIBILITY

- Organisations must be incorporated or be auspiced\* by an incorporated organisation for the purposes of this application;
- Proposed activities must occur within the timeframe specified for each funding round; and
- Activities must occur within the Darwin municipality.

\*Auspice – if you are unincorporated or an individual you will need the support of an incorporated organisation to act as a sponsor, to be an intermediary for financial purposes. If required, please contact us for support in connecting you with a suitable organisation.

## INELIGIBLE APPLICATIONS

The following proposals will not be considered:

- Applications for individual pursuits;
- Requests for the ongoing core functions of an organisation, such as insurance and utilities costs;
- Requests for commercial or competitive activities;
- Funding for capital funds or improvements on private property;
- School based projects that do not involve the wider community;
- Event or conference sponsorship, prizes or award ceremonies;
- Projects that have already started;
- Applications where an applicant has not fully acquitted a previous City of Darwin grant.

## ASSESSMENT CRITERIA

Applications will be assessed using the following criteria:

- Feasibility of the project and its potential to meet the objectives of the COVID-19 Response Grants Program;
- Project considers accessibility and the inclusion of the whole community;
- How well the applicant has developed the project's purpose and methods of reaching and working with the target community;
- How comprehensive and realistic the budget is.

## TIMELINE

### ROUND 1:



### ROUND 2:



## **APPLICATION PROCESS**

Applications for Round 2 are to be submitted online via the SmartyGrants portal from 11 May, with a closing time of 5.00pm on Wednesday 27 May.

An assessment panel will assess all applications against assessment criteria and provide recommendations to Council; funding allocation decisions will be made at an Ordinary Council meeting.

## **FUNDING REQUIREMENTS**

Successful applicants will be required to sign a service agreement with City of Darwin that details the commitments between the applicant and Council. Successful applicants will require written Council approval to change the agreement, such as changes to major items purchased or the timelines of the project.

Successful applicants will be required to acknowledge the support provided. This can be through the use of City of Darwin's logo on materials produced; a digital copy of the logo will be supplied.

Successful applicants will be required to submit an acquittal online through SmartyGrants within three months of the project's completion.

## **CONTACT**

If you require any further information, please contact the Community Development Officer on 08 8930 0645, email [darwin@darwin.nt.gov.au](mailto:darwin@darwin.nt.gov.au) or visit the City of Darwin website.