



# **Community Grants Program**

## **Guidelines**

## Overview

The City of Darwin has established a '**Community Grants Program**' that is aimed at supporting and assisting community organisations with the development of activities and or services that will promote the City of Darwin and benefit the environment and the community.

Funding is project, program and activity based. Applications must be completed on the prescribed application form, which outlines the details of the proposed project, program or activity, its cost, timeframe and expected outcomes.

Through the broader Community Grants Program Council seeks to:

- initiate an annual grant funding program with a significant pool of funding.
- establish service areas for what it will support ie:
  - community development
  - art and culture
  - community safety
  - sporting clubs /organisational development
  - climate change and environment.

All applications will be approved by the City of Darwin's Community & Cultural Services Committee and referred to Council, which will determine its annual priorities, and how it will support the community.

## 1. Statement of Purpose

Through the Community Grants Program, City of Darwin aims to support community based projects, events and organisations that contribute to community and environmental development outcomes as defined within its Corporate Directions.

Grants will be considered and allocated on the basis of identified community need, Council priorities and the anticipated outcomes to the community as outlined in the project's application.

## 2. Grant Program Objectives

The program provides financial assistance to:

- Carry out projects, activities or events of benefit to the Darwin community.
- Initiate or develop services and resources to address the needs of particular community groups.
- Encourage community participation in community, cultural and environmental activities and build a greater sense of community and connectedness.
- Enrich the diversity of recreational, cultural, social and environmental opportunity to Darwin residents.
- Contribute to Darwin as a dynamic, different and diverse tropical city.

## 3. The Grant

- Grants will generally vary in amounts up to \$10,000 to ensure support to the greatest number of programs and organisations.
- City of Darwin's contribution must be acknowledged in promotional material associated with an event, on all printed material and/or other methods as appropriate including inviting Elected Members to openings, launches or other activities.

## 4. Application Process

Applications should be submitted on the prescribed application form and lodged via email where possible.

## 5. Eligibility

- Organisations must be incorporated not for profit community organisations.
- Community groups who are not incorporated must have an auspicing body that is incorporated.
- Proposed projects or events must generally occur within the financial year in which it is funded.
- Activity must occur within the municipality of Darwin.
- The application must be received by the published closing date.
- The application must be submitted on the prescribed City of Darwin application form.

## 6. Ineligible Applications

The following proposals will **not** be considered:

- Requests for support for any individual pursuits.
- Applications for recurrent funds.
- Requests for the ongoing/core functions of an organisation such as funding for permanent staff members, insurance and utilities.
- Proposals for events and activities held out of Darwin.
- Requests for commercial or competitive events.
- Funding for capital funds or improvements on private property.
- School based projects that do not involve the wider community.
- Applications where an applicant has not fully acquitted any previous City of Darwin grant.

## 7. Funding requirements

Following adoption of the annual Council budget all applicants will be informed of the outcome of their applications.

Successful applicants will be required to submit a tax invoice to Council and enter a formal agreement with City of Darwin that details the commitment of both parties.

## 8. Acquittal

Successful applicants will be required to submit a project and financial acquittal within **three (3) months of the project's completion.**

Grants must only be used for the purpose stated in the letter of approval. The purpose, amount or time for expenditure of a grant may not be changed without prior written approval.

## 9. **Assessment procedure**

Applicants must submit a formal application form detailing needs, proposed outcomes, who the project involves, a budget, a copy of the last audited financial report, and a statement of benefit to the Darwin community and how the City of Darwin will be acknowledged.

The Grants assessment procedure is as follows:

- City of Darwin Officers will undertake an initial eligibility appraisal, ensuring that all information is provided and that the application meets the program's established objectives.
- The City of Darwin's Community & Cultural Services Committee will assess applications and recommend to Council which projects are to be funded.
- Grant applicants may be required to submit additional information by way of a presentation.
- Once the City of Darwin has finalised its assessment and approved projects for funding, its decisions are final and no correspondence will be entered into.

## 10. **Accountability**

Within three (3) months of the project's completion, funded applicants will be required to:

- Submit the 'Project Evaluation and Financial Acquittal Form' which will be provided to all successful applicants.
- Provide an audited financial report in the case of any grant over \$10,000.

## 11. **Acknowledgment of Assistance**

Successful applicants will be required to acknowledge the support of City of Darwin through the use of the City of Darwin's logo on all printed materials, in media advertisements, press releases and on signage at events.

For some events, appropriate acknowledgment may involve invitations being issued to the Lord Mayor or relevant City of Darwin Aldermen.

## 12. Submission of Applications

To submit an application or to request further information Council may be contacted in any of the following ways:

Phone: (08) 8930 0645  
Fax: (08) 8930 0644  
Email: [communitygrants@darwin.nt.gov.au](mailto:communitygrants@darwin.nt.gov.au)  
Website: [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au)

In person: Customer Service  
Civic Centre  
Harry Chan Avenue DARWIN NT 0800

Post: Community Grants Program  
City of Darwin  
GPO Box 84 DARWIN NT 0801