

City of Darwin

Funding guidelines



Contents

Acknowledgement of Country	4
CEO foreword	5
Introduction	6
City of Darwin funding opportunities	6
Eligibility	9
Eligible expenses	10
Types of funding.....	11
Funding application process	12
Out of round application	14
Applications that do not meet the criteria for funding	14
Presenting a proposal to Council	14
Funding benefits.....	14
Access and inclusion	15
Single use plastics.....	15
Canvassing or lobbying	15
Other requirements	16
Funding streams	16
Community Grant Program.....	16
Environment and Climate Change Grant Program.....	17
In-kind support	18
Reconciliation Week and NAIDOC Week funding.....	18
Sponsorship Program.....	19

Other relevant documents	20
Definitions	20
Further Information.....	20

© City of Darwin 2024

Acknowledgement of Country

City of Darwin acknowledges the Larrakia people as the traditional owners of all the land and waters of the Greater Darwin region.

To the Larrakia, Darwin is known as Garramilla. The original language of the Larrakia is Gulumirrigin (pronounced Goo-loo-midgin).

Often referred to as 'Saltwater People', the Larrakia lived, loved, birthed, hunted, and survived life on pristine coastal and inland areas. Established 'song lines' connecting Larrakia people to Country penetrating throughout their land and sea, allowing stories and histories to be told and retold for future generations.

The Larrakia culture and identity are vibrant. In the footsteps of the Larrakia people, City of Darwin will continue to foster this culture and identity by creating a vibrant community together.

CEO foreword

Darwin is a diverse, vibrant, creative, inclusive, and green community and City of Darwin is proud to support and invest in the volunteer groups, service providers, and enterprises who help build and maintain the quality of life we enjoy.

City of Darwin's works to provide opportunities that support organisations that share our strategic vision for Darwin 2030 – City for People, City of Colour.

Our Funding Guidelines provide the framework which allows us to work with and fund organisations and groups seeking to deliver initiatives aligned with our vision for Darwin.

I am proud to present our Funding Guidelines and hope they prove useful to you and your organisation should you seek to partner with us.

Simone Saunders

CEO

City of Darwin

Introduction

Darwin is a City for People, a City of Colour.

As we move toward 2030, Darwin will be a city that is increasingly smart, prosperous, and green. We are a vibrant and creative city that embraces, celebrates, and values the richness and diversity of our community.

Our vision for Darwin 2030 – City for People, City of Colour outlines our five Strategic Directions:

- A capital city with best practice and sustainable infrastructure
- A safe, liveable, and healthy city
- A cool, clean, and green city
- A smart and prosperous city
- A vibrant and creative city.

These Funding Guidelines deliver on City of Darwin's strategic role to fund and partner with organisations to meet these objectives.

City of Darwin invests in activity within the municipality of Darwin via open, competitive opportunities, transparent processes, and formal agreements with community groups, local businesses, and organisations.

The funding programs optimise the use of public funds through efficient and effective management and ensure strong alignment with City of Darwin's Strategic Plan and values.

In addition to the areas outlined in these guidelines, City of Darwin also supports a process for unsolicited proposals. Unsolicited Proposals are part of the Procurement Framework, and any submissions should be made through our electronic platform available on the City of Darwin website.

The key role City of Darwin plays through the funding programs is as a Funder - funding other organisations to deliver services .

City of Darwin funding opportunities

City of Darwin is proud to support our community by providing a range of funding opportunities, including Sponsorship, Community Grants, Environment and Climate Change Grants, and In-kind Support.

City of Darwin recognises the importance of funding to support the delivery of new or existing programs, services, facilities, projects, or events, which contribute to the quality of life for the Darwin community and enable the City of Darwin to deliver on Darwin 2030 – City for People. City of Colour.

It comprises the following funding streams:

Category	Purpose	Frequency
Community Grants	To support one-off community-building activities, programs, and events.	Two rounds each financial year. Round 1: Opens 1 March, closes 31 March. For use from July to December. Round 2: Opens 1 September, closes 30 September. For use from January to June.
Environment and Climate Change Grants	To deliver outcomes on the City of Darwin 2030 Climate Emergency Strategy, Greening Darwin Strategy, and/or Waste and Resource Recovery Strategy.	Once each financial year. Opens April, closes May. For use from July.
In-kind Support	To support our community by providing a range of in-kind equipment, facilities, services, and programs for eligible community groups and organisations across the Darwin municipality.	In-kind Support Request to be submitted via an In-kind support request form to the City of Darwin approximately four weeks before the start date of the event/activity.
Sponsorship	To support an event, project, service or activity that creates value for the social, cultural, environmental, and economic life of Darwin.	Once each financial year. Opens March, closes April. For use from July. Applications spanning three-year periods are favoured.
Reconciliation Week and NAIDOC Week Funding	For activity led by First Nations organisations and businesses celebrating National Reconciliation Week and NAIDOC Week.	Once each financial year Opens 1 March, closes 31 March. For use during National Reconciliation Week (27 May to 3 June) or NAIDOC Week (first week of July annually).

		Applications for multiple years may be considered.
Other ad hoc funding program	City of Darwin may have some one-off funding and grant programs based on a specific purpose from time to time, for example Cyclone Tracy 50 th Anniversary Commemoration Grants. Such opportunities will be announced separately on City of Darwin website's, social media or other public domains.	

For more information about the past funding recipients, please visit [City of Darwin Annual Municipal Plan](#).

Funding application support

Contact the City of Darwin relevant funding program officer if you are unsure whether you are eligible for funding, or if you require further information before applying.

Online

See [Funding Opportunities with City of Darwin | City of Darwin | Darwin Council, Northern Territory](#)

In-person

Call City of Darwin Team on 89 300 300 or email darwin@darwin.nt.gov.au.

Information sessions

Each year City of Darwin may hold information sessions for the funding applicants.

Eligibility

To be eligible the applicant must:

✓	Yes
✗	No
TBC	Check with City of Darwin

Eligibility	Community Grants	Environment and Climate Change Grants	Sponsorship	Reconciliation Week and NAIDOC Week Funding	In-kind Support
An individual auspiced by an organisation with an ABN	✓	✓	✗	✓	✓
An auspiced project, event, activity or service	✓	✓	✗	TBC	TBC
An informal group	✓	✓	✗	TBC	TBC
An Australian legal entity with an Australian Business Number (ABN) or be auspiced	✓	✓	✓	✓	✓
A commercial entity	✗	✓	✓	✓	✓
A project or initiative which occurs within a City of Darwin local government area for the benefit of the Darwin community	✓	✓	✓	✓	✓
Have all appropriate insurances and licenses (public liability insurance up to \$20M to cover the event or project)	✓	✓	✓	✓	✓

Eligibility	Community Grants	Environment and Climate Change Grants	Sponsorship	Reconciliation Week and NAIDOC Week Funding	In-kind Support
Able to demonstrate financial viability	✓	✓	✓	✓	X
Have not breached a previous Funding Agreement	✓	✓	✓	✓	✓
be an organisation whose public image, conduct and behaviours, products and services are consistent with the goals and values of the City of Darwin	✓	✓	✓	✓	✓
demonstrate a commitment to enhance community and economic life in Darwin	✓	✓	✓	✓	✓

City of Darwin will not consider proposals where:

- applicants have not satisfactorily acquitted previous funding within the specified timelines or owe money to City of Darwin
- applicants apply to more than one program within the same financial year.

Eligible expenses

Whether a particular expense is eligible for funding differs between funding programs. The table below lists the most common expenses and whether they are eligible under each program.

✓	Yes
X	No
TBC	Check with City of Darwin

Expense	Eligibility		Reconciliation Week and NAIDOC Week Funding
	Community Grants	Environment Grants	
Artist/performance fees	✓	✓	✓
Consultant fees	✓	✓	✓
Facilitator fees	✓	✓	✓
Catering costs	✓	✓	✓
Equipment hire	✓	✓	✓
Marketing & promotion	✓	✓	✓
Project-specific equipment and materials	✓	✓	✓
Project-specific administration and wages	TBC	TBC	TBC
Project-specific capital upgrades	✗	TBC	✗
Contingency	✗	TBC	TBC
Prizes	✗	TBC	TBC
Alcohol, cash gifts, insurance, travel and accommodation	✗	✗	✗

Please note: All expenses must be specific to the funding application and must be acquitted at project completion with invoices/evidence.

Types of funding

Funding

If your application is successful, funding must be allocated towards enhancing your event or project. The allocation of City of Darwin funding will be negotiated and specified in the funding agreement.

In-kind support

City of Darwin offers a range of in-kind support including:

- car parking permit fees
- venue hire fees
- works permit fees

- PA (sound equipment) for events
- Smoothie bikes
- Accessible flooring
- Banner site fees
- Civic Centre external lighting.

Note: Amphitheatre fees must be negotiated directly with Darwin Entertainment Centre.

Any service provided by City of Darwin that incurs a financial cost will not be considered in-kind support. This includes, but is not limited to:

- electricity charges for the use of power in the parks/venues
- installation/removal of street light banners
- any penalty fee to the applicant, for example, failure to remove the banner on the correct date, etc
- any cost to be recovered for the damage to facilities due to the applicants' fault
- call out fee for security contractor and City of Darwin staff.

Funding application process

Application

Applications should be made through SmartyGrants online via darwin.smartygrants.com.au. Generally, funding is for a set period of time.

City of Darwin will announce that a new round is open for application on City of Darwin website and other relevant public domains for the community.

City of Darwin may hold information sessions.

Applicants may present proposals at an Ordinary Council Meeting.

Assessment

Proposals will be assessed against the Funding Policy in a competitive round, against all other applicants, by a panel of assessors. The panel members may include the internal and external assessors, for example, a First Nations representative or expert from economic development, tourism and events.

Full, part, or no funding will be recommended. The decision is carefully considered to maintain the integrity of the process.

Council decision

Council will consider the recommended proposals as part of annual budget process.

Funding agreement

Applicants are officially notified whether they are successful once the budget has been endorsed by Council.

A funding agreement is then drawn up for review by the applicants to be signed.

A funding agreement template is available to preview.

Payment

City of Darwin will pay the applicant upon receipt of tax invoice ahead of the event or project (previous acquittals must be submitted ahead of payment).

Benefit

The committed return benefits to be delivered as per funding agreement. It is the funding recipients' responsibility to provide the evidence for the delivery of the sponsorship benefits through the acquittal reporting process.

All material displaying City of Darwin logo must be approved by City of Darwin in accordance with the funding agreement.

Acquittal

Within three months of the completion of project or event the applicant must provide an acquittal report via SmartyGrants.

An email notification will be sent to the funding recipients via SmartyGrants platform.

Out of round application

Subject to funding availability, out of round proposals may be considered outside the annual application process if there are extenuating circumstances that prevented submission through that process.

These proposals will be assessed using the same criteria as used in the annual online application process.

Applications that do not meet the criteria for funding

Applicants can consider submitting an unsolicited proposal to City of Darwin. An Unsolicited Proposal is an approach to City of Darwin from a proponent with a proposal to deal directly with City of Darwin over a commercial proposition, where the City of Darwin has not requested the proposal. It is a proposal that will solve a problem, address an opportunity, or enhance services that City of Darwin provides.

City of Darwin's [Unsolicited Proposal process](#) and [Unsolicited Proposals Policy | City of Darwin | Darwin Council, Northern Territory](#) provide more information.

Presenting a proposal to Council

Presenting a proposal to Council may help Elected Members better understand the opportunity if:

- an event or project is new to Darwin
- previously sponsored event or project has significantly changed
- different level of funding is being sought
- invited by City of Darwin.

For more information please refer to [Funding Policy | City of Darwin | Darwin Council, Northern Territory](#) and [Funding Opportunities with City of Darwin | City of Darwin | Darwin Council, Northern Territory](#) or contact:

Email: communitygrants@darwin.nt.gov.au

Phone: 08 8930 0300

Funding benefits

Applicants will be required to list the benefits being offered to City of Darwin.

Some examples of benefits include:

- reciprocal support in terms of cash or in-kind for the delivery of City of Darwin's programs/events/projects
- City of Darwin logo recognition on all project or event promotional material and website
- opportunity to display City of Darwin signage at project or event
- speech opportunity for City of Darwin Elected Members
- opportunity to screen City of Darwin logo or media commercial
- naming rights or category sponsorship, where applicable
- provision of professional service or event for City of Darwin, in a form to be mutually agreed
- an award or trophy in the sponsor's name and publicly presented
- other benefits to be discussed with City of Darwin.

Applicants are encouraged to read City of Darwin 2030 Strategic Plan and talk to City of Darwin about reciprocal benefits.

Access and inclusion

Access and inclusion is about ensuring that all public services are available to all community members, of all abilities, so that they have the opportunity and choice to participate in all aspects of community life.

To the extent that it is practicable, the applicant is required to provide universal access to sponsored projects/events, as outlined in the [City of Darwin's Access and Inclusion Plan](#) and guided by [City of Darwin's Community Inclusion Policy](#).

Applicants are required to report on the accessibility of projects as part of the acquittal report.

Single use plastics

Single use plastics are not permitted to be used at any events on City of Darwin land. City of Darwin's [Single Use Plastic Guide](#) provides guidance on making events single use plastic-free. Applicants should also consider sourcing sustainable local food, and environmentally friendly transport.

Canvassing or lobbying

If a City of Darwin employee or Elected Member has a direct interest in a funding proposal, they are required to declare this. Elected Members will not take part in the decision of City of Darwin relating to that proposal.

Individual canvassing or lobbying of Elected Members or City of Darwin employees in relation to the funding proposal during the application and assessment process may result in the application being excluded from the funding program.

Applicants wishing to promote their initiative or event may give a presentation to City of Darwin at an Ordinary Council meeting.

Other requirements

Prospective applicants should contact the City of Darwin Officer responsible for the program before applying.

All activity supported by City of Darwin's Funding Programs must:

- articulate clear delivery against Strategic Plan Darwin 2030 – City for People, City of Colour
- contain only positive messaging in the marketing and communication
- be informed by existing published data on City of Darwin, such as [Remplan](#)
- take place within the Darwin municipality
- where appropriate, reference City of Darwin's Economic Development Strategy
- favour suppliers located in Darwin wherever possible
- adhere to the published guidelines, policies, procedures, and intent of the program
- be cost-effective and competitive, include a budget in the application as well as quotes where possible.

Unless explicitly outlined in the formal agreement, all funding arrangements are:

- for the period covered by the formal agreement only
- contingent on the applicant delivering on all agreed requirements
- able to be varied slightly within reason once approved if circumstances change.

Funding streams

Community Grant Program

Minimum amount: \$1 000

Maximum amount: \$10 000

Priorities:

- new capacity-building activities, programs, and events that benefit the community
- projects that contribute to the [City of Darwin Innovate Reconciliation Action Plan](#)

- building and strengthening partnerships between community groups and organisations
- projects that contribute to active engagement and leadership by underrepresented populations from diverse communities.

Criteria:

- Organisations must be incorporated not-for-profit or be auspiced by an incorporated organisation for the purposes of this application.
- Activities must occur within the Darwin municipality.
- Activities need to be completed within six months of the grant being awarded.
- Activities need to be inclusive and accessible.
- Grants are for one-off activities, programs, or events.

For more information, please refer to the [City of Darwin Funding Policy](#) and [Funding Opportunities with City of Darwin | City of Darwin | Darwin Council, Northern Territory](#) or contact

Email: communitygrants@darwin.nt.gov.au

Phone: 08 8930 0300

Environment and Climate Change Grant Program

Minimum amount: \$5 000

Maximum amount: \$50 000

Priorities:

- Activities must contribute to achieving one or more actions within the City of Darwin 2030 Climate Emergency Strategy, Greening Darwin Strategy, and/or Waste and Resource Recovery Strategy.
- Activities must create positive and measurable environmental outcomes for the City of Darwin and the community.
- Activities must be innovative and sustainable.

Criteria:

- Organisations must identify which strategic actions will be addressed.
- Organisations must demonstrate how the identified strategic actions will be addressed and how outcomes will be measured.
- Organisations must explain how the initiative will provide environmental benefits to the Darwin community.
- Activities need to be completed within 12 months of the grant being awarded.

For more information, please refer to the <https://www.darwin.nt.gov.au/council/about-council/publications-and-forms/sponsorship-policy> or contact

Email: environment@darwin.nt.gov.au

Phone: 08 8930 0300

Web: <https://www.darwin.nt.gov.au/community/programs/grants-sponsorship/environment-and-climate-change-grants>

In-kind support

Criteria:

- Organisations must demonstrate a financial need for in-kind support.
- Organisations must demonstrate their activity and outcomes are in line with the Strategic Directions in the City of Darwin 2030 Strategic Plan.
- Organisations must be a non-profit group or non-profit organisation, or an organisation that is delivering a charitable or community event.
- Activities must not interrupt or adversely impact City of Darwin operations or provision of services.
- Activities must provide greater social, environmental and/or economic benefits to the Darwin community as a result of in-kind support provided.

For more information about the in-kind support, please visit: [In-kind Support | City of Darwin | Darwin Council, Northern Territory](#) or contact

Email: darwin@darwin.nt.gov.au

Phone: 08 8930 0300

Reconciliation Week and NAIDOC Week funding

Minimum amount: \$5 000

Maximum amount: \$10 000

Priorities:

- Activities taking place during Reconciliation Week, celebrating Reconciliation
- Activities taking place during NAIDOC Week celebrating Larrakia or other First Nations achievements or history
- Broad community engagement and participation.

Criteria:

- Organisations must be incorporated not-for-profit or be auspiced by an incorporated organisation for the purposes of this application.
- Organisations must be First Nations businesses, registered with Northern Territory Indigenous Business Network or Supply Nation.
- Activities must occur within the Darwin municipality.
- Activities need to be completed during Reconciliation Week or NAIDOC Week.
- Activities need to be inclusive and accessible.

For more information, please refer to the [Funding Policy | City of Darwin | Darwin Council, Northern Territory](#) and [Funding Opportunities with City of Darwin | City of Darwin | Darwin Council, Northern Territory](#)

Email: reconciliation@darwin.nt.gov.au

Phone: 08 8930 0300

Sponsorship Program

Minimum amount: \$5 000

Maximum amount: \$150 000

Priorities:

- Events, projects, activities or services that create value for the social, cultural, environmental, and economic life of Darwin
- High profile events, projects, activities or services that align with the City of Darwin brand, are well-attended and professionally managed.

Criteria:

- Demonstrated reach to a large number of visitors and/or community members in the municipality as participants or attendees.
- Events. Projects, activities or services to be held in Darwin contribute to the identity of the city, economic growth, and promote tourism and community participation.
- Organisers and activities reflect the values and objectives of City of Darwin.
- Demonstrated return on investment for City of Darwin.

Other information:

- Three-year applications will be favoured.

For more information, please refer to [Sponsorship Program | City of Darwin | Darwin Council, Northern Territory](#) or contact

Email: sponsorship@darwin.nt.gov.au

Phone: 08 8930 0300

Other relevant documents

[Darwin 2030: City for People. City of Colour.](#)

[City of Darwin Economic Development Strategy 2030](#)

[Funding Policy | City of Darwin | Darwin Council, Northern Territory](#)

[City of Darwin's Event Planning Guide](#)

Definitions

Sponsorship means a commercial arrangement in which a sponsor provides a contribution in money or in kind, to support a service, event, facility or project in return for specified benefits. Sponsorship differs from grants programs, donations and operating subsidies.

In-kind Support means value in kind (or, in kind) refers to an arrangement whereby the City of Darwin forgoes revenue for things for which they would normally charge a fee. Services incurring a real cash cost to City of Darwin are not supported through in kind.

Acquittal means a written report submitted after the funded project is complete via SmartyGrants platform. It details how the recipient administered the relevant funds and met the project outcomes and commitments.

Further Information

Where required, City of Darwin will work with successful applicants to ensure that reasonable variations are possible to meet agreed outcomes.

City of Darwin receives more applications across all programs than can be supported. Applicants are strongly encouraged to pursue multiple investment opportunities for their projects.

Below are useful links.

[City of Darwin's Grants Guru](#)

[Grants NT](#)

[Federal Australian Government Grants](#)