

2021-2024

# FUNDING GUIDELINES





# Alternative Formats

This document is available upon request in alternative formats including:

- Hard copy in standard and large print
- Electronically by email [darwin@darwin.nt.gov.au](mailto:darwin@darwin.nt.gov.au) or on our website at [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au)

Large print instructions for web use can be accessed [here](#)

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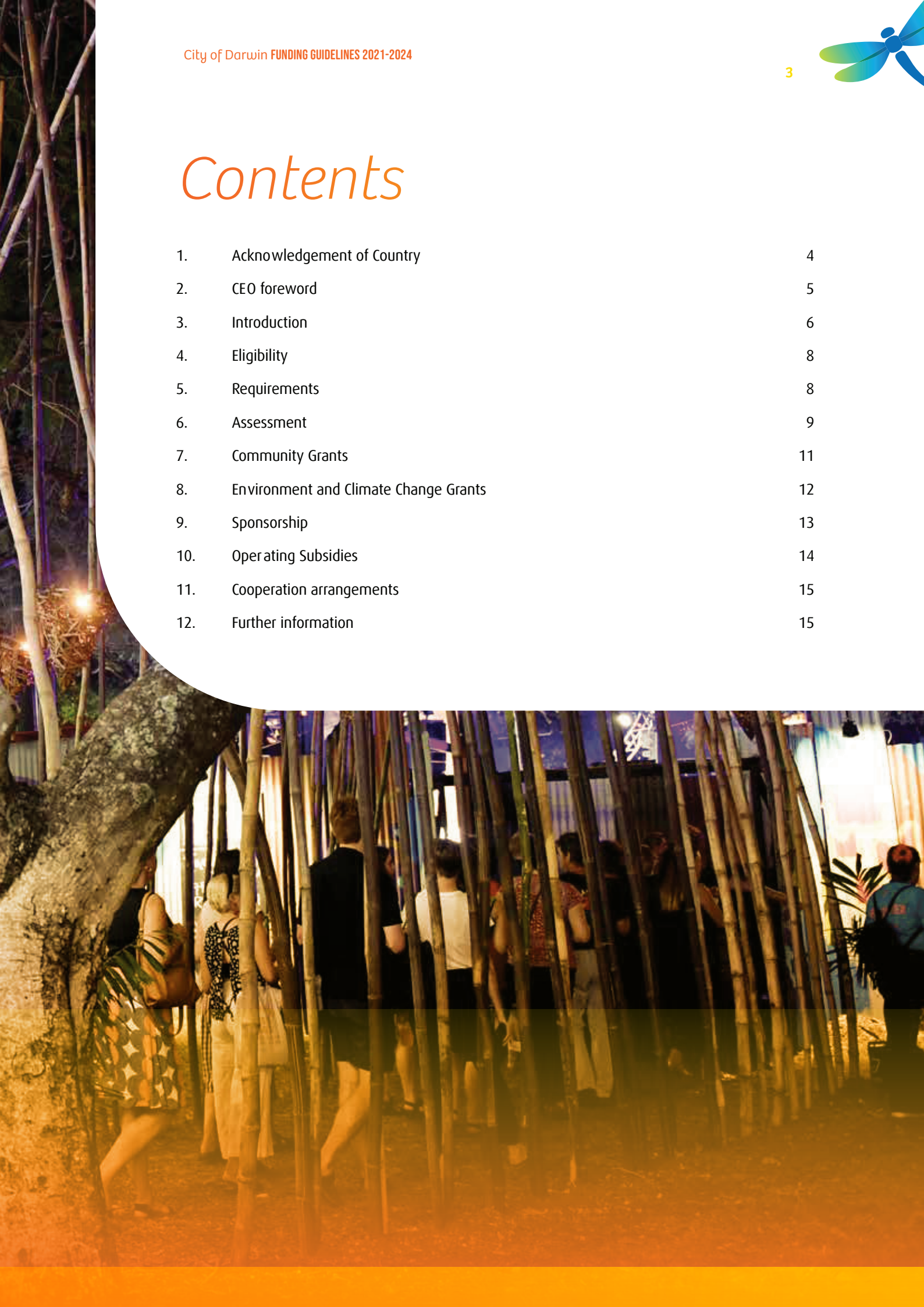






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# Acknowledgement of Country

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 Gulumirigin (pronounced Goo-loo-midgin).

Often referred to as 'Saltwater People', the Larrakia lived, loved, birthed, hunted and survived a 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 is rich and 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 which support organisations who share our strategic vision for Darwin 2030 – City for People, City of Colour.

Our Funding Guidelines provide the framework which allow us to work with and fund organisations and groups seeking to deliver initiatives aligned to our vision for Darwin. I am proud to present our Funding Guidelines and hope they prove useful to you and your organisation should you be seeking 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](#) will be delivered through 5 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 Council'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 to City of Darwin's 2030 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.



These guidelines outline City of Darwin's funding programs and the processes involved. Programs and their purpose are outlined in the table below.

Category	Purpose	Frequency
Community Grants	To support one off community capacity building activities, programs and events	2 X financial year  Out of round up to \$5 000 dependent on availability  Open 1 - 31 March and 1 - 30 September
Environment & Climate Change Grants	To deliver outcomes on: <ul style="list-style-type: none"> <li>the City of Darwin 2030 Climate Emergency Strategy,</li> <li>Greening Darwin Strategy, and/or</li> <li>Waste and Resource Recovery Strategy</li> </ul>	1 X financial year  Open April, close May for use from July
Sponsorship Financial & in kind	<ul style="list-style-type: none"> <li>Link City of Darwin brand with high profile events and projects that are professionally managed and reach large audiences</li> <li>Support events that create value for the social, cultural, environmental and economic life of Darwin</li> </ul>	1 X financial year  Applications spanning 3 year periods are favoured  Open 1 - 31 March
Operating Subsidies	To support the delivery of services that City of Darwin would otherwise not be able to supply at the same rate and that are of direct and clear benefit to community	1 X financial year  Applications spanning 3 year periods are favoured  Open February, close end of March
Cooperation Arrangements	To streamline processes with regular users of City of Darwin's assets such as parks and public spaces in regards to high levels of in kind support in exchange for alignment with program outcomes across Departments of City of Darwin	Applications by invitation only

## ELIGIBILITY

Individuals cannot apply to any of the City of Darwin's Funding opportunities. For information regarding the George Brown Scholarships for individuals please visit <https://www.cdu.edu.au/scholarships/scholarships-finder/george-brown-memorial-scholarship>

Individuals may be Auspiced by an organisation in the Community Grants program and in the Environment and Climate Change grants.

Groups applying must fit the following status:

- Incorporated legal entity including not for profit
- Commercial entity (Exception – not Community Grants)
- Auspiced project or informal group (Grants only)

Applicants will need to provide details of the legal status of their organisation including an Australian Business Number (ABN).

Applicants are ineligible who:

- have not satisfactorily acquitted previous funding within the specified timelines or owe money to City of Darwin
- apply to multiple programs within the same financial year (one per financial year)
- propose projects of a political nature
- do not reflect the values of City of Darwin or that breach our access and inclusion policy or other relevant policies
- canvas or lobby staff or Elected Members outside the official application or Council processes

## REQUIREMENTS

In return for financial or in kind investment by City of Darwin we seek:

- Delivery of a service (Operating Subsidies)
- Community building and inclusion outcomes (Community Grants)
- Increased positive profile and visibility (Sponsorship)
- Positive environmental outcomes (Environment and Climate Change Grants)
- Mutually beneficial opportunities with other tiers of Government or agencies of Government (Cooperation arrangements)

Across all programs City of Darwin seeks recognition through acknowledgement, appropriate use of our logo for supported activity and, where suitable, invitations to events, launches or other activities. In some cases it may be negotiated for Lord Mayor or Elected Members to speak at events or for officers to negotiate naming rights for activities.





All applications for support and acquittals will take place via [Smarty Grants](#) across all programs. All activity supported by City of Darwin's Funding program must:

- Articulate clear delivery against Strategic Plan [Darwin 2030 – City for People, City of Colour](#)
- Be informed by existing published data on City of Darwin such as <https://profile.id.com.au/darwin>  
<https://www.darwin.nt.gov.au/council/about-council/open-data/overview>
- Take place within the municipality of Darwin
- Where appropriate reference City of Darwin's Economic Development Strategy
- Be guided by City of Darwin's Community Inclusion Policy
- Be undertaken by Darwin businesses for the benefit of the Darwin community
- Be led by Darwin community members whether through organisations, consortia or businesses
- Acknowledge clearly the support of City of Darwin in advertising, promotions and marketing activity
- Strongly preference suppliers located in Darwin where ever possible
- Ensure no single use plastics in the delivery of activity <https://www.darwin.nt.gov.au/community/programs/climate-change-and-environment/plastic-wise>
- Minimise and actively reduce any negative environmental impact resulting from the activity
- Adhere to the published guidelines and intent of the program
- Maintain appropriate public liability cover at a minimum of \$20Million
- Meet the requirements of reporting and acquittal
- Be cost effective and competitive
- Be consistent with relevant City of Darwin policies

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

In the first instance prospective applicants should contact the City of Darwin Officer responsible for the program prior to applying.

## ASSESSMENT

Applications will be reviewed and assessed in competitive rounds or within appropriate timelines by City of Darwin's Funding Panel against the criteria and focus of each category. Full, partial, or no funding will be recommended. Decisions are carefully considered to maintain the integrity of the process.

Council will consider the recommendations made at the most appropriate Council meeting in line with appropriate budgets and strategic objectives.









# Community Grants

Minimum amount: \$1 000

Maximum amount: \$10 000

## PRIORITIES:

- Projects that contribute to active Reconciliation [https://www.darwin.nt.gov.au/sites/default/files/publications/attachments/city\\_of\\_darwin\\_innovate\\_rap\\_2020-2020\\_lores.pdf](https://www.darwin.nt.gov.au/sites/default/files/publications/attachments/city_of_darwin_innovate_rap_2020-2020_lores.pdf)
- Partnerships between community groups
- Active engagement and leadership by underrepresented populations from culturally or linguistically diverse communities <https://profile.id.com.au/darwin/birthplace>

## 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 12 months of the grant being awarded
- Grants are for one-off activities, programs, or events

Potential applicants are strongly encouraged to discuss applications prior to submission with the responsible officer. For more information visit the Community Grants page on our website: <https://www.darwin.nt.gov.au/community/programs/grants-sponsorship/community-grants>

Email: [communitygrants@darwin.nt.gov.au](mailto:communitygrants@darwin.nt.gov.au)

Phone: 08 8930 0645

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

All applications must be submitted via [Smarty Grants](#)



# Environment and Climate Change Grants

Minimum amount: \$5 000

Maximum amount: \$50 000

City of Darwin welcomes applications via [Smarty Grants](#) from Darwin research organisations, academics, businesses and community groups for this program.

## PRIORITIES:

- Contributes 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
- Positive and measurable environmental outcomes for the City of Darwin and the Darwin community
- Innovative and sustainable initiatives

## CRITERIA:

Applications for grants should:

- identify which strategy actions will be addressed
- demonstrate how the identified strategy actions will be addressed and how outcomes will be measured
- explain how the initiative will provide environmental benefits to the Darwin community

## OTHER INFO:

- Activities need to be completed within 12 months of the grant being awarded.

Potential applicants are strongly encouraged to discuss applications prior to submission with the responsible officer and to be aware that contracts will stipulate ownership of data to be held by or shared with City of Darwin.

Email: [environment@darwin.nt.gov.au](mailto:environment@darwin.nt.gov.au)

Phone: 08 8930 0300

All applications must be submitted via [Smarty Grants](#)





# Sponsorship

Minimum amount: \$10 000

Maximum amount: \$150 000

City of Darwin welcomes applications via [Smarty Grants](#) from festivals, events and organisations within Darwin for this program.

## PRIORITIES:

- Events that create value for the social, cultural, environmental and economic life of Darwin
- Link the City of Darwin brand with high profile, well attended events and projects that are professionally managed

## CRITERIA:

Applications should strongly demonstrate:

- Appropriate and strong brand alignment with City of Darwin
- Reach to a large number of visitors and/or community members in the municipality as participants or attendees

## OTHER INFO:

- 3 year applications will be favored
- Conferences, seminars, invitation only functions, record attempts or fundraisers are not supported through this category

Potential applicants are strongly encouraged to discuss applications prior to submission with the responsible officer.

Email: [sponsorship@darwin.nt.gov.au](mailto:sponsorship@darwin.nt.gov.au)

Phone: 08 8930 0194

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

All applications must be submitted via [Smarty Grants](#)



# Operating Subsidies

Minimum amount: \$30 000

Maximum amount: \$150 000

## PRIORITIES:

- Delivery of a service that City of Darwin would otherwise not be able to supply and is of direct and clear benefit to the community of Darwin
- Organisations with the capacity to deliver a professional, competitive service with maximum benefit and relevance to Darwin community
- Employment of members of the Darwin community, applications which provide strong outcomes for local Aboriginal employment are strongly encouraged

## CRITERIA:

Applications should strongly demonstrate:

- Specific nature of the benefit to the Darwin community
- Cost effectiveness of their service delivery
- Sound budgeting and strong existing partnerships
- The number of community members that will benefit from their service provision each year
- Clear, measurable data collection
- Established history and capacity to deliver
- Sustainability beyond the funding period
- Leverage of other funding or income
- The number of free or low cost, subsidised hours/events/items to the community of Darwin provided through the period
- Equivalent Full Time Employment of Darwin community members (including volunteers if applicable)

## OTHER INFO:

- 3 year applications will be favored
- Previous agreements in this category do not in any way guarantee future success. Applicants are advised this is a competitive process

Potential applicants are strongly encouraged to discuss applications prior to submission with the responsible officer.

Email: [darwin@darwin.nt.gov.au](mailto:darwin@darwin.nt.gov.au)

Phone: 08 8930 0300

All applications must be submitted via [Smarty Grants](#)





# Cooperation Arrangements

Cooperation arrangements are by invitation only.

This category of funding was developed in 2020 by City of Darwin and will be trialed for the first time with NT Major Events Corporation (NTMEC). The intent of Cooperation arrangements is to streamline processes with regular users of City of Darwin's assets such as parks and public spaces in regards to high levels of in kind support in exchange for alignment with program outcomes across Departments of City of Darwin.

In the proposed 2021 trial NT Major Events Corporation and City of Darwin agree to cooperate for mutual benefit in the delivery of Bass in the Grass. City of Darwin will provide in kind support through the use of public space, NTMEC will provide opportunities for training in event management and media for 10 young people in City of Darwin's Launch program.

## Further Information

From time to time successful applicants may need to vary their projects, activity or delivery due to unforeseen circumstances. City of Darwin will work with successful applicants to ensure that reasonable variations are possible to meet agreed outcomes.

City of Darwin receive 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](#)

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



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GPO Box 84 Darwin NT 0801  
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[darwin@darwin.nt.gov.au](mailto:darwin@darwin.nt.gov.au)

[darwin.nt.gov.au](http://darwin.nt.gov.au)