

Roper Gulf Regional Council

Community Grants Program Guidelines 2017-18 Round 1

ABN 94 746 956 090
29 Crawford Street Katherine NT 0850
PO Box 1321 Katherine NT 0851
Phone: (08) 8972 9000
Fax: (08) 8944 7003
www.ropergulf.nt.gov.au

About the program

Funding through this Grant Program is available to support projects within the Region that will strengthen local culture, economy, family or the environment.

Individual applicants or community groups may apply for up to \$1,000 (Minor Grant) and incorporated organisations for up to \$3,000 (Major Grant).

Maximum funding pool available for 2017-18 is \$30,000

Application assessment

Applications will be assessed by how they:

- Support the vision, mission, goals and outcomes of Roper Gulf Regional Council. Visit www.ropergulf.nt.gov.au to access corporate documents.
- Support the Council's core values of honesty, equality, accountability, respect and trust.
- Demonstrate support from the area in which the project is to be implemented.
- Are to be of a non-controversial nature and unlikely to expose the Council to adverse publicity.
- Encourage collaboration between different groups within a community or between different communities.
- Build knowledge or skills or confidence in Council residents.
- Increase the range of educational, recreational, social, health, cultural or environmental activities available to Council residents.
- Produce outcomes that support a community development or public health approach.

Conditions of funding

- Funds will not be granted retrospectively.
- Funds may not be used for any other purpose without prior approval of Roper Gulf Regional Council.
- The grant recipient will advise Roper Gulf Regional Council of any changes within the organisation or the project as soon as possible after they occur (for example, change of project date, executive personnel changes, contact details).
- The grant recipient will obtain all appropriate approvals/permits, insurance cover etc. relating to the project for which the grant is awarded. A copy of the public liability insurance Certificate of Currency should be included with the grant application (*Applicable to Major Grants only*).
- The grant recipient will acknowledge Roper Gulf Regional Council in all documentation and promotion of the funded project. A copy of the Roper Gulf Regional Council logo and/or stickers will be forwarded to all recipients upon request.
- Where there is a need for Council services in relation to the funded project, the grant recipient will ensure that the budget adequately covers the costs of these services.
- If the project runs over budget, Roper Gulf Regional Council is in no way responsible for meeting the shortfall.
- A financial acquittal form and performance report is to be forwarded to Roper Gulf Regional Council within 3 months of completion of the project.
- **No organisation will receive further funding until all previous community grant monies received by that organisation have been satisfactorily acquitted.**
- Details supplied in your grant application, including the name of the individual or the organisation, the amount, purpose and reasons for approval or non-approval may be published and used by the Roper Gulf Regional Council in any form at any time.
- The total funding is limited and can change each year. All applications will be assessed on relative merit. It will not be possible to approve all requests for assistance, so don't commit to plans that are dependant on this funding until you are notified that you have been successful/unsuccessful.

Project budget

Applicants need to declare all sources of income relevant to the project. These could include such things as grants from other funding agencies, sponsorship, admission or stakeholder fees or fundraising activities.

It is important to note that 'in-kind' (voluntary work) contributions are recognised as project income providing that there is also an entry in the project expenses (see budget section of Application Form).

In the application form's budget section the total income of the project must equal the total expenditure of the project. Types of expenditure can include such things as:

- Professional wages and fees
- Insurance, including public liability (please note that this is classed as in-kind so it must also appear in the income part of the budget under your organisation's or some other sponsor's contribution).
- Local travel and transport
- Materials
- Services including street permits
- Venue and equipment hire including charges for electricity
- Advertising and publicity

Application Closing Dates

Please note that applications submitted after the grant closing date will not be assessed.

2017-18 Round 1

Open: Monday 17th July 2017

Close: Sunday 27th August 2017 at 11:59pm

Funds Available: Monday 22th September 2017

Application Eligibility

Individuals:

Individual applicants must live in the Roper Gulf Region and have done so for at least one year.

Organisations or Groups:

- Organisations or groups must be based in the Roper Gulf Region or already providing services/benefits to Roper Gulf residents.
- Organisations or groups must be operating on a not for profit basis.
- Organisations or groups must be incorporated or auspiced by another suitable organisation that is incorporated and is willing to manage the grant and be responsible for acquitting it.
- Individuals, groups and organisations must be able to show that they are making a reasonable contribution towards the project and/or have attracted contributions from other sponsors.
- Organisations or groups must be able to produce a current certificate of Public Liability Insurance where relevant.

Ineligible applicants:

The following organisations are not eligible to apply:

- Political organisations
- Federal or State Government departments
- Groups that work to make a profit
- Universities and colleges
- Roper Gulf Regional Council staff or Councillors
- Applicants that have not properly acquitted previous grants or who are in debt to the Council for any reason

Proposal eligibility

To be eligible, the proposal must:

- Take place within the Roper Gulf Region or be of major benefit to people living in the Region.
- Generally be one-off, as no guarantee of ongoing funding will be made.

The program **will not** fund:

- The cost of insurance, alcohol, tobacco, ongoing operational costs of an organisation, project management or administration costs.
- Any activity that is the responsibility of other funding agencies.
- Any group or individual applicant more than once a year.
- **Late or incomplete applications.**
- Requests for recurrent funding. That is, funding that will come every year.

It is important that your application details what this initiative will achieve in the long and short term. The following table details some examples of eligible and ineligible projects.

Examples of some eligible projects	Examples of ineligible projects
Inaugural events Projects targeted at the community Major events aimed at the community as a whole Equipment to support sport & recreation for young people in the community. Equipment to support recording of oral history of residents.	Buying equipment for community clinic (not a Council responsibility) Overheads and service charges involved with running an organisation Insurance for a community festival

Application Instructions

- Complete all details in the *Community Grant Application Form*.
- Attach any supporting documentation eg. any written quotations, public liability insurance, letters of support.
- Submit your application by close of business (4.36pm) on the closing date. Preferably via email, submit your application in Microsoft Word format and attach the signature page signed.

Applications may be lodged by the following means, addressed to Grants Coordinator:

E-mail (Preferred): grants.ropergulf@ropergulf.nt.gov.au

Fax: (08) 8971 2607

Post: Roper Gulf Regional Council
PO Box 1321 KATHERINE NT 0851

Hand Deliver to: 29 Crawford Street KATHERINE NT 0850

Application Assessment Process

Roper Gulf Regional Council can only assess applications that are complete and submitted by the closing date. If your organisation fails to submit a complete application, it will not be assessed.

Applications will be assessed by a committee made up of Roper Gulf Regional Council Elected Members and staff. The committee will provide the recommendations to an Ordinary Meeting of Council held in mid September 2017.

Funding is competitive and it is not possible to fund all requests. Applications are assessed in line with these guidelines.

Roper Gulf Regional Council's decision will be final and no correspondence will be entered into.

Notification of Applications

Applicants will be notified of the result of their application by email, mail and on the website. If your application is successful, you will receive a 'Letter of Offer'. Your organisation must comply with all conditions outlined in this Offer. The Offer will outline the level of funding approved and the approved initiative. Your organisation will be required to sign the 'Letter of Offer' as indicated and return it to Roper Gulf Regional Council before the funds can be paid.

Grant Funding will be paid directly into your organisation's, or your nominated incorporated association's bank account. Your organisation will be required to keep records of the grant expenditure and may have to submit evidence if Roper Gulf Regional Council asks for this.

Organisations with GST registration

- The grant will be 'grossed up' by the GST amount.
- A tax invoice will need to be supplied by the successful organisation or a Statement by a Supplier form completed.
- It is your organisation's responsibility to pay the GST component to the Australian Taxation Office.

Project Completion and Final Acquittal

You must complete a final acquittal and submit it to grants.ropergulf@ropergulf.nt.gov.au within three months of the event being held or the project completion date.

Any unspent funds (over 10%) from the project must be returned to Roper Gulf Regional Council. Alternatively please contact the Grants Coordinator if you wish to apply to use the unspent money for another project.

The acquittal template is available for download at the RGRC Community Grants page.

Further Information and Assistance

Should you require any further information or require assistance with completing an application, please contact the Roper Gulf Regional Council Grants Coordinator on 08 8972 9038 or grants.ropergulf@ropergulf.nt.gov.au.

