

COMMUNITY GRANTS PROGRAM GUIDELINES

1. About the Community Grants Program

The Community Grants Program (the Program) supports individuals and organisations that strengthen the social, cultural, economic, or ecological vitality of the Region.

Eligible applicants can seek funding of up to \$5000.

Up to four competitive funding rounds will be conducted in the Financial Year, depending on the availability of funding.

To view a full list of previous funding recipients successful under the Program, click [here](#).

2. Eligibility requirements

Eligible individuals must:

- Reside in the Roper Gulf Region (and have done so for at least one year).
- Make a reasonable contribution towards the granting activity either in cash or in-kind; or, have attracted financial support from other sponsors.
- Individual can only apply one application per funding round

Eligible organisations must:

- Provide services/benefits to the Roper Gulf Region.
- Operate on a not-for-profit basis.
- Be an incorporated organisation with an Australian Business Number; or, be auspiced by another incorporated organisation that will administer and acquit the grant.
- Make a reasonable contribution towards the grant activity either in cash or in-kind; or, have attracted financial support from other sponsors.
- Possess a current Certificate of Public Liability Insurance.
- One application will be accepted per funding round from one organisation

Ineligible applicants are:

- Organisations who are politically oriented in some way.
- Organisations that operate on a for-profit basis.
- Universities and colleges.
- Roper Gulf Regional Council employees or Elected Members.
- Funding recipients that have failed to acquit previous Community Grant funding.
- Individuals or organisations who are in debt to Council.

Eligible activities must:

- Take place within the Roper Gulf Region or be of benefit to people living in the Region.

Ineligible activities are:

- Insurance costs, ongoing operational costs, project management or administration costs.
- Any activity that is the responsibility of other funding agencies.
- Activities that require funding over multiple financial years.

Examples of eligible activities	Examples of ineligible activities
<ul style="list-style-type: none">• Civic events.• Social or cultural activities 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.	<ul style="list-style-type: none">• Buying equipment for a community clinic (not a Council responsibility).• Overheads and service charges involved with running an organisation.• Insurance for a community festival.

3. Assessment criteria

Applications will be scored against the following assessment criteria:

1. The social benefits of your project for the community (10 points).

You should demonstrate this by identifying:

- Increases in physical amenity.
- Improvements to community connections and social inclusion.
- Opportunities for learning and skills creation.
- The extent to which the project fills a 'gap' or unmet need within your community.
- The number of people who will benefit from the proposal.
- Supporting or protecting local heritage and culture.

2. Your capacity to deliver the project (10 points).

You should demonstrate this by identifying:

- Your track record managing similar projects.
- Your readiness to commence the project.
- Sound project planning to manage and monitor the project.

4. Application process

Open and close dates

The opening and closing date of Rounds will be advertised on the Roper Gulf Regional Council website. Applications submitted after the application close date will not be accepted.

Submitting your application

- Complete all fields in the Application Form. Applications that do not use the Program Application Form will not be accepted.
- Attach any supporting documentation.
- Submit the Application by the closing date and time.
- Applications should be lodged:
 - Online through the Application page on the Council website (this form is sent to our Grants Coordinator).
 - By email, to grants.ropergulf@ropergulf.nt.gov.au.
 - By post, to Roper Gulf Regional Council, PO Box 1321 KATHERINE NT 0851.
 - By hand, at 2 Crawford Street KATHERINE NT 0850.

Application assessment

Applications will be assessed by the Community Grants Committee under these Guidelines and the Community Grants Committee Terms of Reference. The Committee will make recommendations to Elected Members who will carry a motion to award funds.

Notification of outcome and payment of funds

Applicants will be notified of the result of their application by email. If your application is successful, you will receive a 'Letter of Offer'. Signatories must comply with all conditions outlined in the Letter of Offer. Grant funding will be paid directly into bank account nominated on the Application Form.

5. Acknowledgement of funding

Grant recipients are required to acknowledge Roper Gulf Regional Council in all documentation and promotion of the funded activity. A copy of Council's logo and can be requested from the Grants Coordinator.

6. Acquittal of funding

Grant recipients must complete a final acquittal within one month of activity completion. Acquittal forms are available from [Council's website](#).

7. 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 applicant or a Statement by a Supplier form completed.
- It is your organisation's responsibility to pay the GST component to the Australian Taxation Office.

8. Further information and assistance

Should you require any further information or require assistance with completing an application, please contact the Grants Coordinator by telephone, on 08 8972 9038, or via email, at grants.ropergulf@ropergulf.nt.gov.au.