Multicultural Grants Program
Guidelines
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The cultural and linguistic diversity of the Northern Territory is recognised, celebrated and supported by government through a number of services and initiatives coordinated by the Office of Multicultural Affairs in Territory Families.

The office assists migrant and multicultural communities and promotes cultural and linguistic diversity in our multicultural society mainly through:

- grants and awards programs
- providing information, such as fact sheets, calendar of events, multicultural directory and other publications.

The Multicultural Grants Program is one of the grant programs administered by the Office of Multicultural Affairs. These guidelines provide information to assist you in applying for and acquitting grants under this program. Before applying for grants please carefully read all sections of these guidelines.

If you require assistance with your application or have any queries in relation to the grants process please contact the Office of Multicultural Affairs.

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1. Introduction

Census statistics report that Northern Territory residents were born in over 150 different countries. In recognition of our cultural and linguistic diversity, the Northern Territory Government implements a variety of programs and services to meet the needs of Territorians in terms of social cohesion and cultural and linguistic diversity. One of these programs is the Multicultural Grants Program. The grants program demonstrates the government’s commitment to assist migrant and multicultural Territorians to expand their own and the Territory’s social and cultural development.

2. Aim

The aim of the grants program is to:

*Assist migrant and multicultural communities by providing funds towards innovative projects that promote multicultural diversity in the Northern Territory.*

Projects that will be considered are assessed on how well they meet the following criteria:

- encourage migrant and multicultural communities to expand their own and the Territory’s social and cultural development;
- assist the community’s knowledge and appreciation of different cultures;
- provide links throughout the Northern Territory population;
- foster opportunities for multicultural communities to maintain, develop and express their cultural and linguistic diversity;
- assist the development of community support and building of capacity within migrant and multicultural organisations, through events such as cultural celebrations and activities, community development programs and website development and upgrades; and
- address emerging issues in the multicultural community such as education/skills development, employment, governance and other such issues.

3. Who is eligible to apply

Organisations can apply for a maximum of two grants in each round they deem justifiable and each grant application will be considered on its merits.

This program is focused on assisting projects through incorporated migrant and multicultural community organisations that are voluntary, charitable or non-profit making. However, other incorporated organisations are eligible to apply, as are unincorporated groups that have an incorporated organisation which will administer any approved grants. Incorporated Not for Profit organisations may partner with, or auspice other providers to deliver a project to directly benefit the multicultural community.

If grants are to be administered by an incorporated organisation, applicants should choose an administering body before making an application. That is, a signed letter from the incorporated organisation advising of its agreement to administer any approved funds should be attached to the application, together with a copy of the certificate of incorporation and a current audited financial statement.
Grants are provided to/through incorporated associations to assist the Office of Multicultural Affairs in ensuring that funds are appropriately expended and accounted for once the project is completed.

Individuals and private-for-profit groups are not eligible for assistance.

4. Eligibility criteria

Projects must:

- be consistent with the aims of the grants program;
- have identifiable outcomes and project objectives;
- be part of a comprehensive plan to address need(s) identified by the applying organisation/group;
- not have commercially-oriented objectives;
- be completed within twelve months of receipt of the assistance; and
- be based in the Northern Territory.

Applicants must:

- provide all of the information requested including a detailed itemised budget;
- include an outline of the plans for promoting the activity;
- demonstrate a need for assistance;
- demonstrate an ability to manage the funds and the project effectively;
- contribute to the project through funding or 'in kind' support; and
- be based in the Northern Territory, however, flexibility can be considered to support organisations that have a Northern Territory representative.

Funds CANNOT be made available for:

- any activity of a party political nature;
- any activity of a commercial or business nature;
- any specific fundraising events
- applications submitted by individuals;
- set-up or running costs of a business, purchase of capital equipment (including hardware or software)
- non Northern Territory based events/projects/initiatives;
- retrospective funding for projects, functions, services that have already started or have been completed or items that have already been provided or previously purchased;
- projects by organisations established for profit or financial gain to members;
- activities of government agencies;
- projects that duplicate existing services available to the community;
- prizes/gifts;
- deficit budgets;
- real estate purchases;
- other items that the panel assess as not meeting the aims/objectives of the grants; and
- overseas trips.

Funds for wages/salaries will only be provided where significant community benefit can be demonstrated.
Please note that many applications for grants are received and the process of selection is competitive, therefore funding is not automatic and should not be anticipated. Furthermore, grant funding will generally not cover the total cost of any project.

5. Application process

Applications for grants will only be accepted received online through GrantsNT website. Online applications available through NTG grants website https://grantsnt.nt.gov/grants/search during grants opening period.

Online application is designed to provide information to allow detailed consideration and comparison of applications. All required information in GrantsNT must be completed and appropriate documents attached before an application can be considered.

6. Assessment process

All applications received are acknowledged in writing from the Office of Multicultural Affairs. When assessing applications, the following will be taken into account:

- whether the application meets the aim of the program (Section 2);
- whether the application meets the eligibility criteria (Section 4);
- project innovation;
- identifiable benefits to the community;
- level of earned income and the level of support (including in kind) from other sources;
- its priority rating for funding compared with other suitable applications;
- budget viability and financial management; and
- past performance of the organisation in relation to meeting its aims and objectives.

Applications are assessed by a panel generally comprised of officers from the Northern Territory Government. Recommendations are presented to the Minister for Territory Families.

All applicants will be advised of the outcome of their application(s) in writing. All decisions are final and there is no appeal process.

7. Grant conditions

Successful applicants, and where appropriate, administering bodies, will be required to sign a Funding Agreement which outlines the purpose(s) of the grant and the conditions under which the grant is provided. Funds will not be provided until after the Office of Multicultural Affairs has received a completed Funding Agreement.

Successful applicants must be willing to allow details of the project and funding to be published.

Applicants will need to carefully budget for their project, as the Office of Multicultural Affairs will not be held responsible for any applicant who has underestimated the cost of activities related to the project and incurs a loss.
The proposed project must be completed within twelve (12) months of receiving the grant. Where circumstances prevent this from happening, organisations can apply for an extension of time. Please note applications for extensions must be submitted in writing at least three (3) months before the end of the twelve (12) month period.

Grant recipients must prominently acknowledge the assistance provided in ALL media releases and promotional material associated with the funded activity using the phrase "Proudly supported by the Northern Territory Government" and/or use of the Northern Territory Government logo.

Funds can only be spent as per the “Purpose(s) of Funding” specified in the Funding Agreement. If a grant recipient wishes to change the purpose of the grant, a written change of purpose request must be lodged with the Office of Multicultural Affairs. The variation application must provide reasons for the change and a budget for the amended purpose. Funds can only be utilised for a new purpose after written approval has been given.

Any unspent grant funds are to be returned to the Office of Multicultural Affairs. Alternatively, the organisation may apply for a change of purpose to utilise the unspent funds.

If, in the opinion of the Delegated Officer, a grant advanced to an organisation has not been used for the approved purpose(s), or the conditions of funding have not been met, then the organisation receiving the grant will be required to repay the funds in full or in part as determined.

The Delegated Officer retains the right to vary, cancel or waive any of the conditions and requirements of a grant.

8. Grants & the GST

(a) In line with the Australian Taxation Office Ruling GSTR2012/2, GST is not automatically included in payments to organisations even though they have an ABN and are registered for GST. This means that if a community association or organisation has been awarded a grant, GST is no longer included and this must be reflected in the invoice.

(b) There are, however, exceptions to this if there are specific requirements relating to the provision of a service or benefit for the Northern Territory Government.

(c) If it is unclear whether the invoice should include GST, please contact the Office of Multicultural Affairs by email TF.multiculturalaffairs@nt.gov.au.

9. Financial accountability requirement

On completion of the project, funded organisations must provide the Office of Multicultural Affairs, with an acquittal of grant funds within 8 weeks of completion of the funded project. That is, a letter or the acquittal form provided by the Office of Multicultural Affairs signed by an authorised office bearer of the organisation, which includes:

(a) for ALL grants, a brief written report detailing the results of the funded project (to assist in determining the success of the project, issues encountered and planning for future activities);
(b) for grants up to $10,000, a detailed income and expenditure statement specifically related to the funded project; and

(c) for amounts equal to or exceeding $10,000, both (a) and (b) above plus an audited financial statement for the project prepared by an independent auditor. The audited statement must clearly report the receipt of funds from the “Northern Territory Government – Multicultural Grants program”.

The Office of Multicultural Affairs may also request an audited financial statement where an organisation has received a significant level of grants across several small projects.

10. Applications for further grants

Organisations can apply for a maximum of two grants in each round they deem justifiable and each grant application will be considered on its merits. In addition to this, an organisation also can apply for a maximum of two grants under Quick Response Grants Program in a financial year. However, it should be noted that the total funds available in any one period are limited and it may not be possible to endorse all applications and endorsement should not be anticipated.

If an organisation applies for assistance for more than one project at a time, the organisation should prioritise the projects in order of importance.

11. Privacy statement

The information you provide in this application is necessary to determine your suitability for financial assistance under the grants program. If you do not provide the requested details, the Office of Multicultural Affairs may not be able to process your application.

If your application is successful, the Office of Multicultural Affairs will make details of the project available to the general public. By signing the Application Form you consent to your personal information being provided to the Office of the Minister for Territory Families, the Territory Families and other agencies for the purpose of promoting and reporting the outcomes of the funding.

You can access and amend the personal information you provide to the Office of Multicultural Affairs.

12. Duty of care

Whenever event promoters and conference organisers arrange events they have a duty of care to persons attending the event. This means that event organisers have a legal and moral obligation to plan properly and take reasonable steps to avoid risks of injury to those persons attending the event. If organisers do not plan properly and take reasonable precautions to avoid injury to persons attending the event they may be liable to pay compensation to a person who is injured whilst attending an event organised by them.

Examples of the type of care that must be taken would be providing a safe environment for children at family based activities, ensuring power cords are securely taped down so that no-one can trip over them and protecting electrical equipment from wet weather.
13. Insurance

Successful applicants are required to have public liability insurance with a recognised insurance provider that covers the activity of the grant. The applicant shall produce a copy of the policy within 14 days of a request to do so by the Territory.