



## COMMUNITY GRANT SCHEME GUIDELINES

Council loves seeing what community groups, organisations, and young leaders can achieve. Funded by the Cash for Cans initiative, Council's Community Grant Scheme aims to support community ideas and to get projects running that benefit the Litchfield community.

These guidelines are to help you submit the best possible grant application.

Please read the entire guidelines before completing your application.

To apply go to [www.litchfield.nt.gov.au/council/community-grants](http://www.litchfield.nt.gov.au/council/community-grants)

### FOR ASSISTANCE PLEASE CONTACT:

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## CONTENTS

COMMUNITY GRANT GUIDELINES .....	1
KEY INFORMATION .....	1
COMMUNITY INITIATIVE GRANTS.....	3
YOUTH DEVELOPMENT GRANT.....	3
ANNUAL COMMUNITY GRANT.....	4
SPONSORSHIP .....	6
WHAT IS EXPECTED OF SUCCESSFUL APPLICANTS? .....	6



## KEY INFORMATION

### KEY DATES

<b>Community Initiative Grants</b>	Open all year (until funds are exhausted)
<b>Youth Development Grant</b>	Open all year (until funds are exhausted)
<b>Sponsorship</b>	Requests are open all year for the following years budget

ANNUAL COMMUNITY GRANTS	
<b>Applications Open</b>	Monday 21 September 2020
<b>Applications Close</b>	Friday 16 October 2020
<b>Applications Assessments</b>	November 2020
<b>Notification</b>	By 30 November 2020
<b>Grant Distribution</b>	December 2020

INFORMATION SESSION		
<b>Information Session</b>	Council Chambers	28 September 2020 5.30pm – 6.30pm

### WHAT IS THE LITCHFIELD COUNCIL COMMUNITY GRANTS SCHEME?

Litchfield Council's Community Grant Program aims to support community projects which address local needs, strengthen community relationships, build social inclusion and environmental sustainability and enhance the well-being of Litchfield residents.

Council is seeking applications from individuals, incorporated community groups, and not for profit organisations that are based in the Litchfield Municipality or provide services, activities or projects for the Litchfield Community.

#### Key points about the Community Grants Program:

- There are three types of grants available
  1. Annual Community Grants
  2. Community Initiative Grants
  3. Youth Development Grants
- Applications must be received:
  - **Annual Community Grants** before 5pm 16 October 2020
  - **Open all year grants** – at least two weeks before the activity starts
- The decision to award grants or sponsorship is made by Litchfield Council
- The decision to award grants is final and there is no review or appeal process
- Funding is provided for the term specified in the funding agreement or notification letter.
- Successful applications will not necessarily get the full amount of funding requested
- Only applications completed on the supplied forms will be considered for assessment



**HOW IS THE COMMUNITY GRANT SCHEME FUNDED?**

All community grants are funded by the community recycling their cans and old batteries at the Waste Transfer Stations.

Council currently accepts (at no charge), containers eligible for the deposit and collects the deposit from a third party when Council takes the containers to that facility.

**WHAT CAN I APPLY FOR?**

Projects must relate to Council’s Strategic Plan. You are strongly encouraged to read Council’s current Strategic Plan available at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au)

Projects from one of the following areas are encouraged:

What not be		<b>Arts and Culture</b>		<b>Water and Drainage sustainability</b>	will
		<b>Youth Development</b>		<b>Community and Economic Prosperity</b>	
		<b>Recreation</b>		<b>Animals and Wildlife</b>	
		<b>Waste and Environment</b>			

funded?

- Projects or events held outside the Litchfield Municipality. Possible exemptions for the Youth Development Grant

- Purchases that occur prior to the receipt of funding
- Payment of debt
- Recurrent expenses
- Insurance costs
- Fundraising
- Have a religious or political purpose which seeks to promote core beliefs
- Projects that fall within the core business of the NT or Commonwealth Governments



## COMMUNITY INITIATIVE GRANTS

MAXIMUM GRANT AMOUNT \$500

These quick response grants are designed to support community groups or not for profit organisations with emerging or unexpected needs and opportunities. This grant aims to fill a gap in funding for community grants requiring assistance outside of the Annual Community Grant timelines.

Applications can be made at any time of year but must identify a benefit to the Litchfield Community. One application per community group or organisation will be accepted per financial year.

### ELIGIBILITY

#### Applicants must:

- Be an incorporated group or not for profit organisation based in Litchfield or provide services, activities or projects for the Litchfield Community.
- Submit the application at least two weeks before the activity or project starts.
- Be able to show the project or activity benefits the Litchfield Community.
- Have satisfactorily acquitted all previous grants from Litchfield Council.
- Have no outstanding debts with Litchfield Council.
- Be able to demonstrate they have minimal financial resources or limited ability to fundraise for the activity or project.
- Be prepared to and able to show acknowledgement of Council's support for the activity/project.

## YOUTH DEVELOPMENT GRANT

GRANT AMOUNT DEPENDANT ON LOCATION OF ACTIVITY

Council recognises the significant costs associated with travelling for sport and recreation competitions as well as other training and development opportunities. The aim of the Youth Development Grants are to:

- develop the knowledge, confidence and skills of youth
- provide opportunities for the youth to learn and develop the tools and skills required to assist them in their future endeavours

#### APPLICANTS MAY APPLY FOR:

- \$150 for NT opportunities
- \$300 for Interstate opportunities
- \$500 for International opportunities



## ELIGIBILITY

### Applicants must:

- Submit an application form at least two weeks prior to the activity.
- Be aged between 10-25 years.
- Reside within the Litchfield Municipality
- Have no outstanding debts with Litchfield Council.
- Have satisfactorily acquitted all previous grants from Litchfield Council.
- Be able to demonstrate they have minimal financial resources or limited ability to fundraise for the activity or project.
- Be prepared to and able to show acknowledgement of Council's support for the activity/project.

## ANNUAL COMMUNITY GRANT

### MAXIMUM GRANT AMOUNT \$5000

Annual Community Grants encourage new ideas, sustainable projects and activities, and build social cohesion, while benefiting the Litchfield Community.

## ELIGIBILITY

### Applicants must:

- Be an incorporated group or not for profit organisation based in Litchfield or provide services, activities or projects for the Litchfield Community.
- Submit an application form before the application deadline.
- Be able to show the project or activity benefits the Litchfield Community.
- Have satisfactorily acquitted all previous grants from Litchfield Council.
- Have no outstanding debts with Litchfield Council.
- Be able to demonstrate they have minimal financial resources or limited ability to fundraise for the activity or project.
- Be prepared to and able to show acknowledgement of Council's support for the activity/project.

## HOW WILL THE GRANT BE ASSESSED?

The Community Grants Committee will assess each valid application on merit and put forward their recommendations at the next Council meeting after the Committee meet.

## BUDGET

Your budget must reflect the objectives of your activity and include all income and expenditure for that activity. Please also include any financial and/or in-kind support from your group/organisation and partners. When you have completed your budget, your total income and expenditure must equal.



### Income

You must provide all income contributions both financial and in-kind that are related to your project/event.

For example:

- Amount you are seeking from Litchfield Council.
- Grants you are seeking from other funding bodies.
- Sponsorship, donations or other funding.
- Your organisations financial and “in-kind” contribution.

### Expenditure

Quotes must accompany all expenditure items in your budget. Quotes may be submitted as a catalogue item (web or hard copy) or quotes from a supplier. Failure to do so may result in your application being deemed ineligible or unsuccessful. A sample budget is below.

### Sample Budget

Below is a sample budget for a school holiday sports workshops program.

INCOME	AMOUNT (inc. GST)
Grant amount requested from Litchfield Council	\$2070
Income from other sources (other grants or donations)	\$660
Club or organisation funds towards the project	\$200
In-Kind support contribution	\$1050
<b>TOTAL INCOME</b>	<b>\$3980</b>

EXPENSES	AMOUNT (inc. GST)
Venue hire @\$11/hr for 20 hours	\$220
Facilitator for workshops	\$650
Sports equipment hire (balls, bats, protective gear)	\$1000
Printing of promotional materials @ 10c per page for 100 pages	\$10
First aid @\$35/hr for 20 hours	\$700
Public liability for workshops	\$200
Prizes for workshops	\$150
In kind: 4 x referees @\$15 per hour for 20 hours	\$300
In Kind: three volunteer sport coaches @\$25/hr for 30 hours	\$750
<b>TOTAL EXPENSES (inc. GST)</b>	<b>\$3980</b>



### **WHEN WILL I FIND OUT IF I AM SUCCESSFUL?**

You will be notified of the outcome of your Annual Community Grant via email by the end of November 2020.

If your application is successful, your club or organisation will be required to sign a funding agreement. This funding agreement is an agreement between Council and your club or organisation and will outline:

- The funding amount
- Exactly what you will be required to spend the money on
- Any special requirements for receiving the funding
- When the acquittal is due

Once Council has received your signed funding agreement, you will receive the funds in your nominated bank account.

If you are successful, we may request to visit your club or organisation to present the grant and organise a photo opportunity.

You will be required to complete an acquittal outlining what the funding was spent on. If you do not complete an acquittal, you may not be eligible for future funding from Litchfield Council.

### **SPONSORSHIP**

A sponsorship can be either financial (cash) or in-kind (products and/or services).

For the purpose of these guidelines, sponsorship is defined as an agreement between Council and an external party, where the external party receives from Council either money or an in-kind benefit and in turn, Council receives benefits which could include but are not limited to branding, hospitality and advertising.

Council welcomes all opportunities to work in such partnerships. Any sponsorship Council undertakes however must not compromise Council's reputation, image, probity or ability to fulfil its functions and responsibilities.

Applications for sponsorship can be made at any time of year for the following years budget.

### **WHAT IS EXPECTED OF SUCCESSFUL APPLICANTS?**

**If you receive a grant or sponsorship from Council, you will be expected to:**

- Spend the money for the purpose for which the grant or sponsorship was given as per the agreement.
- Acknowledge Council's support in any advertisements, flyers or other activities used to tell people about the funded activity or project.
- Submit an acquittal that shows how the grant money was used (for grants only).
- Return any unspent funds to Council unless written consent has otherwise been granted by Council.