

# Litchfield Council Community Grants Scheme Guidelines 2019

## Key Dates

Applications Open: 11<sup>th</sup> March 2019

Workshop: 2<sup>nd</sup> April 2019

Application Closing Date: 12<sup>th</sup> April 2019

Award Evening: 30<sup>th</sup> May 2019

## What is the Litchfield Council Community Grants Scheme?

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

To align with these aims, the Scheme will support applicants who fit with Council's Strategic Plan 2016-2020 four priority areas and 20 outcomes.

The Scheme is structured in three parts:

1. Annual Community Grants (up to \$5000)
2. Community Initiative Grants (up to \$500)
3. Council Partnership and Support Grants

## Workshop

Tuesday 2<sup>nd</sup> April 2019, 5.30 – 7.30pm

Litchfield Council Chambers – 7 Bees Creek Road, Freds Pass

Council will have staff on hand to assist with the application process for the community grant. Drop in between 5.30 – 7.30pm to be guided through the process and discuss your ideas.

## For More Information

To discuss your application or for any questions related to the Community Grants please contact Council's Community Development Officer on (08) 8983 0600 or at [grants@litchfield.nt.gov.au](mailto:grants@litchfield.nt.gov.au)

## Annual Community Grants

Up to \$5000 will be provided for eligible organisations who have identified a need within the Litchfield Municipality that aligns with the above aims. One application per organisation will be accepted per financial year. All applications will be assessed by the Community Grants Committee after the closing date. Successful applicants will be notified at the award evening, which all applicants are invited to attend.

### Eligibility

Applicants must:

- be an incorporated not-for-profit organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient (DGR) that provides services within the Litchfield Municipality;
- have \$20 million Public Liability Insurance;
- have no outstanding debt to Council;
- have no outstanding grant acquittal; and
- hold a bank account;

### Ineligible Applications

- Applications from individuals;
- Applications from government agencies, commercial entities and political groups; and
- Applications from religious organisations unless there is a clear outline of Litchfield community benefits

#### What project expenses can be funded?

- Venue hire;
- Equipment purchase or hire costs;
- Advertising and publicity costs;
- Printing of materials;
- Fees or transport for participants for activities; and/or
- Materials essential to the project or activity.

#### What project expenses can't be funded?

- Projects or events held outside of the Litchfield Municipality;
- Purchases that occur prior to the receipt of funding;
- Recurrent expenses;
- Payment of debt;
- Insurance costs;
- Fundraising; and
- Projects that fall within the core business of the NT or Federal Governments.

### Acquittal

Successful applicants are required to complete an acquittal form within three months of the completion of the project/activity. These acquittals must be received no later than 12 months after



the receipt of funding.

To be eligible for future funding from Council, recipients must complete their acquittals within this timeframe. This form can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au)

## Community Initiatives Grants

The Community Initiatives Grant are for activities within the Litchfield Municipality, or to assist individuals representing Litchfield up to the value of \$500.

Applications can be made at any time of year but must identify a benefit to the Litchfield Community. Applications will be assessed under delegation by the Chief Executive Officer. One application per organisation/individual will be accepted per financial year.

### What can be funded?

- Donations to fundraising appeals for local, major national or international issues will be considered and assessed on an individual basis;
- Events and festivals run by not-for-profit groups and for the benefit of the Litchfield community.
- New programs or community initiatives requiring seed funding to establish its viability and attract alternate funding sources; and
- Individuals who can demonstrate the need for assistance to attend events or conduct activities which promote the Litchfield Council area and its residents in a positive light.

### Eligibility

To be eligible applicants must:

- Be individuals residing or not for profit organisations providing services within the Litchfield Council Municipality;
- Have no outstanding debt to Council;
- Have not received a Community Initiatives Grant more than three times within the last five years;
- Have no outstanding grant acquittal;
- Submit the application at least four weeks prior to the date of the activity or program as funding will not be approved retrospectively;
- Identify the need for financial assistance;
- Provide evidence of selection/representation to participate in the nominated event (if applicable);
- Provide a tax invoice from the responsible or auspicing organisation or agency as identified on the grant application; and/or
- Provide a completed 'Statement by a Supplier' form for individuals or organisations that do not have an Australian Business Number.

### Acquittals



Successful applicants are required to complete an acquittal form within three months of the completion of the project/activity. These acquittals must be received no later than 12 months after the receipt of funding.

To be eligible for future funding from Council, recipients must complete their acquittals within this timeframe. This form can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au)

## Submitting an Application

1. Download an application forms from [litchfield.nt.gov.au/council/community-grants](http://litchfield.nt.gov.au/council/community-grants)
2. Address each question in as much detail as you can provide. Be sure to consider these guidelines and the Strategic Plan 2016 – 2020
3. Once you have completed the form and have all relevant supporting documentation, email your application to [grants@litchfield.nt.gov.au](mailto:grants@litchfield.nt.gov.au)

All applications will receive a confirmation email

## Acknowledgement of Council Support

Successful applicants must acknowledge Litchfield Council's support publicly. This can include newsletters, social media, posters, or other marketing materials. Use of Litchfield Council Logo is permitted and must be in line with the Council's guidelines and style guide for logo usage.

## Repayment of Community Grant

If an Organisation is awarded a Community Grant and does not use the grant as set out in these terms and conditions the Organisation must repay in full to Litchfield Council.

If an Organisation is no longer in a position to manage, conduct or implement the grant specified in its successful application, Litchfield Council in its absolute discretion may either:

- Provide the grant to the same organisation, but for a different eligible project; or
- Provide the grant to another organisation.

Council's discretion in this matter will be delegated to the Chief Executive Officer.

In the event the Grant is provided to another Organisation, the original Organisation must repay any funding paid to the Organisation back to Litchfield Council.