

Safer Business Guidelines

Department of Trade, Business and Asian Relations

Document title	Safer Business Guidelines
Contact details	Department of Trade, Business and Asian Relations
Approved by	Chief Executive Officer
Date approved	25 June 2026
Document review	
TRM number	58-D26-103063

Version	Date	Author	Changes made
0.1	21 May 2026	Assistant Director, Grants Delivery and Systems	First version
0.2	17 June 2026	Executive Director, Business and Industry Development and Insights	Endorsed. Minor edits.
0.3	29 June 2026	Director, Grants Delivery and Systems	Endorsed. Clarification and terminology consistency changes made.

Acronyms	Full form
NT	Northern Territory
NTG	Northern Territory Government
DTBAR	Department of Trade, Business and Asian Relations

Contents

1. Purpose and objectives	4
1.1. Objectives	4
2. Program Participation	4
3. Funding	4
4. Eligibility requirements	4
4.1. Grant requirements.....	4
4.2. Eligibility criteria – applicants	5
4.3. Eligibility criteria – special case applicants.....	5
4.4. Funding Conditions - applicants.....	5
4.5. Eligibility criteria – works to a commercial asset.....	5
4.6. Excluded entities	6
4.7. Excluded expenditure.....	6
5. Application Process	7
5.1. Before you apply	7
5.2. Applying for this grant/subsidy	7
6. Assessment Process	7
6.1. Assessment Criteria	8
7. Funding decision	8
7.1. Notification of outcome.....	8
8. Contract arrangement (Funding Agreement)	8
8.1. Reporting	8
8.2. Payment	9
8.3. Acquitting the Funds	9
8.4. Variations.....	9
9. Definitions	9
9.1. Mobile business asset.....	9
10. Contacts	9

1. Purpose and objectives

The Safer Business grant is part of the Safer Businesses, Stronger Economy, Better Lifestyle package introduced by the Northern Territory Government, through the Department of Trade, Business and Asian Relations.

The Safer Business grant contributes to a safer and more resilient Territory economy by supporting Territory businesses to co-invest in practical security improvements to their eligible commercial asset to strengthen business confidence, resilience and continuity of operations.

1.1. Objectives

The Safer Business grant aims to:

- a. Improve the physical security of eligible commercial assets.
- b. Support businesses to proactively address physical security vulnerabilities and risks relevant to their operations.
- c. Encourage co-investment in practical security improvements that contribute to safer and more resilient business environments.
- d. Provide accessible and timely support for businesses to implement eligible security works.

2. Program Participation

Participation in the Program, including any approved funding, is subject to the Safer Business Guidelines, General Terms and Conditions – Grants and Subsidies, and the NTG's standard legal funding provisions.

The Safer Business Guidelines, General Terms and Conditions – Grants and Subsidies together with the applicant's Statutory Declaration, constitute the agreement governing the provision of funding.

An eligible applicant will be required to separately accept the Northern Territory Government's standard legal funding provisions, which set out the rights and obligations with respect to use of the funding.

3. Funding

- a. The grant will open in set rounds, twice per year, until 30 June 2029.
- b. When a round has closed for submissions, no further applications will be accepted.
- c. Funding is on a first come first served basis until the allocated funding has been exhausted.
- d. The maximum funding available to a fixed commercial premise business is \$10,000
- e. The maximum funding available to a mobile business is \$2,500
- f. Funding is provided on NTG / business co-contribution rate of 50:50
- g. Applicants are responsible for all costs associated with the project that exceed the approved grant amount, including any unforeseen or additional project costs.

4. Eligibility requirements

4.1. Grant requirements

- a. If successful, businesses must complete all the proposed works, reporting, and compliance obligations within 3 months of the grant funding agreement being issued.
- b. One eligible commercial asset per application. For example, an application may relate to either one fixed commercial premises or one mobile business asset¹.
- c. Businesses may submit multiple applications over the life of the Program, provided the total funding paid does not exceed the maximum funding available for the eligible commercial asset or organisation.

4.2. Eligibility criteria – applicants

To be eligible, the applicant must demonstrate they meet all of the following:

- a. be a Territory Enterprise
- b. a legal entity (for-profit or not-for-profit)
- c. holds legal rights to the eligible commercial asset:
 - i. owns the eligible commercial asset, being an eligible commercial premises or mobile business asset; or
 - ii. hold a written agreement to lawfully occupy/use the eligible commercial asset on an ongoing basis for business purposes.

4.3. Eligibility criteria – special case applicants

Owners of land (Landlords) or Body corporate under the *Unit Titles Act (NT) 1975* may apply to the grant despite the Landlord or Body Corporate not meeting the requirements of a Territory Enterprise on the following conditions:

- a. Application must only be in respect of common property or areas of a parcel of land that are not leased to any business/es operating at the commercial Premises²,
- b. A Territory Enterprise is actively trading from that location.
- c. Funding is limited to the maximum funding available for an eligible fixed premises (i.e. \$10,000), irrespective of the number of businesses trading from that location.
- d. All other conditions as set out for this grant are to remain the same as if the Landlord or Body Corporate were a standard applicant under this grant.

4.4. Funding Conditions - applicants

Refer to “Funding Limitations and Discretion” in the General Terms and conditions – Grants and Subsidies.

4.5. Eligibility criteria – works to a commercial asset³

¹ A commercial mobile business asset, for the purposes of this grant, is a vehicle, trailer, machine or similar asset that used primarily for running the business and delivering the business’s products or services. Refer Clause 9.1.

² Commercial land use as governed by the *Northern Territory Planning Scheme 2020*.

³ Commercial asset means an eligible commercial premises or mobile business asset used **primarily** for the operation of the business. Refer Clause 9.1 for further information relating to mobile business asset.

- a. Currently, lawfully and solely being used for the purposes of trading in commerce
- b. Not used for, or lawfully able to be used for, residential, private or personal purposes in addition to business purposes
- c. Works to the eligible commercial asset are only in respect of:
 - i. what you are legally and commercially responsible⁴ for, including areas or items that are the responsibility of the applicant to maintain or amend.
- d. Proposed works meet the grants Purpose, refer clause Assessment Criteria in Clause 6.1.
- e. Where installation is reasonably required to achieve the intended security outcome, the proposed works must include supply and installation by a commercial supplier⁵. Supply only items may be funded where installation is not reasonably required.

4.6. Excluded entities

- a. Publicly listed companies
- b. Government and local government bodies and government controlled or related entities.
- c. Residential assets are excluded, unless the proposed works relate solely to and for the benefit of the eligible commercial asset only (refer Clause 4.5).
- d. Businesses operating from educational institutions or premises are excluded, unless they can demonstrate that the proposed works relate solely to an eligible commercial asset for which they are lawfully, commercially and solely responsible for.
- e. Related entities where the ultimate ownership is not eligible.
- f. Entities that have already received the maximum funding under this grant in any round.

4.7. Excluded expenditure

The applicant must demonstrate in their submission that none of the following apply to the extent:

- a. Works commenced⁶, underway or completed prior to written approval from the Department.
- b. General operational, business-as-usual, maintenance or reoccurring expenditure.
- c. Expenditure required solely to meet an existing legislative, regulatory, licencing or contractual obligation.
- d. Routine repair, maintenance or replacement works that do not provide demonstrable improvement to the security, safety or resilience of the eligible commercial asset.
- e. Replacement or upgrades of existing infrastructure, equipment or assets where the existing item remains functional and fit for purpose.
- f. Expenditure primarily related to aesthetic enhancement, renovation, refurbishment or non-security related improvements.

⁴ Commercially responsible for means the ultimate authority and liability for the commercial asset.

⁵ Refer Buy Local requirement in the General Terms and Conditions – Grants and Subsidies.

⁶ Does not include the acceptance of a quote, noting an applicant's acceptance of quote/s with their nominated suppliers is a commercial arrangement between the applicant and the supplier of which the Department holds no responsibility for.

- g. Expenditure that primarily benefits residential or non-commercial use.
- h. Consumables, stock, wages, salaries, utilities or ongoing operating costs.
- i. Ongoing software subscriptions, monitoring costs, hosting fees, maintenance agreements or other recurring charges.
- j. Works or activities already funded, or more appropriately funded, through another government assistance program.
- k. Works undertaken by related parties, unless otherwise approved by the Department.
- l. Expenditure not considered by the Department to align with the intent and objectives of the Program, after taking into the consideration the applicants submission.

5. Application Process

5.1. Before you apply

Familiarise yourself with these:

- a. Guidelines,
- b. the General Terms and Conditions – grants and subsidies
- c. The Department’s free Business Safety and Security Checklists⁷

As part of the application process, applicants must submit sufficient information and supporting documentation for the Department to assess the application. Before submitting your application, ensure you can:

- d. Clearly explain:
 - i. The business need or security risk you are trying to address;
 - ii. The proposed security works; and
- e. Provide Quote/s from nominated supplier/s

The Department may request additional information at any stage of the application, application assessment process, or funded activity delivery. For further information regarding the reasons the Department may request further information refer to the section “Application Process” in the General Terms and Conditions – Grants and Subsidies”.

5.2. Applying for this grant/subsidy

Applications to be made by submitting the completed program specific online application via [GrantsNT](https://grantsnt.nt.gov.au/)⁸.

Further information about the Application Process is in the General Terms and conditions – Grants and Subsidies.

6. Assessment Process

⁷ <https://business.nt.gov.au/help-for-business/business-safety-and-security-checklists>

⁸ <https://grantsnt.nt.gov.au/>.

Applications will be assessed and managed by the Grants, Delivery and Systems team within DTBAR on a first come first served basis. Incomplete applications will not be assessed.

6.1. Assessment Criteria

- a. Program alignment and identified business need

Does the proposed project align with the objectives and intent of the Program by addressing an identified security vulnerability, operational concern or resilience need relevant to the eligible commercial asset.

- b. Security uplift, suitability and value for money

Do the proposed works provide a reasonable, practical and proportionate improvement to the safety, security or resilience of the eligible commercial asset, having regard to scope, cost and intended business benefit of the project.

- c. Eligible works and program integrity

Are the proposed works consistent with the intent of the grant and not primarily maintenance, routine replacement, aesthetic enhancement, business as usual expenditure or otherwise excluded activities.

- d. Delivery capability and project readiness

Does the applicant and proposed supplier demonstrate the capacity and readiness to undertake the proposed works within the grant requirements and funding period.

7. Funding decision

7.1. Notification of outcome

Refer to “Outcome and Notification” in the General Terms and conditions – Grants and Subsidies.

The notification of a decline is final, and the applicant may reapply in the same round if open, alternatively applicants may apply again in future rounds (where relevant and appropriate).

8. Contract arrangement (Funding Agreement)

Successful applicants will be required to enter into a legally binding funding agreement with the Northern Territory Government. Applicants who receive a funding offer will need to accept the offer **within 5 business days** from notification.

8.1. Reporting

Once the activity has been completed, recipients must lodge via GrantsNT evidence in relation to the activity being done within the agreed period.

Acceptable evidence will include but is not necessarily limited to:

- a) At the completion of the activity, provide the Department with a copy of the final Tax invoice(s) showing full details of the goods and services provided and related to the approved funding activity.
- b) At the completion of the activity, provide the Department evidence that the business has completed the works. Photos/videos of completed works.

- c) Any other documentation required by the Department to enable it to verify that funding has been properly expended and acquitted.

8.2. Payment

Full payment will occur upon the recipient satisfactorily meeting the requirements under clause 8.1. Funding is capped at 50% of the final invoice amount up to the agreed funding as set out in the agreement.

8.3. Acquitting the Funds

Once the Recipient has received payment from the Department, they must lodge via GrantsNT evidence in relation to the funding being used as agreed.

Acceptable evidence will include but is not necessarily limited to:

- a) Documentary evidence of payment of the tax invoice/s. A copy of the Eligible Recipient's bank remittance/and or bank statement must be provided with any official receipt from the supplier or contractor.
- b) Any other documentation required by the Department to enable it to verify that funding has been properly expended and acquitted.

8.4. Variations

Variations can only be for the purposes of changes to the scope of works, including using a different supplier. Applicants may make a request to vary a funding agreement by making a written request via their application in [GrantsNT](#)⁹.

9. Definitions

9.1. Mobile business asset

A commercial mobile business asset, for the purposes of this grant, is a vehicle, trailer, machine or similar asset that is used primarily for running the business and delivering the business's products or services.

The asset must be used predominantly for commercial purposes and not for personal, domestic or recreational use.

Examples may include work trailers, trade vehicles, mobile service units¹⁰ and tourism vehicles and similar assets that form part of the businesses' normal operations.

The Department may request additional information to determine whether an asset is primarily used for commercial business purposes.

10. Contacts

Contact the Department by emailing business.programs@nt.gov.au or phoning 1800 193 111.

⁹ <https://grantsnt.nt.gov.au/>.

¹⁰ Mobile service units refer to where the vehicle is part of the service delivery; mobile mechanics, dog grooming vans, coffee vans, food vans etc