

# General Grant Program

## Office of Gender Equity and Diversity

### Guidelines

If you have any questions, please contact the Office of Gender Equity and Diversity on

Email: [TFHC.oged@nt.gov.au](mailto:TFHC.oged@nt.gov.au)

Phone: (08) 8999 1985

### Purpose of this document

These guidelines are designed to assist you in applying for and acquitting the Gender Equity and Diversity General Grants offered by the Northern Territory Government through Territory Families, Housing and Communities.

Please carefully read all sections of these guidelines and the Gender Equality Action Plan before applying for a Gender Equity and Diversity General Grant. If you require assistance with your application or have any queries in relation to the grants process please contact our office (details below).

### Background

The Northern Territory Government believes that gender equality is fundamental to improving the lives of women and girls, men and boys and gender-diverse people and to creating an inclusive, safe and thriving Northern Territory.

In early 2022, the Northern Territory released its first Gender Equality Action Plan 2022-2025 (Action Plan) which implements the Gender Equality Statement of Commitment. The Action Plan will be implemented across government and throughout Territory communities, laying the foundation for improved gender equality for all Territorians.

The Action Plan covers the following five key focus areas:

- Community Engagement: seeks to improve Territorians understanding about gender, gender diversity, and the drivers of gendered violence and gender inequality.
- Health and Wellbeing: recognises that sex and gender are powerful social determinants of health and wellbeing.
- Safety: seeks to ensure that all Territorians are safe, respected and able to live free from violence.
- Economic Security: targets gender inequality in the areas of education, employment and financial resilience and literacy across the life course.
- Leadership and Participation: seeks to ensure Territorians can influence the decisions that impact them.

To be eligible for a Gender Equity and Diversity General Grant you will need to identify two action items from the Action Plan that your project, service or event will address.

## Overview of the Program

The Office of Gender Equity and Diversity General Grants Program provides funding for projects, services and events that meet the objectives of the Action Plan by promoting gender equality in the Northern Territory.

Grants of up to \$5000 are available for eligible community groups, organisations and individuals.

Applications that address intersectional gender-based inequalities are encouraged.

## How to Apply

The Gender Equity and Diversity General Grants are administered by the Office of Gender Equity and Diversity within the Department of Territory Families, Housing and Communities.

Applicants must read the Action Plan prior to applying for this grant (see grant supporting documents).

Applications for grants must be completed online via the GrantsNT webpage <https://grantsnt.nt.gov.au/>. Once an application is submitted, the applicant can follow the status of their application via the GrantsNT webpage by logging into their GrantsNT account.

If you have any queries, please contact the Office of Gender Equity and Diversity.

Email: [TFHC.oged@nt.gov.au](mailto:TFHC.oged@nt.gov.au)

Phone: 08 8999 1985

The application form is designed to provide information to allow detailed consideration and comparison of applications. Before an application can be considered, all relevant areas of the application must be completed and requested documents attached.

## Who Can Apply

To be eligible to apply for a Gender Equity and Diversity General Grant, applicants must:

- be a resident of the Northern Territory; or
- if an organisation, be based and registered in the Northern Territory; and
- demonstrate that the funds will contribute to supporting at least two actions items from the Action Plan.

The Gender Equity and Diversity General Grants program has two grant rounds per financial year. Round 1 is open from July to December and Round 2 is open from January to May.

You can apply for a Gender Equity and Diversity General Grant throughout the year, pending availability of funding.

## Selection Criteria

Projects that will be considered for grant funding must identify and seek to support any two action items contained in the five focus areas under the Action Plan:

- Community Engagement
- Health and wellbeing
- Safety
- Economic security
- Leadership and Participation

Grant applications must clearly detail which Action Plan actions the project, service or event will seek to support and how.

## Eligibility Criteria

Projects must:

- meet the selection criteria;
- 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/individual;
- not have commercially-oriented objectives; and
- be completed within the time frame proposed unless otherwise agreed.

Applicants must:

- provide all of the information requested including a detailed itemised budget;
- include an outline of the plans for promoting the project, service or event;
- demonstrate a need for assistance;
- demonstrate an ability to manage the funds and the project effectively; and
- contribute to the project through funding or 'in kind' support.

The grants panel will seek to maximise the benefits for the Northern Territory community through the Gender Equity and Diversity General Grants program. Repeat grant funding applications for the same or similar project, service or event will be taken into consideration by the grants panel. Organisations, groups and individuals are asked to consider the long terms sustainability of their projects to avoid being reliant on grant funding. Applicants are also asked to consider if a project, service or event forms part of the core business for their organisation.

Please note: the pool of grant funding is limited and the number of applications received by the Office of Gender Equity and Diversity often exceeds the amount of funding available. The selection process 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.

## This Funding is Not Able to Support

- any activity of a political party nature;
- any activity of a commercial or business nature;
- any activity that relates to personal professional development for individuals;
- alcoholic beverages for the event/function;
- set-up or running costs of a business, purchase of capital equipment (including hardware or software);
- 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 or increased membership;
- projects that duplicate existing services available to the community;
- deficit budgets;
- real estate purchases;
- management or administration fees of the organisation or wages for staff;
- promotion and advertising of the project; and
- other items that the panel assess as not meeting the aims/objectives of the grants.

## Assessment Process

All applications received are acknowledged in writing via the GrantsNT webpage. When assessing applications, the following will be taken into account:

- whether the application meets the aim of the Gender Equity and Diversity General Grants as outlined in the Overview;
- whether the application meets the Eligibility and Selection Criteria, including identifying two Action Plan items that the project, service or event will meet;
- program/project innovation;
- identifiable benefits to Northern Territorians;
- level of earned income and the level of support (including in kind) from other sources;
- priority for funding compared with other suitable applications;
- budget viability and financial management;
- past performance of the organisation in relation to meeting its aims and objectives; and
- the grants panel has scope to recommend funding for applications, or components of applications, which do not meet the selection or eligibility criteria, provided the project/service or event otherwise seeks to further gender equality in the Northern Territory.

Applications are assessed by a panel comprised of officers from the Northern Territory Government. All applicants will be advised of the outcome of their application(s) in writing. All decisions are final and there is no appeal process.

Applications may take up to six weeks to process. Please allow for processing time when applying for a grant. Successful grants that do not allow for six weeks processing time may be required to pay for the activity in advance.

## Conditions of Funding

Grant recipients must abide by the following conditions:

- Successful applicants, and where appropriate, administering bodies or parent/guardian of an applicant under the age of 18, will be required to sign a grant agreement which outlines the purpose(s) of the grant and the conditions under which the grant is provided. Funds will not be provided until Territory Families, Housing and Communities has received a completed grant agreement. The Office of Gender Equity and Diversity Grants are exclusive of GST.
- Once the grant agreement is signed by the grant recipient, successful applicants will be legally obliged to complete the activity funded by the grant.
- Applicants will need to carefully budget for their project, as the Office of Gender Equity and Diversity will not be held responsible for any applicant who has underestimated the cost of activities related to the project and incurs a loss.
- If the activity does not occur within the agreed timeframe as specified in the grant agreement, the funds must be returned to the Northern Territory Government. A change of date or venue may be considered however must be negotiated with the Office of Gender Equity and Diversity in writing prior to the original date of the event by emailing [TFHC.oged@nt.gov.au](mailto:TFHC.oged@nt.gov.au).
- Grant recipients are responsible for promoting and advertising the activity, which must prominently acknowledge the assistance provided by the Northern Territory Government in All media releases and promotional material associated with the funded activity with the phrase “Proudly Sponsored by the Northern Territory Government” and the Northern Territory Logo. These marketing materials will be provided to the grant recipient once the grant has been finalised.
- Funds can only be spent as per the “Purpose(s) of Grant” specified in the grant 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 Gender Equity and Diversity. The email 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 Gender Equity and Diversity. Alternatively, the organisation may submit a variation application by email for a change of purpose to utilise the unspent funds.
- Grants may be subject to tax under the provisions of the Income Tax Assessment Act. Tax is the responsibility of the grant recipient. Grants are GST exclusive.
- 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.

## Financial Accountability Requirement

On completion of the activity, recipients of grants must finalise an acquittal within six weeks after the date of the activity. We ask that the recipient completes the acquittal form provided on the GrantsNT website.

The acquittal provided should include narrative and financial details and include all copies of supporting documentation (i.e. promotional materials, receipts, invoices and photos). The report must be signed by two office bearers within the organisation/administering body (unless the application has been submitted by an individual) to certify that the funds have been expended on the specified funded activity, and include a detailed breakdown of all income and expenses relating to the grant.

The Office of Gender Equity and Diversity may also request an audited financial statement where an organisation has received a significant amount of grants across several small projects.

## Applications for Further Grants

An individual or organisation may only be eligible for one successful Office of Gender Equity and Diversity Grant per financial year.

## Privacy Statement

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

When declaring the application form as true, within your online Application Form, you consent to your personal information being provided to the Office of the Minister for Territory Families, Housing and Communities, Territory Families, Housing and Communities and other agencies for the purpose of promoting and reporting the outcomes of the grant.

Information about successful applications may be publicly released by the Northern Territory Government for the purpose of promoting and reporting on the activity. Information may be distributed by:

- media releases issued by the Minister for Territory Families, Housing and Communities or the Chief Minister of the Northern Territory; and
- promotional material developed by the Office of Gender Equity and Diversity and through government websites, including social media.

## 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.

## Insurance

By signing and returning the grant agreement, grant recipients acknowledge that the Northern Territory Government accepts no responsibility for the activity, irrespective of the funding provided to support the activity.

Grant recipients may be required to have, and keep in place, a public liability insurance policy with a recognised insurance provider. Grant recipients must produce a copy of the policy within 14 days of a request to do so.

If the activity involves a public event, grant recipients have a legal and moral obligation to plan properly to avoid risks of injury that might reasonably be expected to occur to patrons and workers at those events.