

# Industry Capability Program

*Supporting strategic, collaborative projects that strengthen Northern Territory industries*

## Guidelines

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## Program purpose and objectives

The Industry Capability Program (the Program) supports the delivery of strategic, innovative and collaborative projects and initiatives that drive economic growth, improve competitiveness and strengthen the long-term capability and resilience of the Northern Territory's (NT) key sectors.

## Objectives

All projects must demonstrate measurable, sector wide or industry level benefits to NT industry development and clearly link to at least one of the following program objectives:

- **Building sectors** - Strengthen industry organisations and businesses to support growth, diversification, and effective service delivery across the Territory.
- **Increase NT industry competitiveness** - Enhance the ability of NT industries to compete in local, national, and international markets.
- **Support the strengthening of industry workforce** - Strengthening capability and skills that enable long-term economic participation across NT industries.
- **Strengthen industry resilience** - Enable industries to adapt to economic, technological and environmental changes that are impacting the way businesses operate.

## Program overview

The Program is intentionally broad in scope to support the growth, adaptability, and resilience of NT industry sectors. This flexibility allows for a wide range of initiatives. All projects should contribute meaningfully to one or more of the core objectives and be delivered within two years.

This is a competitive program, delivered through at least one annual round. Submission of an application that meets the stated objectives, eligibility requirements and assessment criteria does not guarantee funding.

Funding availability is subject to annual appropriation and total program budget.

## Eligible applicants

Organisations must meet all of the following criteria:

- a) Be a registered NT/Australian incorporated association, a registered independent not for profit organisation or a company limited by guarantee, with other organisation types considered on a case-by-case basis.
- b) Be an NT industry peak body, identifying this as the primary purpose of their organisation, that represents the interests of their respective NT industry or sector and have a business and industry development focus (eg. advocacy, standards, professional development, networking, information hub).
- c) Have NT-based staff/presence.

## Ineligible applicants

Applicants must be able to demonstrate financial and legal capacity to enter into a funding agreement with the NT Government. If one or more of the following apply, the organisation is ineligible:

- a) Private or public educational institution, government owned enterprise, statutory corporation, local government.
- b) If 80% or more of the organisation’s total income for the last two financial years is NTG grant funding.
- c) Have outstanding grant acquittals or unmet obligations from previous Department of Trade, Business and Asian Relations (the Department) or NT Government funding.
- d) Directors are insolvent or have an undischarged bankruptcy.

## Eligible projects

Program funding is exclusively intended to support projects that align with program objectives and deliver demonstrable sector-wide or industry-level benefits to NT industries. Proposals that do not generate broader public or industry benefit will be considered out of scope.

All applicants must clearly articulate how the proposed project aligns with, and contributes to, the NT Government’s strategic priorities outlined in [Rebuilding the Economy Northern Territory Economic Strategy 2025](#).

Funding is strictly limited to **time-limited initiatives** (two years maximum) that deliver clearly articulated and measurable outcomes. Ongoing or business-as-usual operating costs of individual businesses or organisations are not eligible for support. Project-specific staffing and contractor costs are eligible only where they are directly attributable to the delivery of the approved project.

Applicants are expected to use Territory contractors or providers if your project includes sub-contracting. If applicants are unsure about local capacity, contact [Industry Capability Network \(ICN\) NT](#).

Focus Area	Example initiatives or projects
<b>Capability Building Programs</b>	<ul style="list-style-type: none"> <li>• Sector-wide training and upskilling initiatives (e.g. digital adoption, safety standards, sustainability practices).</li> <li>• Industry-wide mentorship and leadership development programs.</li> </ul>
<b>Industry Standards and Accreditation</b>	<ul style="list-style-type: none"> <li>• Development or adoption of sector-wide quality standards, certification frameworks, or codes of practice.</li> <li>• Accreditation programs that raise overall professionalism, competitiveness and NT industry reputation.</li> </ul>
<b>Research and Market Intelligence</b>	<ul style="list-style-type: none"> <li>• Commissioning sector-specific research on market trends, technology change, workforce needs or consumer demand.</li> <li>• Benchmarking and analysis to identify capability gaps, risks and emerging opportunities across the sector.</li> </ul>

Focus Area	Example initiatives or projects
<b>Advocacy, Policy and Project Development</b>	<ul style="list-style-type: none"> <li>Coordinated, industry-led advocacy on sector-wide development issues (e.g., infrastructure, regulation, workforce strategy).</li> <li>Policy development, pilots or modelling to support new or changing legislation and industry development priorities.</li> <li>Sector-wide planning or change management initiatives.</li> </ul>
<b>Innovation and Technology Adoption</b>	<ul style="list-style-type: none"> <li>Pilot or demonstration projects that test and showcase new technologies across multiple businesses or operators.</li> <li>Establishment of industry innovation hubs, shared platforms or digital capability infrastructure.</li> </ul>
<b>Productivity, Sustainability and Resilience</b>	<ul style="list-style-type: none"> <li>Collective programs that improve resource efficiency, reduce emissions or increase operational resilience.</li> <li>Shared investment in circular economy, waste-reduction or disaster-preparedness initiatives.</li> </ul>

## Funding exclusions

Applications for the following activities will not be funded:

- Routine business-as-usual operations or ongoing administration (e.g. debt servicing, rent, utilities, subscriptions or other recurrent operating costs of individual businesses or organisations).
- Ongoing staffing positions not associated with the specific project (e.g. membership/ industry support officers).
- Capital items capital purchases such as buildings, vehicles or major equipment.
- Projects longer than two years.
- Projects with primary beneficiaries outside of the NT.
- Event sponsorship.
- Activities that duplicate existing government programs.
- Retrospective costs incurred before approval of funding.

## Funding conditions

The following conditions apply to funding under this program:

- Maximum annual funding** – Up to \$500,000 (GST exclusive) per year per project. A milestone payment schedule will be negotiated based on deliverables. Any underspend must be returned unless an approved variation is in place.
- Co-contribution requirement** – A minimum 10% cash co-contribution will be required for projects requesting more than \$100,000 per year. This ensures shared investment, strengthens accountability, and supports the efficient use of public funds.
- Activity period** – A maximum of two years per project. Projects may continue beyond this timeframe; however, funding will only cover activities delivered within the initial approved funded activity period.

- **Phased proposals** – Applicants may submit applications that include clearly defined project phases. Only Phase 1 activities scheduled to be delivered within the funded period will be eligible for funding consideration. Subsequent phases (e.g. Phase 2 in future years) may be identified for context but will be subject to separate, future consideration. Note: Phase 1 approval does not guarantee funding for subsequent phases. Each phase will be assessed independently and is subject to separate funding decisions.
- **Funding rounds** – At least one annual funding round each financial year. Noting that the number of funding rounds each year depends on the program’s annual budget allocation and the payment timing of project milestones. If Program funds are fully allocated, no further rounds will be opened in that financial year.

## Application Process

Organisations may submit multiple grant applications, but each must be lodged as a separate application in GrantsNT. Applications must include a comprehensive project proposal.

### Before applicants apply

Applicants are encouraged to contact the Business and Industry Development team (via email: [bid.dtbar@nt.gov.au](mailto:bid.dtbar@nt.gov.au)) for early, general guidance on eligibility and project alignment.

This support is intended to assist applicants in understanding the Program parameters and does not constitute project endorsement or influence assessment outcomes.

### Strengthening proposals

This is a competitive grant program. To maximise the impact, value for money and long-term sustainability of funded projects, applicants are strongly encouraged to demonstrate:

- **Co-contribution** – Applicant co-contributions are a strong indicator of commitment, shared risk and the project’s long-term viability.
- **Collaborative partnerships** – Partnerships between industry, businesses and tertiary or research institutions are encouraged. Such collaborations leverage complementary expertise, capability and resources, increasing the potential for innovation and successful outcomes.

### How to submit

Applicants must submit a complete grant application through GrantsNT, including a detailed project proposal. Applications that do not address all required criteria or provide the information outlined below may be deemed ineligible or non-competitive.

The project proposal must address all assessment criteria and include the following supporting documentation:

- **Capability statement** – Evidence of organisational capability, including governance, experience, skills and resources, demonstrating capacity to deliver the project.
- **Recent audited financial statements** – To demonstrate financial viability and capacity to manage public funding.
- **Detailed project plan** – Clearly outlining key activities, milestones, deliverables and timeframes.

- **Budget breakdown** – An itemised budget detailing all project costs, any cash or in-kind co-contributions, and proposed payment milestones.
- **Proposed KPIs and deliverables** – Clearly defined, measurable outcomes to enable performance monitoring and reporting.
- **Risk assessment and mitigation strategies** – Identification of key project risks and proposed mitigation and management actions.
- **Supporting material** – Including, where relevant, partnership agreements, letters of support, or other documentation demonstrating collaboration, commitment or readiness to deliver.

## Assessment Criteria and weightings

Funding applications will be assessed by an **assessment panel** against the below criteria. The assessment panel reserves the right to recommend funding for applications that may not fully meet every criterion but demonstrate exceptional merit and strong alignment with the Program’s objectives.

Submitted applications should present clear, evidence-based statements addressing each assessment criterion.

If certain criteria or merit outcomes are not applicable to a project, a justification must be provided explaining why. This will be considered in the assessment process.

Factor	Weighting	What assessors are looking for
1. Strategic impact and competitiveness	30%	<ul style="list-style-type: none"> <li>• A clear and compelling alignment with program objectives and NT economic priorities</li> <li>• Demonstrated sector-wide benefit</li> <li>• Evidence the project improves competitiveness, productivity or market positioning</li> <li>• A strong case for the project’s expected impact.</li> </ul>
2. Financial value and sustainability	30%	<ul style="list-style-type: none"> <li>• A realistic, well-justified budget showing value for money</li> <li>• Clear sustainability plan beyond the funding period</li> <li>• Credible co-contributions and leveraged investment</li> <li>• Past performance and track record of delivering comparable work.</li> </ul>
3. Transformational potential	20%	<ul style="list-style-type: none"> <li>• Potential to deliver step-change or sector-wide innovation</li> <li>• Clear benefits for diversification, new markets or resilience</li> <li>• Evidence the project can catalyse further growth or capability.</li> </ul>
4. Project design and delivery	20%	<ul style="list-style-type: none"> <li>• A well-structured project with clear milestones and timelines</li> <li>• Realistic risk assessment and mitigation</li> <li>• Capability and capacity of the project team</li> <li>• Feasible and achievable KPIs.</li> </ul>
<b>Total</b>	<b>100%</b>	

## Funding Decisions

The Department may negotiate the scope or funding amount of a project prior to approval.

The final funding decision for the proposed project rests with the Chief Executive Officer, as the accountable officer. Approval will be subject to consideration of the recommendations outlined by the Panel and the Minister may be noted on funding decisions where appropriate.

Funding decisions are final and there is no appeals process.

## Funding agreement

Successful applicants will enter into a funding agreement with the NT Government; the General Conditions can be viewed here: <https://nt.gov.au/community/grants-and-volunteers/grants/types-of-grant-funding-agreements>. Funds will be disbursed according to agreed project milestones, adequate reporting and acquittal of activity and the timing of other relevant funding contributions and agreed outcomes.

For each approved project the NT Government will require:

- Acknowledgement of NT Government support.
- Reporting and acquittal against project milestones.
- Participation in program evaluation.

## Governance

The DTBAR General Grant Terms and Conditions apply to this Program and form part of these Program Guidelines, unless expressly varied or replaced by provisions contained within these Program Guidelines.

In the event of any inconsistency between the General Grant Terms and Conditions and these Program Guidelines, the provisions of these Program Guidelines will prevail to the extent of the inconsistency.

The Department reserves the right to amend or update the General Grant Terms and Conditions from time to time, as required.

## Payments

Funding will milestone payments based on the key funded activities. An example of a standard milestone payment process is as follows:

- 50% upon execution of the Funding Agreement.
- 40% upon achievement of agreed project milestones.
- 10% upon submission of final project reporting.

Payment arrangements may vary depending on the nature of the project.

## Reporting and Monitoring

Reports are required as part of the Funding Agreement to demonstrate public funds are being spent appropriately and in accordance with the Funding Agreement. Report timings are aligned to the funded financial year.

Funding recipients must comply with reporting and monitoring requirements outlined in the Funding Agreement and will be set out by the Department to ensure compliance with policies.

Reports may include:

- Progress reports.
- Performance reports.
- Milestone reporting.
- Financial reports.
- Audited financial statements.
- Final project reports.
- Evidence of project outcomes and expenditure.

## Acquitting the Funds

Following completion of the project, recipients must submit an acquittal to confirm that:

- The project has been completed in accordance with the approved activities.
- Funding has been used for its intended purpose.
- Agreed project outcomes have been delivered.

The acquittal must include evidence of project outcomes and/or expenditure, as specified in the Funding Agreement.

## Project Variations

Funding recipients must seek written approval from the Department before making significant changes to the approved project, including changes to project scope, milestones or budget.

## Contacts

For program information, please contact the Business and Industry Development team at [bid.dtbar@nt.gov.au](mailto:bid.dtbar@nt.gov.au).

For GrantsNT support, please contact the administration team at [business.programs@nt.gov.au](mailto:business.programs@nt.gov.au).