Grass Roots Development
Program Guidelines 2018-19
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Overview

The Grass Roots Development Program supports sport and active recreation organisations to assist Territorians to get physically active, and is administered for the Northern Territory Government by the Sport and Active Recreation Division of the Department of Tourism and Culture. The program is aimed at increasing grass roots participation, levels of physical activity and improving community wellbeing.

Organisations can apply for grants of up to $5 000 for projects that align with the program’s three main objectives:

- Promote and provide opportunities for Territorians to participate in sport and active recreation activities to improve health and wellbeing
- Engage the disengaged and keep our Territory communities together and physically active
- Expand the sport and active recreation industry and build its capacity to deliver innovative and effective programs in response to changing patterns of participation behaviour.

Key dates

Applications open 1 July 2018
Applications close 31 May 2019
Notification of successful recipients Approximately four weeks from submission

How to apply

All applications must be lodged online at:


If you would like assistance with your application, please contact the department:

Phone 1800 045 678 or email Grants.SportRec@nt.gov.au.
Who can apply

Applicants must meet the following criteria:

- Meet the department’s definition of a sport or active recreation organisation
- Be based in the Northern Territory of Australia
- Be currently registered as an incorporated body with Licensing NT, Department of Attorney-General and Justice, or hold another comparable legal status
- Operate as a not-for-profit organisation
- Be an affiliate of an organisation recognised as the national body or Northern Territory peak sporting body (where applicable)
- Be compliant with Licensing NT, Department of Attorney-General and Justice, or other relevant authority.

Unincorporated bodies

Unincorporated bodies may only apply if they nominate an organisation with an appropriate legal status that agrees to accept legal and financial responsibility for the grant. Payment of funds will be made through the nominated organisation, which will be known as the ‘administering body’.

Recipients of Peak Sporting Body, Remote Sport and Active Recreation Organisation grant program funding

Peak sporting body, remote sport and active recreation organisation funding recipients may be eligible for funding on behalf of a community, club, league or association that they represent, but are not incorporated as a separate entity.

Applications must clearly benefit the affiliate organisation and must not be an extension of other funding provided by the department. The department reserves the right to determine eligibility of organisations on a case by case basis.
Who cannot apply

- Individuals
- Organisations that do not meet the department’s definition of a sport or active recreation organisation
- Any organisation that has received funding from this program in the current financial year
- Parents and citizens/parents and friends associations
- Recipients of peak sporting body, remote sport and active recreation organisation funding, except on behalf of an affiliate or community
- Political and religious organisations
- State and federal government departments
- For-profit groups/commercial organisations
- Tertiary education institutions, schools, school councils, student groups
- Organisations that are not affiliated with a recognised national body or Northern Territory peak sporting body (where applicable)
- Organisations that are not based in the Northern Territory
- Organisations with outstanding government grant acquittals. Organisations not compliant with the Licensing NT.
What can be funded

Funding is limited and subject to financial year budget allocations and applicants can apply and receive funding once in a financial year.

Funding is provided in five categories. They are listed below, with examples of the types of projects supported. It is important that your application clearly details the objectives and outcomes of the project and that funding requested is directly aligned with these objectives. Project quotes/budget must accompany all applications.

Funding categories

**Participation**
Volunteer recognition, official season uniforms for junior teams that remain as the property of the club (18 and under), membership drives, inclusiveness initiatives, increasing physical literacy, encouraging the active to stay active, encouraging the inactive to become active.

**Education and training**
Sport integrity, training for coaches, instructors, facilitators, volunteers and officials, first aid, leadership programs, information technology, social media.

**Equipment**
Protective and safety gear, sport and active recreation equipment and any equipment required to support volunteers.

**Planning**
Strategic planning, master planning, risk management, marketing and communication plans, business growth plans, including relevant professional consultancy fees.

**Promotion**
Programs or activities that increase the profile of an organisation to enable it to: increase engagement/participation in its programs; and/or increase participant awareness of the benefits of physical activity, including websites, social media, and partnerships with local media.

Funding will not be considered for
- applications that are not supported by quotes
- competition/membership fees
- overheads and service charges related to running an organisation, including insurance
- travel costs for teams or individuals to attend competitions, carnivals and festivals
- trophies, clothing and prizes
- food
- staff salaries and wages
- ongoing maintenance costs of facilities/ equipment including swimming pools
- hire of facilities owned or supported by the Northern Territory Government.
**Buy Local**

The Northern Territory Government is committed to supporting local Territory businesses through its Buy Local Plan. Applicants must use labour, services, supplies and material available within the Northern Territory, except where it can be reasonably demonstrated that it is impractical for commercial, technical or other reasons.

[www.buylocal.nt.gov.au](http://www.buylocal.nt.gov.au)

**Assessment**

Funding is competitive, and it is not possible to fund all requests.

Applications that include specific details of the project’s outcomes and activities will be considered higher priority. Project quotes/budgets must be supplied when seeking to purchase goods or services.

**Club development**

Organisations that undertake planning and development opportunities and are well run, attract and retain more participants.

The department encourages clubs and organisations to use tool and resources such as STARCLUBNT, Club Health Check, Play by the Rules and Good Sports.

Organisations that can demonstrate use of these tools will be given priority in the assessment process.

<table>
<thead>
<tr>
<th>RESOURCE</th>
<th>WEBSITE LINK</th>
</tr>
</thead>
<tbody>
<tr>
<td>STARCLUBNT</td>
<td><a href="http://www.starclub.nt.gov.au">www.starclub.nt.gov.au</a></td>
</tr>
<tr>
<td>Play By the Rules</td>
<td><a href="http://www.playbytherules.net.au">www.playbytherules.net.au</a></td>
</tr>
</tbody>
</table>

**Notification and feedback**

Applicants will be notified of the result of their application by mail or email. Successful applicants and funding details will be published on the department’s website: [www.dtc.nt.gov.au](http://www.dtc.nt.gov.au).

Individual feedback is available on request.
Payment of funding

Payments will be processed on receipt of

- A signed grant agreement
- If the organisation does not have an Australian Business Number (ABN), a 'Statement by Supplier' form
- A completed 'new vendor' form if applicable.

Funding will be paid via electronic funds transfer (EFT) to the organisation's nominated bank account.

Goods and Services Tax (GST)

If the organisation is GST registered, the actual total is subject to GST and the following will apply:

- The total will be 'grossed up' by 10 per cent.
- It is the organisation's responsibility to ensure that the GST component is remitted to the Australian Taxation Office.
- A 'Recipient Created Tax Invoice' will be generated showing the 'grossed up' amount and forwarded to the organisation once the funds have been released.

If the organisation is not registered for GST, the organisation is not required to pay GST and will not receive a 'grossing up' provision.

The organisation must advise the department of any changes to its ABN or GST registration status.
General information

- These guidelines supersede all terms and conditions in previous guidelines administered by the department and form part of any agreement for funding provided under this program.
- Funds may not be used for any other purpose without a request for variation and prior written approval from the department.
- Funds are not granted retrospectively (for projects that have occurred or commenced prior to the application or notification of success).
- Recipients will be required to comply with all conditions of a Northern Territory Government agreement, which includes participation in audits of funding use.
- The Northern Territory Government reserves the right to withdraw approval for funding at any time if there is a change in circumstances in the nature or financial viability of the project, individual, or organisation.
- If a funding recipient does not meet all requirements in the agreement, monies paid may be recovered as a debt due.
- Unexpended funds of the approved amount will be required to be refunded.
- Recipients will be required to acknowledge the government assistance (information on how to do this will be detailed in the grant agreement).
- It is a condition of application that details of successful and unsuccessful applications, including the name of the organisation, amount, purpose, and any special approval conditions may be published or used by the Northern Territory Government in any form and at any time. This includes legislatively required reporting of grant payments to the Australian Taxation Office where the recipient has an Australian Business Number (ABN).

Definitions

Active recreation organisations
Organisations that administer activities that meet the Australian Sports Commission’s definition of active recreation: “activities engaged in for the purpose of relaxation or enjoyment with the primary activity requiring physical exertion and the primary focus on human activity”.

Sport organisations
Organisations that administer a sport that meets the Australian Sports Commission’s (ASC) definition of a sport: “a human activity capable of achieving a result requiring physical exertion and/or physical skill which, by its nature and organisation, is competitive and is generally accepted as being a sport”.

Contacts

Darwin
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Jape Homemaker Village  
356 Bagot Road  
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Alice Springs NT 0871  
Tel: 1800 045 678