

Grassroots Grant Program Guidelines

2021-2022

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1. Overview

The Northern Territory (NT) Government supports the delivery of sport and active recreation services to the community through a suite of grant programs aimed at increasing the number of Territorians who participate in sport and active recreation, and in turn receive physical health, wellbeing, social and community benefits.

The greatest level of participation in sport and activity recreation in the Territory is in grassroots sport and it is our intention is to ensure NT Government investment provides for the greatest number of people possible, while also meeting the changing needs of the community.

The Grassroots Grant Program (Grassroots) is focused on the first two stages of Grassroots in the sport and active recreation continuum:

Stage		Participant	Level of Participation
Progression of Skills	Explore	Infants and toddlers	Learn elementary skills such as crawling, standing and walking
	Fundamental Movement	Preschool children	Develop basic skills such as running, throwing and jumping.
Grassroots Sport and Active Recreation	Learn	School children	Develop more refined skills, learn the rules of games and positive attitudes towards sport and active recreation.
	Participate	Young people and adults in clubs and local games	Participate in organised sport, training and active recreation motivated by multiple factors such as enjoyment, performance and challenges.
	Perform	Players in regional and national competitions	Identify and develop talent in sports.
	Excel	Athletes in international competitions	Achieve excellence in one sport and compete at a world-class level.

To achieve ongoing increased participation across the two stages, the Grassroots provides funding directed towards five key categories:

1. Participation
2. Volunteer Development
3. Equipment
4. Planning
5. Promotion

A detailed definition of each of the categories can be found on Page 9.

2. Key Dates

Round 1	
Applications open online	28 July 2021
Closing date for applications	27 September 2021 (2 pm)
Department officers available for assistance	28 July 2021 – 27 September 2021
Assessment of applications	October 2021
Notification of successful applicants	November 2021
Agreements finalised and funds available	December 2021

Round 2	
Applications open online	1 November 2021
Closing date for applications	28 February 2022 (2 pm)
Department officers available for assistance	1 November 2021 – 28 February 2022
Assessment of applications	March 2022
Notification of successful applicants	April 2022
Agreements finalised and funds available	May 2022

Applicants should contact the Department for advice on their application before developing and/or submitting any application. Successful applicants will be notified of the outcome of their application by mail or email. Applicant support and feedback is available on request via telephone **1800 045 678** or email Participation.SportRec@nt.gov.au.

3. General Information

- It is **highly recommended** you contact the Department for advice on initiatives before developing and/or submitting an application, this will assist to confirm if the applicant and project are eligible for program funding:
- Telephone **1800 045 678** or email Participation.SportRec@nt.gov.au
- These guidelines supersede all terms and conditions in previous guidelines administered by the Department and form part of any grant agreement for funding provided under this program.
- Funds may not be used for any other purpose than what they are awarded for without first obtaining written approval from the Department prior to committing funds. Retrospective variations will not be supported.
- Funds are not granted retrospectively. Plan your project's timeline to ensure that it commences after the date of notification as per these guidelines.
- Applications supported with a dollar for dollar contribution from the applicant, and include specific details regarding project outcomes, will strengthen the application.
- Funding is set at a maximum of \$5 000 across one or combined categories.
- Funding is competitive and it is not possible to fund all requests.
- Partial funding may be offered.
- Recipients will be required to comply with all conditions of a NT Government grant agreement, which includes audit of funding use.

- The NT Government reserves the right to withdraw funding at any time in accordance with grant agreement terms and conditions.
- If a funding recipient does not meet all requirements in the agreement, monies paid may be recovered as a debt due.
- Unexpended grant funds will be required to be returned.
- Grant recipients are required to acknowledge NT Government funding 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 NT 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).

4. Club development

Priority will be given to organisations that demonstrate application of the Sport Australia Club Development Game Plan, the Play by the Rules and Good Sports resource kits, and are registered with the Australian Sports Foundation.

Resource	Website Link
Australian Sports Foundation	www.asf.org.au
Community Benefit Fund	nt.gov.au/community/community-grants-and-volunteers
Good Sports	www.goodsports.com.au
Northern territory Recreational Fishing grants Scheme	NT Recreational Fishing Grants Scheme - Department of Industry, Tourism and Trade
Other Grants	grantsnt.nt.gov.au
Play by the Rules	www.playbytherules.net.au
Sport Australia	www.sportaus.gov.au
Sport Australia Club Development Game Plan	www.sportaus.gov.au/club-development
Start Run Grow Program	startrungrow.nt.gov.au

5. How to apply

All applications must be lodged online at: grantsnt.nt.gov.au

6. Who can apply

6.1. Applicants must meet the following criteria

- Meet the Department's definition of a sport or active recreation organisation (see item 12).
- Be based in the NT.
- Be currently registered as an incorporated body with Licensing NT (Department of Industry, Tourism and Trade), 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 NT Peak Sporting Body and /or Active Recreation Organisation (where applicable).
- Be compliant with Licensing NT, or other relevant authority.

6.2. Unincorporated Bodies

Unincorporated bodies may only apply under an auspicing arrangement if they nominate an organisation with an appropriate legal status where the auspicing body takes legal and financial responsibility for the project. Under this arrangement both parties must enter into a written agreement prior to applying for the grant project and clearly outline the budget, roles and responsibilities of each party. Payment of funds will be made through the nominated organisation, which will be known as the 'administering body'.

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

Peak Sporting Body, Active Recreation Organisation and Remote Sport Program funding recipients may be eligible for funding on behalf of a community, club, league or association that it represents, 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.

7. Who cannot apply

- Individuals.
- 'Parents and Citizens Association'/'Parents and Friends Association'.
- State/Territory and Australian Government agencies.
- Tertiary education institutions, schools, school councils, student groups.
- Political and religious organisations.
- Organisations not compliant with Licensing NT.
- For-profit groups/commercial organisations.
- Any organisation that, at the date of applications closing, has received funding from this program in the past 24 months:
 - For Round 1 – funding received since 21 September 2019;
 - For Round 2 – funding received since 1 March 2020.
- Organisations with outstanding NT Government grant acquittals.
- Organisations that are not based in the NT.
- Organisations that do not meet the Department's definition of a sport or active recreation organisation.
- Recipients of NT Peak Sporting Body, Active Recreation Organisation and Remote Sport Program funding, except on behalf of an affiliate.
- Organisations that are not affiliated with a recognised national body or NT Peak Sporting Body (where applicable).

8. What can be funded

Funding is provided across five categories outlined in these guidelines. It is important that your application directly aligns with the relevant category and criteria clearly detailing the objectives and outcomes of the project/purpose the funding is being requested for. Ensure there is a description of how your project meets the category and criteria as well as clearly state the benefits the project is expected to achieve.

Note that you can apply for funding across the different categories in one application. However, the maximum amount of funding that can be applied for is \$5,000 in total across all categories. Official service provider project quotes must be provided supporting the application budget. Applications supported with a dollar for dollar contribution will receive stronger consideration. Official project quotes from local providers must be supplied when seeking to purchase goods or services.

Participation priorities are initiatives that improve physical literacy, inclusiveness and organisation membership.

CATEGORY	CRITERIA	MAXIMUM FUNDING
Participation	<p>Multi-sport opportunities for junior age groups (16 years and under) is a particular priority for 2020-21. The multi-sport emphasis requires two or more different organisations working in collaboration to plan and deliver programs that develop a broad range of sporting skills and abilities through activities targeting fun, enjoyment and personal development. Programs can be run during school holiday periods.</p> <p>Official season playing uniforms for junior sport teams (16 and under), up to a maximum value of \$500 per club, are eligible for consideration providing the uniforms remain the property of the organisation.</p>	\$5,000
Planning	Strategic and operational planning inclusive of risk management, marketing and communication, business growth and sponsorship.	\$5,000
Equipment	<p>National Sporting Organisation mandated protective and safety equipment relevant to a particular junior (16 and under) sport activity.</p> <p>Equipment required to directly support volunteer roles (such as shade for officials and administration-related hardware or software, etc.) that improves protection/comfort and reduces personnel time/work burden. A maximum of three computing devices can be applied for.</p>	\$5,000
Volunteer Development	Education and training opportunities for, and recognition of, volunteers including coaches, instructors, facilitators, officials and other organisation support personnel, in areas such as integrity, first aid, leadership programs, information technology, and social media. This can extend to attendance at recognised conferences and workshops, but excludes costs associated with coaching or officiating accreditation courses. Information technology support is limited to organisation/club software licences.	\$5,000
Promotion	Programs or activities that increase the profile of an organisation to enable it to increase engagement/participation and sponsorship in its programs and/or increase participant awareness of the benefits of sport, this includes updating websites, social media platforms and partnerships with local media.	\$5,000

9. What cannot be funded

- Applications that are not supported with official quotes from service providers (Note Buy Local).
- Funds are not granted retrospectively. Plan your project's timeline to ensure that it commences after the date of this funding notification as per these guidelines.
- 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.
- Travel and accommodation costs for education and training providers including conference, workshop and course presenters.
- Hosting of national or international competitions/events.
- Clothing (excluding junior playing uniforms), trophies and prizes.
- Hospitality, gifts or food associated with hosting events, including conferences, workshops and courses.
- Staff salaries, wages and professional development fees of an ongoing or seasonal nature (i.e. no paid personnel claims).
- Ongoing or regular maintenance costs of facilities/equipment including swimming pools.
- Hire of facilities owned/leased/managed by the sport or activity provider or owned or supported by the NT Government.
- Purchase or hire of motor vehicles.

NOTE:

- Applications will not be considered if they are eligible for funding under any other NT Government or Department grant programs, such as the Community Benefit Fund.
- Funding is competitive, and it is not possible to fund all requests.
- Part funding may be offered.
- Funding should not be deemed automatic or guaranteed, regardless of history of previous funding.
- Funding is limited and subject to program budget, allocations and applicants can only apply and receive funding once in a 24 month period.

It is **highly recommended** you contact the Department for advice on initiatives before developing and/or submitting an application, this will assist to confirm if the applicant and project are eligible for program funding: Telephone 1800 045 678 or email Participation.SportRec@nt.gov.au

10. Payment of funding

Grant payments will be processed on receipt of:

- a signed grant agreement;
- a Statement by Supplier form, if the organisation does not have an ABN; and
- a completed New Vendor form if applicable.

Funding will be paid via electronic funds transfer (EFT) to the bank account listed in the organisation's GrantsNT profile. Organisations should ensure these details are current.

11. Buy Local

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

For more information buylocal.nt.gov.au.

12. Definitions

12.1. Active Recreation Organisation

An organisation whose primary focus is the promotion of active recreation activities and programs, with active recreation being a physical activity engaged in for the purpose of relaxation, health, wellbeing and enjoyment outside of organised sport.

12.2. Grant Agreement

The legally binding agreement that the funded organisation enters into with the NT Government. It includes information on reporting and acquittal requirements, payment schedules and other obligations.

12.3. Sport Organisation

An organisation that administers human activities involving physical activity and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally and is generally recognised as a sport.

13. Contacts

Darwin

First Floor, JHV2,
Jape Homemaker Village
356 Bagot Road, Millner NT 0810
Tel: 1800 045 678

Katherine

Ground Floor, Government Centre
First Street, Katherine NT 0850
Tel: 1800 045 678

Alice Springs

Ground Floor, Mwerre House
60 Hartley Street, Alice Springs NT 0870
Tel: 1800 045 678