Harmony grants guidelines
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Harmony grants guidelines

The Northern Territory has a thriving multicultural community, it’s who we are. The richness and vibrancy of culture in the Territory is unique, a blend of the oldest living culture on earth with a diverse mix of cultures from all over the world.

National Harmony Day is an initiative of the Commonwealth Government celebrated on 21 March each year. The continuing Harmony Day message that 'Everyone Belongs' is promoted each year through participation in community events and projects that demonstrate inclusiveness, a sense of belonging and respect for everyone.

In the Northern Territory Harmony Day presents an opportunity for us to celebrate and share the Territory’s rich cultural diversity.

The Office of Multicultural Affairs (OMA) administers Harmony grants which are available to schools and organisations for the purposes of sharing and celebrating our cultural diversity. For 2020 OMA encourages organisations to consider participating in the Darwin Waterfront Harmony Soiree event at the Darwin Waterfront planned for 30 May 2020.

If you are applying for a Harmony Grant to participate in the Harmony Soiree, you do not need to fill out an additional expression of interest.

More information on this event can be obtained from OMA.

These guidelines provide information to assist you in applying for and acquitting sponsorship grants from the government. Before applying for a Harmony grant please read all sections of this document carefully.

Please note you will need to provide a report on how the grant was spent and further information on how to do this is provided in the guidelines.

The Office of Multicultural Affairs receives applications for Harmony Grants for three different type of events. They are:
- Community Events
- Events at School
- Darwin Waterfront Harmony Soiree

Prior to submitting your application through GrantsNT it is recommended you read the grant guidelines and if required discuss your project with OMA on 8999 3894.

Email: TF.MulticulturalAffairs@nt.gov.au
Web: www.multicultural.nt.gov.au
1. Introduction

Harmony Grant presents an opportunity for schools and organisations to share and celebrate the Northern Territory’s rich cultural diversity.

The Darwin Waterfront Harmony Soiree will be held at the Darwin Waterfront and is planned for 30 May 2020.

Community organisations are encouraged to consider joining in the Harmony celebrations at the Darwin Waterfront Harmony Soiree in order to share and celebrate with other organisations. The event will include activities, stage performances, children’s activities, food and a fireworks display.

The event will run from 4pm to 8:30pm and organisations will be encouraged to conduct activities for the enjoyment of the wider community as well as their own and participate in the array of entertainment.

Approved food stall operators must comply with all Department of Health regulations.

The Soiree will finish with a spectacular lantern flotilla created by school children and community organisations. The flotilla of lanterns will be floated on the lagoon in the spirit of an event to promote a shared commitment to common principles of valuing diversity, fair access, participation, inclusion, mutual respect and understanding.

2. Who is eligible

Incorporated multicultural community groups, schools, private groups (non-profit) and local government councils are encouraged to apply.

Unincorporated groups are eligible to apply, if they have an agreement with an incorporated organisation to administer Harmony grants and a letter from that organisation agreeing to administer the funds. The incorporated organisation also needs to attach a copy of its Certificate of Incorporation.

Applicants must have fully acquitted any previous grants; organisations that have not met previous acquittal requirements will not be eligible for funding.

Individuals and private-for-profit groups are not eligible for assistance.

3. What harmony grants can fund

These are only examples and organisations can apply for any project they believe will promote cultural diversity and harmony.
• school projects that recognise and celebrate student diversity
• food and cultural festivals
• art/craft projects – e.g. lantern making for 'Darwin Waterfront Harmony Soiree'
• poetry/essay writing competitions
• multicultural fun run

4. What harmony grants cannot fund

• private-for-profit groups
• non-Territory based organisations
• goods already purchased
• prizes

• commercial or business ventures
• overseas travel
• most equipment, eg computers

5. Application process

All previous grants provided through OMA must be acquitted before an application will be considered.

Applications for grants will only be accepted received online through GrantsNT website. Online applications available through NTG grants website https://grantsnt.nt.gov/grants/search during grants opening period.

The online application is designed to provide detailed information for the consideration and comparison of applications. All required information in GrantsNT must be completed and appropriate documents attached before an application can be considered.

Please note that each application is considered on its merits and it is not always possible to fund all applications. Funding is not automatic and should not be anticipated. Furthermore, grant funding will generally not cover the total cost of any project.

6. Assessment process

Competition for grants is strong and there are usually more applications than funds available. The assessment process is determined by the degree to which the project meets the aim of the sponsorship program.

When assessing applications, the following will be taken into account:

• whether the project meets the aim of sharing and celebrating our cultural diversity
• whether the application meets the eligibility criteria
• benefits to the community; and
• priority rating for funding compared with other suitable applications.

Applications are assessed by a panel comprised of officers from the Northern Territory Government. Recommendations are then provided to the Minister for Multicultural Affairs for consideration and decision.

All applicants will be advised of the outcome of their application(s) in writing.

All decisions are final and there is no appeal process.

It is intended that applicants will be advised of outcomes by January 2020.

7. Grant conditions

Successful applicants will be required to sign a Funding Agreement, which outlines the purpose(s) of the grant, and the conditions under which the grant is provided. Funds will not be provided until after the Funding Agreement has been signed and returned to OMA.

Grant recipients must prominently acknowledge the grant in ALL media releases and promotional material associated with the funded activity.

On receiving grant monies the successful applicant is required to contact OMA for a current version of the Northern Territory Government 'proudly supported by' logo. The logo may only be reproduced in the format provided and must be presented on all materials associated with the funded activity in equal size and prominence to that of the grant recipient’s logo.

Successful applicants must be willing for details of the project to be published.

Applicants will need to carefully budget for their project, as OMA will not be held responsible for any underestimated cost of activities related to the project that incurs a loss.

Funds can only be spent according to the "Purpose(s) of Funding" specified in the Funding Agreement. If a grant recipient wishes to change the purpose of the grant, a written change of purpose request must be lodged with OMA. The letter 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 OMA. Alternatively, the organisation may apply for a change of purpose to utilise the unspent funds.

If, in the opinion of the Delegated Officer, an organisation has not used the grant for the approved purposes, or the conditions of funding have not been met, the organisation receiving the grant will be required to repay the funds in full or in part as determined by the Delegated Officer.

On completion of the project, the organisation must provide an acquittal of the funds provided against the approved purpose(s) and a written report detailing the result(s) of the project (see Reporting Requirements).

OMA retains the right to vary, cancel or waive any of the conditions and requirements of sponsorship.
8. Grants and the GST

(a) In line with the Australian Taxation Office Ruling GSTR2012/2, GST is not automatically included in payments to organisations even though they have an ABN and are registered for GST. This means that if a community association or organisation has been awarded a grant, GST is no longer included and this must be reflected in the invoice.

(b) There are, however, exceptions to this if there are specific requirements relating to the provision of a service or benefit for the Northern Territory Government.

(c) If it is unclear whether the invoice should include GST, please contact the Office of Multicultural Affairs by email TF.multiculturalaffairs@nt.gov.au.

9. Reporting requirements

On completion of the project, the organisation must provide OMA with a full acquittal of grant funds. That is, a letter or the acquittal form provided by OMA (GrantsNT?) signed by an authorised office bearer of the organisation, which includes:

- an income and expenditure statement for the funded project; and
- a written report detailing the results of the project/activity, including the extent to which the project objectives were achieved and any issues that affected the project.

10. Privacy statement

The information you provide in this application is necessary to determine your suitability for financial assistance under the Harmony grants program. If you do not provide the requested details, OMA may not be able to process your application.

If your application is successful, OMA will make details of the event/project/activity available to the general public. By signing this application form you consent to your personal information being provided to the Minister for Multicultural Affairs, Territory Families and other agencies for the purpose of promoting and reporting the outcomes of grants.

You can access and update personal information you provide to OMA. If you need further information, please do not hesitate to contact us.

Office of Multicultural Affairs
Territory Families
Level 6, Darwin Plaza
41 Smith Street Mall, Darwin NT 0800
Postal Address: PO Box 37037
Tel: 8999 3894
Email: TF.multiculturalaffairs@nt.gov.au

11. Duty of care
Grant recipients will be solely responsible for the success of the activity.

Grant recipients will acknowledge that the department accepts no responsibility for the activity, irrespective of the funding provided to support the activity.

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 the patrons and workers at those events. If you do not plan properly, then anyone injured could be successful in any legal action taken against the organisers.

12. Insurance

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

13. Disclaimer

At the time of production, details contained within these pages were accurate. Users are encouraged to check with OMA on any materials which need clarification.

The information contained in this document is provided as a guide only. Although every effort has been made to ensure the accuracy and reliability of the information contained in this document, the authors, publishers and Territory Families expressly disclaim any liability or responsibility for the accuracy of the information contained herein.