

Harmony Grants Guidelines

Document title	Harmony Grants Guidelines
Contact details	Department of People, Sport and Culture
Approved by	Sarah Burchett – A/Director Community Engagement
Date approved	13 September 2024
Document review	
TRM number	HCD2024/04081

Version	Date	Author	Changes made
		Office of Multicultural Affairs	

Acronyms	Full form
NT	Northern Territory
OMA	Office of Multicultural Affairs
DPSC	Department of People, Sport and Culture

Contents

Harmony Grants Guidelines	4
1. Aim.....	5
2. Opening and closing dates	5
3. Eligibility criteria.....	5
4. Application and assessment process.....	6
5. Grant conditions	7
5.1. Promotional material	7
5.2. Change of grant purpose	7
5.3. Unspent grant funds.....	8
6. GST and taxation.....	8
7. Financial and reporting accountability requirements.....	8
8. Privacy statement	8
9. Duty of care.....	9
10. Indemnity.....	9
11. Insurance.....	9
12. Disclaimer	9
13. Glossary.....	10

Harmony Grants Guidelines

The Northern Territory has a thriving multicultural community. 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.

[Harmony Week](#)¹ is a national celebration to recognise diversity and inclusion activities that takes place during the week (Monday to Sunday) that includes 21 March, which is the United Nations International Day for the Elimination of Racial Discrimination. 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.

The [Office of Multicultural Affairs \(OMA\)](#)² administers Harmony Grants for the purposes of sharing and celebrating the Northern Territory's rich cultural diversity.

These guidelines provide information to assist you in applying for and acquitting grants under this program.

Prior to submitting your application through [GrantsNT](#),³ it is recommended you read the grant guidelines, and if required, discuss your project with OMA by phoning 08 8999 3894 or emailing TFHC.MulticulturalAffairs@nt.gov.au.

Office of Multicultural Affairs
Department of People, Sport and Culture
Level 1, Jape Homemaker Village Building 2 (JHV2)
356 Bagot Road, MILLNER NT 0810

Postal: PO Box 37037
WINNELLIE NT 0821

¹ <https://www.harmony.gov.au/>

² <https://tfhc.nt.gov.au/social-inclusion-and-interpreting-services/multicultural-affairs>

³ <https://grantsnt.nt.gov.au/>

1. Aim

The aim of Harmony Grants is to provide funds towards initiatives that promote sharing and celebrating the Northern Territory's rich cultural diversity.

This also includes funding to take part in the Darwin Waterfront Harmony Soiree, which usually takes place in May each year.

2. Opening and closing dates

Applications open on 1 October and close on 31 October.

Approved projects must be completed by the end of the relevant financial year.

3. Eligibility criteria

Who is eligible to apply?

- Not-for-profit and/or charitable incorporated community organisations, schools, and local government councils.
- Not-for-profit unincorporated community organisation that has an auspice organisation that has agreed to administer the grant.

Individuals and private-for-profit groups are not eligible for funding assistance through this program.

Applicants must also:

- ✓ Be based in the Northern Territory;
- ✓ Have no overdue final reports or outstanding financial acquittals from previous NT Government-funded grants by the closing date of each application round; and
- ✓ Be compliant with requirements under the relevant governing legislation such as the *Associations Act 2003* (NT), or the *Corporations Act 2001* (Cth) or with the Australian Charities and Not-for-profit Commission (ACNC) or the Office of the Registrar of Indigenous Corporations (ORIC).

Projects must:

- ✓ Be consistent with the aim of the grants program.
- ✓ Have identifiable outcomes and project objectives.
- ✓ Be based in the Northern Territory.

Applications must include:

- ✓ All of the information requested including a detailed itemised budget.
- ✓ An outline of the plans for promoting the activity.
- ✓ A demonstration of the organisation's ability to manage the funds and the project effectively.
- ✓ Details of the organisation's contribution to the project (e.g. other funding sources, income, 'in kind' support).

Funds CANNOT be made available for:

- × Any activity of a political nature.
- × Any activity of a commercial or business nature.
- × Any fundraising events.
- × Purchase of capital equipment (including hardware or software).
- × Retrospective funding for projects 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 to members.
- × Prizes or gifts.
- × Deficit budgets.
- × Real estate purchases.
- × Other items that the panel assess as not meeting the aims and objectives of the grants.
- × Overseas trips.
- × Employee expenses (e.g. wages).

Examples of projects that could be funded

- School projects that promote respect, recognise and celebrate the cultural diversity of students.
- Food and cultural festivals.
- Art/craft projects – e.g. lantern making for ‘Darwin Waterfront Harmony Soiree’.
- Poetry/essay writing competitions.
- Multicultural fun run.
- Traditional dance performances.
- Multicultural storytelling and displays.
- Making badges/posters/banners/cards that promote community harmony.
- Open days at community centres.
- Cultural forums with guest speakers.

4. Application and assessment process

Applications for grants can only be submitted online through the [GrantsNT](https://grantsnt.nt.gov.au/)⁴ website during the grant 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.

Incomplete applications and applications received after the closing date may not be considered for assessment.

⁴ <https://grantsnt.nt.gov.au/>

Grants of up to \$1,000 are available under this grant.

Please note that many applications are received, and the process of selection is competitive. 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, or the total amount applied for.

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; and
- ✓ benefits to the community.

Applications are assessed by a panel comprised of officers from the Northern Territory Government. Recommendations are then provided to OMA for consideration and approval from the appropriate departmental delegate.

All applicants will be advised of the outcome of their application(s) via GrantsNT. All decisions are final and there is no appeal process.

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

5. Grant conditions

Successful applicants and, where appropriate, administering bodies will be required to sign a grant agreement, which outlines the purpose(s) of the grant, the conditions under which the grant is provided, and the due date for any acquittal requirements. Funds will not be provided until after the grant agreement has been signed and returned to OMA.

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 OMA will not be held responsible for any underestimated cost of activities related to the project that incurs a loss.

5.1. Promotional material

Grant recipients must prominently acknowledge the grant in all media releases and promotional material associated with the funded activity. OMA will provide grant recipients with the current version of the Northern Territory Government 'Proudly sponsored 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 to have details of the project published.

5.2. Change of grant purpose

Funds can only be spent according to the "Purpose" specified in the grant agreement.

If a grant recipient wishes to change the purpose of the grant, a written change of purpose request (variation form) must be lodged with OMA (through GrantsNT) prior to the original completion date shown on the

grant agreement. The variation request must provide reasons for the change and include a revised budget for the amended purpose. Funds can only be utilised for a new purpose after approval has been granted in writing.

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 may be required to repay the funds in full or in part as determined by the Delegated Officer.

5.3. Unspent grant funds

Any unspent grant funds are to be returned to OMA.

Alternatively, the organisation may apply for a change of purpose (variation form) to utilise the unspent funds. This change of purpose should be lodged with OMA (through GrantsNT) prior to the completion date shown on the grant agreement.

OMA retains the right to vary, cancel or waive any of the conditions and requirements of a grant.

6. GST and taxation

In line with the [Australian Taxation Office Ruling GSTR2012/2](#),⁵ 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.

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.

Grants may be subject to tax under the provisions of the [Income Tax Assessment Act 1997](#).⁶ Tax is the responsibility of the grant recipient.

7. Financial and reporting accountability requirements

Within 12 weeks of completion of the project, funded organisations must complete the acquittal form provided by OMA, signed by an authorised representative of the organisation, which includes:

- a. a brief written report detailing the results of the funded project (e. g. determining the success of the project, issues encountered and planning for future activities); and
- b. a detailed income and expenditure statement for the whole project, specifically identifying which expenses relate to the Harmony Grant funding.

8. Privacy statement

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

⁵ <https://www.ato.gov.au/law/view/document?docid=GST/GSTR20122/NAT/ATO/00001>

⁶ <https://www.legislation.gov.au/C2004A05138/2022-07-01/text>

If your application is successful, OMA may make details of the project available to the public. Information may be shared with other Australian or Northern Territory agencies as required.

By submitting the Application Form, you consent to your personal information being provided to the Office of the Minister for Multicultural Affairs, offices within the DPSC department and other agencies for the purpose of promoting and reporting the outcomes of the funding.

You can access and amend the personal information you provide to OMA.

9. Duty of care

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

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.

If the activity involves a public event, grant recipients have a legal and moral obligation to plan properly and take reasonable steps 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.

Examples of the type of care that must be taken would be to provide 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.

10. Indemnity

As part of the grant agreement, successful applicants will be required to indemnify the Northern Territory Government for any loss or damage that may arise out of the use of grant funds.

11. Insurance

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.

12. 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 DPSC expressly disclaim any liability or responsibility for the accuracy of the information contained herein.

13. Glossary

Term	Definition
Auspice organisation	<p>A not-for-profit and/or charitable incorporated organisation that agrees to support another organisation (the applicant) by administering and managing approved grants on the applicant's behalf.</p> <p>Responsibilities if the grant application is successful:</p> <ul style="list-style-type: none"> • Signing the grant agreement. • All legal and financial responsibility for the grant on the behalf of the applicant organisation. • Receiving and distributing grant funds under the grant agreement. • Ensuring all grant activities or events are completed. • Submitting final reports and financial acquittals on the applicant organisation's behalf by the required due dates.