

Multicultural Grants Program Guidelines

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Multicultural Grants Program guidelines

The cultural and linguistic diversity of the Northern Territory is recognised, celebrated and supported by government through a number of services and initiatives coordinated by the [Office of Multicultural Affairs](#) (OMA).¹

OMA assists migrant and multicultural communities and promotes cultural and linguistic diversity in our multicultural society, mainly through:

- grants and awards programs
- providing information, such as fact sheets, calendar of events, multicultural directory and other publications.

The [Multicultural Grants Program](#)² is one of the grant programs administered by OMA. 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 that you read the grant guidelines, and if required discuss your project with OMA by phoning 8999 3894 or emailing to TFHC.MulticulturalAffairs@nt.gov.au.

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WINNELLIE NT 0821

¹ <https://tfhc.nt.gov.au/social-inclusion-and-interpreting-services/multicultural-affairs>

² <https://nt.gov.au/community/multicultural-communities/multicultural-grants/multicultural-grants-program>

³ <https://grantsnt.nt.gov.au/>

1. Introduction

Census statistics report that Northern Territory residents were born in around 100 different countries. In recognition of our cultural and linguistic diversity, the Northern Territory Government implements a variety of programs and services to meet the needs of Territorians in terms of social cohesion and cultural and linguistic diversity. One of these programs is the [Multicultural Grants Program](#).⁴ The grants program demonstrates the government's commitment to assist migrant and multicultural Territorians to expand their own, and the Territory's, social and cultural development.

2. Aim

The aim of the grants program is to:

Assist migrant and multicultural communities by providing funds towards innovative projects that promote multicultural diversity in the Northern Territory.

Projects that will be considered are assessed on how well they meet the following criteria:

- encourage migrant and multicultural communities to expand their own, and the Territory's, social and cultural development
- assist the community's knowledge and appreciation of different cultures
- provide links throughout the Northern Territory population
- foster opportunities for multicultural communities to maintain, develop and express their cultural and linguistic diversity
- assist the development of community support and building of capacity within migrant and multicultural organisations, through events such as cultural celebrations and activities, community development programs and website development and upgrades
- address emerging issues in the multicultural community such as education and skills development, employment, governance and other such issues.

Two grant rounds are advertised each year under the Multicultural Grants Program. First round applications open on 1 March and close on 31 March for activities starting from July. Second round grant applications open on 1 September and close on 30 September for activities starting from January next year. All grants must be completed by the end of that financial year. (If circumstances change, please refer to the details provided in the variation section of these guidelines).

Funding of up to \$40,000 is available per application under this grant round, noting that this upper limit amount would be for very large events or programs that run over at least 6 months. Please note that grant funding will generally not cover the total cost of any project or the total amount applied for. For unplanned events or changing circumstances, OMA will accept applications from migrant and multicultural community organisations for projects up to \$2,000 under a Quick Response Grant (please refer to these Multicultural Grants Program guidelines for the eligibility requirements). Grants of up to \$1,000 are also available from migrant and multicultural community organisations for participation in the Darwin Waterfront Harmony Soiree under a Quick Response Grant. You must apply 4 to 6 weeks before the event.

⁴ <https://nt.gov.au/community/multicultural-communities/multicultural-grants/multicultural-grants-program>

3. Who is eligible to apply

This program is focused on assisting projects through incorporated migrant and multicultural community organisations that are voluntary, charitable or non-profit making. However, other unincorporated multicultural groups that have an incorporated organisation that will administer approved grants on their behalf are also eligible to apply. Incorporated Not for Profit organisations may partner with, or auspice other providers to deliver a project to directly benefit the multicultural community.

Grants are provided to/through incorporated associations to assist OMA in ensuring that funds are appropriately expended and accounted for once the project has been completed.

Organisations can apply for a maximum of two grants in each round and each grant application will be considered on its merits. Multiple events should not be combined in one application. A separate application and budget should be submitted for each event.

Applications from other not-for-profit organisations, where a proposed project is entirely dedicated to address an issue faced by a group or groups of migrants and multicultural population, can be considered on a case by case basis.

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

4. Eligibility criteria

Projects must:

- be consistent with the aim of the grants program
- have identifiable outcomes and project objectives
- be part of a comprehensive plan to address need(s) identified by the applying organisation/group
- not have commercially-oriented objectives
- be completed within twelve months of receipt of the funding assistance
- be based in the Northern Territory

Applicants must:

- provide all of the information requested including a detailed itemised budget
- include an outline of the plans for promoting the activity
- demonstrate a need for assistance
- demonstrate an ability to manage the funds and the project effectively
- outline a contribution to the project through other funding sources, income or 'in kind' support
- be based in the Northern Territory, however, flexibility can be considered to support organisations that have a Northern Territory representative

Funds CANNOT be made available for:

- any activity of a political nature
- any activity of a commercial or business nature
- any specific fundraising events
- applications submitted by individuals
- set-up or running costs of a business, purchase of capital equipment (including hardware or

software)

- non Northern Territory based events, projects or initiatives
- retrospective funding for projects, functions, services 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
- activities of government agencies
- projects that duplicate existing services available to the community
- 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

Funds for wages or salaries will only be provided where significant community benefit can be demonstrated.

5. Application process

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

Applications for grants can only be submitted online through the [GrantsNT⁵](https://grantsnt.nt.gov.au/) 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.

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.

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 program.

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

- whether the application meets the aim of the program (Section 2)
- whether the application meets the eligibility criteria (Section 4)
- project innovation
- identifiable benefits to the community
- level of earned income and the level of support (including in kind) from other sources
- its priority rating for funding compared with other suitable applications
- budget viability and financial management
- past performance of the organisation in relation to meeting its aims and objectives and through the delivery of its funded projects

⁵ <https://grantsnt.nt.gov.au/>

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.

The assessment panel will also consider the contribution from the applicant towards the proposed project/event while making its funding recommendation. 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 July for Round 1, and December for Round 2.

7. Grant conditions

Successful applicants and, where appropriate, administering bodies 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 to have details of the project published.

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. Grants are paid as GST exclusive.

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" specified in the Funding Agreement. If a grant recipient wishes to change the purpose of the grant, please refer to the variations for change of purpose section (section 9) in these guidelines.

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 approved budget as per original application, and a written report detailing the result(s) of the project (see Section 9 (a) : Financial accountability requirements of the guidelines).

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

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

8. Grants and GST

In line with the [Australian Taxation Office Ruling GSTR2012/2](#),⁷ 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.

9. Variations for Change of Purpose

If a grant recipient wishes to change the purpose of the grant due to a change in circumstances, a written change of purpose request must be lodged with OMA by submitting a variation against the application via the GrantsNT variation screen. This variation must be submitted prior to the completion date shown on the grant agreement. The variation submission must provide reasons for the change and include an itemised budget for the amended purpose. Funds can only be utilised for a new purpose after written approval has been given within the GrantsNT variation screen.

If the variation relates to unspent funding,⁸ please note that this will also need to be acquitted (refer to section 10) upon completion of the project approved through the variation process.

10. Financial and reporting accountability requirements

On completion of the project, funded organisations must provide OMA, with an **acquittal of grant funds within twelve weeks of completion of the funded project**. We ask that the recipient completes the acquittal form provided by OMA signed by an authorised office bearer of the organisation, which includes:

- (a) a brief written report detailing the results of the funded project (to assist in determining the success of the project, issues encountered and planning for future activities)
- (b) details of both the income and expenditure for the whole project or activity, specifically identifying which expenses relate to the MGP funding

OMA may also request an audited financial statement where an organisation has received a significant level of grants across several small projects.

11. Applications for further grant funding

Organisations can apply for a maximum of two grants in each round they deem justifiable and each grant application will be considered on its merits. In addition to this, an organisation can also apply for a maximum of two grants under the Quick Response Grant in a financial year. However, it should be noted that the total funds available in any one period are limited and it may not be possible to endorse all applications and endorsement should not be anticipated.

⁷ <https://www.ato.gov.au/law/view/document?docid=GST/GSTR20122/NAT/ATO/00001>

⁸ Grant funding that was not utilised upon completion of the approved project (e.g. If your organisation received \$1,000 but you only spent \$800, you will be required to either submit a variation with a proposal on how the remaining \$200 will be utilised or refund the unspent funding to the NT Government)

If an organisation applies for assistance for more than one project at a time, the organisation should prioritise the projects in order of importance.

12. 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.

If your application is successful, OMA will make details of the project available to the general public. By signing the Application Form, you consent to your personal information being provided to the Office of the Minister for Multicultural Affairs, offices within the TFHC 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.

13. Duty of care

Grant recipients will be solely responsible for the success of the activity. Grant recipients will acknowledge that OMA accepts no responsibility for the activity, irrespective of the funding provided to support the activity.

If the activity involves a public event, then the event organiser has a duty of care to persons attending the 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 and ensuring power cords are securely taped down so that no-one can trip over them and protecting electrical equipment from wet weather.

14. Insurance

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.

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.

15. Disclaimer

At the time of production, details contained within these pages were accurate. Users are encouraged to check with OMA on any materials that 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 TFHC expressly disclaim any liability or responsibility for the accuracy of the information contained herein.