Northern Territory Arts Trail Regional Stimulus Grants Program Guidelines 2019-20

10 April 2019
1 Key Dates

Applications must be made online through GrantsNT on the Northern Territory Government website at https://grantsnt.nt.gov.au

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Round Four Applications Open</td>
<td>18 April 2019</td>
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<tr>
<td>Round Four Applications Close</td>
<td>17 June 2019</td>
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<tr>
<td>Notification of successful applicants</td>
<td>By 31 August 2019</td>
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<tr>
<td>Project Commencement</td>
<td>Following notification - from 1 September 2019</td>
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2 Key Contacts

For further information or to discuss your proposal after reading these Guidelines contact an Arts Trail Officer at the Department of Tourism, Sport and Culture (DTSC) on toll free 1800 678 237 or email arts.trail@nt.gov.au

For GrantsNT technical support use the help menu on the GrantsNT website https://grantsnt.nt.gov.au

3 Scope of Program

Arts Trail Regional Stimulus Grants are available to carry out upgrades and improvements to eligible arts and cultural property located in the Northern Territory. This program is focused on arts and cultural infrastructure development across the Northern Territory, prioritising outer regional and remote development and eligible not-for-profit organisations.

For eligibility criteria please go to page 4.

4 Funding Priorities and Objectives

The Northern Territory Arts Trail Regional Stimulus Grants program (the Arts Trail RSG program) provides $2 million per year over three years, from 2017-18 to 2019-20 for strategic infrastructure projects and capacity building initiatives that align to the Territory Arts Trail initiative and priority areas.

The Arts Trail RSG program seeks to assist Northern Territory arts and cultural infrastructure development through new or enhanced venues and services; prioritising outer regional and remote art centres, art galleries, museums, libraries and keeping places.

The Arts Trail RSG program objectives are to:

- Provide opportunities for new and existing arts and cultural infrastructure development;
- Raise the public profile of Northern Territory arts and cultural venues, collections, products and services;
- Upgrade and promote new arts and cultural destinations and experiences for visitors and the community; and
- Showcase the arts and the cultural identity of the Northern Territory.
5 Grant Process

- Prior to applying applicants should contact an Arts Trail Officer to confirm organisation/project eligibility.
- If eligible applications can be made online through GrantsNT.
- Applications are assessed by a panel of approved peers and Northern Territory Government representatives and subject to the Minister’s approval.

Grant Categories:

Category 1 - Small grants up to $10 000

Small grants up to $10 000 are available to improve access, enhance existing facilities, improvements or promotion of existing infrastructure.

Category 2 - Large grants up to $100 000

Large grants up to $100 000 are available for infrastructure projects that are strategic in nature, meet the objectives of the Arts Trail RSG program and provide benefits to the broader community or region. Applications for this grant category must include a fully developed application proposal and budget.

Category 2 grants will have negotiated reporting outcomes. Applicants are only eligible for one Category 2 grant per grant round.

Priority will be given to Category 2 projects which demonstrate a co-contribution or can demonstrate value to arts and cultural tourism.

6 Eligibility

- Eligible infrastructure works could include new buildings or upgrades to existing infrastructure that is intended to permanently improve the property.
- Eligible capacity building initiatives could include capital infrastructure purchases that increase access, efficiency, productivity or promotion of services or products.
- Eligible proposals must be consistent with the program’s priorities and objectives, and demonstrate value for money consistent with the organisation’s purpose.

6.1 Who can apply?

Applicants must be organisations that meet the following criteria:

- Not-for-profit organisations with an ABN registered in the Northern Territory.
- Meet the Department's definition of an arts and cultural organisation for this program including: regional and remote art centres, art galleries, museums, libraries and keeping places.
- Regional councils
- Represent the interests of Territorians involved in arts and cultural activities.
- Be compliant with the NT Associations Act or other relevant authority.
- Be a member of the Indigenous Art Code (IAC).
• Have current public liability insurance (minimum $20 million).

6.2 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’.

6.3 Who cannot apply?

• Individuals.
• State and federal government departments.
• Political organisations.
• Tertiary education institutions, schools, school councils, student groups.
• Organisations not registered and/or based in the Northern Territory.
• Organisations with outstanding NT Government grant acquittals (including the Arts Trail RSG Program).
• Organisations not compliant with the NT Associations Act or other relevant authority.
• Organisations that do not meet the Department’s definition of an arts and cultural organisation.
• Tourism organisations can not apply for visitor accommodation.
• Organisations being accommodated in either Northern Territory Government owned or leased assets or facilities which are eligible to major and minor capital works, capital grants, repairs and maintenance and other infrastructure-related Government programs.
• Organisations/Art Centres that are not a member of the Indigenous Art Code (IAC).

6.4 What can be funded?

The following projects are eligible for funding:

• New buildings or upgrades to existing arts and cultural infrastructure that is intended to permanently improve the property. New infrastructure or upgrades that promote or enhance arts or cultural tourism experiences for visitors.
• Upgrades that result in facilities meeting minimum safety, compliance or professional standards.
• Upgrades or fixed fittings that enhance or increase facility function.
• Upgrades of facilities that have reached end of useful life (and have not been caused by neglect due to lack of regular cyclical maintenance).
• Capital infrastructure projects that address gaps in facility provision identified through facility planning processes such as strategic plans and business plans.
• Capital infrastructure assets that are attached or integral to the building function that broaden community access and increase and/or maintain opportunities for participation in arts and culture.
• Fixed fittings that are attached to the building’s function.
6.5 Examples of eligible projects

- Development of facility master plans, asset management plans or feasibility studies.
- New or upgraded extensions to an arts and cultural facility such as fencing, artists work areas, gallery/display areas and storage areas.
- Upgrades to visitor accommodation that is owned and managed by an eligible arts and cultural organisation to enhance and promote arts experiences for visitors.
- Upgrades where safety and/or compliance issues are evident.
- Fixed environmental enhancements to an arts or cultural facility such as shade structures.
- New fixed promotional structures to an arts or cultural facility such as permanent fixed signage or public art.
- Essential support to an arts or cultural facility such as air conditioning or climate control for arts storage and presentation.
- Improvements to make facilities accessible to people with disabilities.
- Fixed fittings especially adapted for use by people with disabilities.
- Fixed fittings such as gallery track lighting where ongoing use can be demonstrated and a positive cost/benefit in comparison to hiring.

6.6 What cannot be funded?

The Arts Trail Regional Stimulus Grant program funding cannot be used for:

- Purchasing real estate.
- Purchase of vehicles, personal transport or travel related costs.
- Moveable assets or fittings which are not permanently attached to a building or structure.
- Ongoing operational costs including wages or remuneration for staff.
- Ongoing operational costs, such as electricity, water and other utilities.
- Projects that do not have the consent of the landowner and/or building owner.
- Projects that are for facilities where little or no public access is available.
- Projects that do not add value, or are routine or cyclical maintenance/replacement or repair works to existing facilities.
- Projects in Northern Territory Government owned or leased assets or facilities which are eligible to major and minor capital works, capital grants, repairs and maintenance and other infrastructure-related Government programs Project management fees (where project is managed by or on land, facility or property of a council)
- Areas designated for gaming machine operations or licensed areas.
- Requests where the project is not deemed ready to commence or other funding sources have not been confirmed.
- Staff housing or accommodation.
- Funds are not granted retrospectively for projects that have already commenced.
7 Application

7.1 How to apply

Apply online using Grants NT

Before you submit your application:

- check that all previous funding from Arts NT is acquitted
- read the Arts Trail RSG program guidelines in their entirety
- speak to an Arts Trail Officer to check if you are eligible to apply
- include appropriate permissions, consultations, acknowledgements and communication in your application when working with Aboriginal Australians or content and/or when working with children
- ensure that all support material uploaded to GrantsNT is current and compatible with Microsoft Office
- ensure that you have included all of the required support material.

You can discuss flexible application methods with an Arts Trail Officer if you have accessibility needs that affect your ability to apply for a grant using the method outlined above. For example applications by interview or by video for small grants. Alternative application methods must be pre-approved by the Arts Trail Officer. For more information visit: www.nt.gov.au/artstrail

7.2 Support Material

All applications to the Arts Trail RSG program must include the following:

- evidence of the organisations status and constitution or governance arrangements
- evidence of property ownership or tenancy agreement and support of the landowner or building owner
- certificates of currency for property insurance and public liability
- quotes for items over $1 000 in value.

In addition, Category 2 grants are required to submit:

- detailed quotes for infrastructure projects including at least two quotes for items over $15 000
- building plans, structural assessment reports and certificates if the proposal is for a significant structural project
- a project timeline and risk management strategy
- a full budget demonstrating co-contribution.

Please refer to the Application checklist to ensure you have provided all necessary documentation.

Letters of support from partners and sponsors should be kept to one page, with a maximum of two letters per proposal. Only letters relevant to the proposal are useful for the assessment.

You must include budget support material for expenses over $1 000 (using grant funds) in the form of a quotation or a detailed breakdown of component costs.
The Arts Trail RSG program will not provide support equal to the total cost of an activity. You must demonstrate that you have significant financial or in-kind support from other sources, and should include evidence of other confirmed funding or support, including the nature and value of in-kind contributions, via letters or emails of support or in budget notes. You must declare all project partner and stakeholder arrangements in your application.

Relevant support material is crucial to a strong application. You can include:

- CVs or biographies for all key organisers, including the project manager (max 2 pages)
- up to 3 relevant support letters or emails or visitor feedback
- support material; including images or video
- media articles or marketing and/or promotional examples.

7.3 Aboriginal Australian Cultural Protocols

If the project or activity involves Aboriginal Heritage you must refer to current Commonwealth and Northern Territory legislation including:

- The Northern Territory Heritage Act (2016)
- Aboriginal and Torres Strait Islander Heritage Protection Act (1984)
- Environmental Protection and Biodiversity Conservation Act (1999)
- Native Title Act (1993)
- Protection of Movable Cultural Heritage Act (1986)

Other reference resources include:

- National Trust Guidelines for Interpretation of Aboriginal Heritage ‘We’re a Dreaming Country’ (2012)
- Arts Law Centre of Australia’s Artists in the Black resources
- Indigenous Art Code

You will need to complete the Aboriginal Cultural Content section in GrantsNT and clearly identify whether Aboriginal people from the NT are leading, conceiving, participating or have been consulted in your activity. You can demonstrate appropriate consultation with:

- Written permissions for activity from relevant Aboriginal individuals, community or language groups.
- Letters of support for the agreed activity from Elders, Custodians, Land Councils or other appropriate community representatives.

7.4 Working with Children Protocols

Applicants must also comply with the Northern Territory Care and Protection of Children Act (2007) if their activity involves children under 18 years old. This means that you need to hold a working with children clearance (also called an Ochre Card). Online applications are available from NT Police. Arts NT may request proof of an Ochre Card from all key participants.
7.5 Insurance

The grant recipient must take out and keep in force, for so long as any obligations remain in connection with the Agreement, insurance policies (noting the interest of the Territory, if applicable) for all matters, and for not less than the minimum amounts, specified in the Agreement.

- Assets – Full replacement value.
- General Third Party Liability (Public Risk) Insurance – Not less than $20 million for any one event.
- Voluntary Workers and Employer’s Liability Insurance (including common law liability) – including but not limited to the insurance required under the Return to Work Act.
- Professional Indemnity Insurance – Not less than $20 million for any one claim.

7.6 Buy Local Plan

The primary objective of the Buy Local Plan is to ensure that the largest possible proportion of every dollar spent by the Northern Territory Government stays in the Territory and delivers benefits for the local economy and community.

Grant funding recipients must acknowledge the Northern Territory Government’s commitment to the development of local business and industry, and support Territory enterprises through the Buy Local Requirements.

The recipient must (except in those cases where the recipient can reasonably demonstrate to the Territory that it is impractical for commercial, technical or other reasons to do so):

- use labour, including apprentices and trainees and Aboriginal labour, available within the Northern Territory.
- use the services located and obtain supplies/material available within the Northern Territory.

For more information visit [http://buylocal.nt.gov.au](http://buylocal.nt.gov.au)

8 Assessment and Notification

Eligible applications will be assessed by the Department of Tourism, Sport and Culture with recommendations to the Minister for Tourism, Sport and Culture for approval.

Applications will be assessed against the following criteria:

- how well the proposal meets the program eligibility requirements and objectives
- benefits to the applicant and the community
- benefits to the Northern Territory arts and culture sector
- effective project planning including use of resources, and a detailed budget
- capacity of the applicant, supporting partners and stakeholders to deliver and manage the upgrades ongoing.

Successful applicants will be required to enter into a funding agreement with the Department of Tourism, Sport and Culture outlining the purpose of funding, payment schedule, the acknowledgement requirements and the reporting requirements.
8.1 Assessment Process

Arts NT performs an eligibility check on your application. Applications that do not satisfy all eligibility criteria will not be considered. Applications from entities that are considered insolvent will not be considered. Applications not received within the timeframe or that are incomplete will not be considered. If your application is ineligible, you will receive an email advising you of the reason/s.

The Arts Trail RSG program is assessed by a panel drawn from the NT Government and the Arts NT Register of Peers who make recommendations for approval to the Minister for Tourism, Sport and Culture.

Arts NT provides information and advice to the Assessment Panel regarding the program priorities and applicant’s track record of funding.

All applications will be assessed on the basis of the information supplied in the application and the accompanying support material against the assessment criteria.

8.2 Notification

After your application is assessed you will be notified of the outcome. Grants decisions are not subject to appeal.

Successful applicants will receive:

- a letter of offer
- a funding agreement outlining the conditions of funding
- a fact sheet outlining funding acknowledgement requirements
- a fact sheet outlining self-acquittal where applicable
- a request for your payment details (vendor form).

The funding agreement must be signed and returned to Arts NT before your grant can be paid. We recommend that activities dependent on grant funding do not start until the funding agreement is signed.

8.3 Feedback

Arts NT does not provide written feedback to unsuccessful applicants, however you may request verbal feedback from an Arts Trail Officer after notification. While some applications may meet the published assessment criteria the grant process is competitive and Arts NT receives more applications than can be supported within the available program funding.

9 Acknowledgment

9.1 Logos

Recipients of funding must acknowledge this support in all promotional material for the funded activity using the Proudly sponsored by the Northern Territory Government logo or by using the phrase ‘Proudly sponsored by the Northern Territory Government’.
All [logos are available online](#) and acknowledgment requirements are outlined in your funding agreement.

## 10 Invitations

Grant recipients are encouraged to invite the Minister for Tourism, Sport and Culture, the Chief Executive Officer (CEO) of the Department of Tourism, Sport and Culture (DTSC), the Executive Director of DTSC Community Participation, Sport and the Arts and the Director of Arts NT or his/her nominated representative to attend public events associated with a funded activity, and as appropriate, to launch or open the activity.

## 11 Progress and Acquittal Report

Templates for project reporting and acquittal requirements are outlined in your funding agreement. You will need to submit an acquittal report online through [GrantsNT](#) no later than 13 weeks after your project has finished including:

- a project report with details of key achievements as per the key performance indicators and a statistical report
- a signed income and expenditure statement for the project
- an audited financial statement clearly identifying the NTG funding and other funding sources
- a report on any special conditions outlined in your funding agreement
- images (minimum 1mb in size) of the completed project.

Acquittal reports allow Arts NT to fulfil its accountability obligations to the Northern Territory Government. The report is also important for arts development and promotional work to showcase Northern Territory achievements in the arts and the outcomes of Northern Territory Government investment.

Additional progress reports are required at quarterly intervals during the project period.

## 12 Payment of funding

Payments will be processed on receipt of:

- A signed agreement
- A completed ‘new vendor’ form, if applicable.

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

## 13 Information and Privacy Provision

The information you provide is used to process and assess your application. To assist in the promotion and development of arts and culture in the Northern Territory, the Department of Tourism, Sport and Culture shares information from successful applications and submissions with related commonwealth, state and territory agencies and local and national media as required.
14 General information

- 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 may be recovered as a debt due.

- Unexpended funds of the approved amount will be required to be returned.

- For further information on how to acknowledge grant funding visit https://nt.gov.au/leisure/arts-culture-heritage/arts-funding-and-grants/how-to-acknowledge-grant-funding

- It is a condition of application that details of successful and unsuccessful applications, including the name of the recipient, amount, purpose, any justification and any special approval conditions may be published or issued by the Northern Territory Government in any form and at any time.

The Northern Territory Government actively supports local business through procuring its goods and services in accordance with the Buy Local Plan. Government grant recipients are strongly encouraged to adopt similar principles when procuring their own goods and services. For more information visit www.buylocal.nt.gov.au/
15 Application Checklist

The following is a checklist of documents and actions that are required for your application.

Organisation Details
☐ Contact details, including committee/board members
☐ Latest audited financial statements
☐ Certificate of currency (minimum $20 million public liability insurance)

Consultation
☐ Speak with an Arts Trail Officer prior to applying for advice on project eligibility.

Scope and Objectives
☐ Project brief/scope of works
☐ Program outcomes and demonstration of need

Planning Attachments
☐ Schematic plans, design concept plans and site plans endorsed by the project partners
☐ Project timelines and stages
☐ Evidence of risk assessment and management of the project
☐ Asset management plan
☐ Feasibility study, business case, master plan or other plans (required for applications of $50 000 or more)

Budget Information
☐ Itemised Project budget (including staged costing if appropriate)
☐ Quotes and/or internal cost estimates
☐ Evidence of other confirmed funding sources
☐ Consideration of operational and maintenance costs
☐ Itemised budget for key personnel/project manager

Support and Permission
☐ Governing Board, community, arts and cultural partners or key stakeholder support
☐ Development and/or building approval (if required)
☐ Land owner or building owner permission
☐ Evidence of tenure