

Multicultural community facilities grant program guidelines



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Contact details	Office of Multicultural Affairs, Territory Families
Approved by	Siobhan Okely, Director, Community Engagement
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Acronyms	Full form
MCFG	Multicultural Community Facilities Grant
OMA	Office of Multicultural Affairs

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Multicultural Community Facilities Grant guidelines

The Northern Territory Government implements a variety of programs and services to meet the needs of Territorians. One of these programs is Multicultural Community Facilities Grant (MCFG) Program. The grant program demonstrates the government's commitment to assist migrant and multicultural Territorians to expand their own, as well as the Territory's social and cultural development.

MCFG program is administered by the Office of Multicultural Affairs (OMA), Community Engagement, Programs and Engagement within Territory Families.

The guidelines provide information to assist you in applying for and acquitting grants from the Northern Territory Government through MCFG.

Before applying, please read carefully all sections of these guidelines. Prior to submitting your application it is also recommended, if required, that you discuss your project with the Office of Multicultural Affairs on 8999 3894.

Office of Multicultural Affairs
Territory Families
Level 6, Darwin Plaza,
41 Smith Street, Darwin NT 0800

Postal: PO Box 37037
WINNELLIE NT 0821

Email: TF.MulticulturalAffairs@nt.gov.au
Web: <https://nt.gov.au/community/multicultural-communities>

1. Introduction

People from all over the world have made the Northern Territory their home. 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 Multicultural Community Facilities Grant (MCFG) Program. 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.

The grant program is administered by the Office of Multicultural Affairs (OMA), Community Engagement within Territory Families.

2. Aim

The aim of MCFG is to **assist with the renovation and upgrade of existing premises managed and / or owned by recognised migrant and/or multicultural community organisations, with the objective of promoting multicultural diversity in the Northern Territory, as well as supporting sharing arrangements for the use of multicultural facilities.**

Consistent with the aim, the program is designed to assist projects that provide improved:

- venues that will be used to host a range of multicultural events;
- meeting places to encourage development, expression and promotion of multicultural diversity; and
- premises available for use by all Territorians irrespective of their cultural and linguistic background.

3. Who is eligible to apply

Not-for-profit and charitable incorporated migrant and multicultural community organisations located within the Northern Territory that own and manage multicultural community facilities.

Grants are provided to/through incorporated associations to assist the Office of Multicultural Affairs in ensuring that funds are appropriately expended and accounted for once the project is completed.

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

4. Eligibility criteria

Projects must:

- be consistent with the aim of MCFG program;
- have identifiable outcomes and project objectives;
- be part of a comprehensive plan to address need(s) identified by the applying organisation/group; and
- not have commercially-oriented objectives.

Applicants must:

- Submit as part of their application copies of the following:
 - a) Certificate of Incorporation;
 - b) evidence of not-for-profit status or charitable status;
 - c) current audited financial statements;
 - d) plan and preliminary design for the proposed project;
 - e) a minimum of two (2) detailed quotes of proposed project from service providers;
 - f) evidence of public liability and building insurance;
 - g) evidence of acquittal of previous grants from the Northern Territory Government; and
 - h) detailed costing for the project (refer the detailed budget expenditure template for more details).
- Provide evidence that the premises will be utilised by the community to promote and host multicultural events, the range of activities, and the expected level of use, for example a list of events held at the facility over the past 12 months.
- Demonstrate the ability to manage the funds and the project effectively.
- Provide details of how the organisation will contribute to the project through funding and 'in kind' support.
- Provide details of the location of the land including the block number. This information will be used to verify whether the property is already a prescribed property (refer prescribed property).
- In the case of applications for urgent and unforeseen repairs and maintenance, a case should be made to establish that the work is necessary. Territory Families may request that NT Work Safe verify the need for such work and its urgency.
- Provide evidence that the organisation has the capacity to maintain the improvements in good condition and are able to fund ongoing operational and maintenance costs.

Funds CANNOT be made available for:

- community groups which are not migrant or multicultural based;
- private-for-profit groups;
- commercial or business ventures; and
- real-estate purchases.

Funding CANNOT be assumed

The MCFG grant round is highly competitive. Funding is not automatic and should not be anticipated and organisations are encouraged to contribute funding and in-kind support towards the projects.

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 Portal. Online applications available through GrantsNT Portal <https://grantsnt.nt.gov.au/> during the 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.

Important: Incomplete applications and applications received after the closing date will not be considered for assessment.

Please note Funding is not automatic and should not be anticipated.

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 applicant meets the eligibility criteria (Section 3);
- 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; and
- past performance of the organisation in relation to meeting its aims and objectives.

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

All applicants will be advised of the outcome of their application(s) via GrantsNT. Applicants can request an interview with OMA staff to receive feedback.

All decisions are final and there is no appeal process.

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

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 the 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 the 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 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.

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. Financial and reporting accountability requirements

On completion of the project, funded organisations must provide the OMA, with an **acquittal of grant funds within 8 weeks of completion of the funded project**. That is, a letter or the acquittal form provided by OMA signed by an authorised office bearer of the organisation, which includes:

- (a) for **ALL grants**, 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) for **grants up to \$10,000**, a detailed income and expenditure statement specifically related to the funded project; and

- (c) for amounts equal to or exceeding \$10 000, both (a) and (b) above plus an audited financial statement for the project prepared by an independent auditor. The audited statement must clearly report the receipt of funds from the “Northern Territory Government – Multicultural Communities Facilities Grant Program”.

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

10. Applications for further grant funding

Organisations can apply for any number of grants under the funding round and each grant application will be considered on its merits. 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.

If an organisation applies for assistance for more than one project at a time, a separate application must be submitted for each project and the organisation should prioritise the projects in order of importance.

11. 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, the Office of Multicultural Affairs may not be able to process your application.

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

By signing the Application Form you consent to your personal information being provided to the Office of the Minister for Multicultural Affairs, the Territory Families 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 the OMA.

12. Duty of care

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

Grant recipients will acknowledge that the OMA 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.

13. Indemnity

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

14. 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.

15. Prescribed property

Under the Business Affairs and Agents Licensing Section, the Department of the Attorney-General and Justice Associations Act 2003 (the Act), the Northern Territory Government may have an ongoing interest in the property. If the grant awarded is more than \$25,000 the recipient must acknowledge that the property will be classified as “Prescribed Property” in accordance with Section 110 of the Act.

If the recipient of the grant proposes to change the nature of the use of the facility for purposes other than for which it is funded or intends to sell or transfer the ownership to somebody else, the recipient will need the written approval from the Minister for Multicultural Affairs before any action is taken.

16. Disclaimer

At the time of production, details contained within these pages were accurate. Users are encouraged to check with the 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.