Multicultural community facilities grant guidelines

15 March 2019
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Acronyms
You will find the following acronyms in this document.

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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 the Multicultural Community Facilities Grant (MCFG). MCFG 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 is administered by the Office of Multicultural Affairs (OMA), Community Engagement, Territory Families.

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

Before applying for MCFG please read carefully all sections of these guidelines. Prior to submitting your application it is recommended you discuss your project with a member of the Office of Multicultural Affairs team, telephone 8999 3894.

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1. Introduction

In recognition of our multicultural diversity the Northern Territory Government implements a variety of programs and services to meet the needs of Territorians. One of these programs is the Multicultural Community Facilities Grant (MCFG). The program is administered by the Office of Multicultural Affairs, Community Engagement within Territory Families.

2. Aim

The aim of MCFG is to: assist with the renovation and upgrade of existing premises managed or owned by recognised migrant and/or multicultural community organisations, with the objective of promoting multicultural diversity in the Northern Territory.

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.

Individuals are not eligible for assistance.

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;
- 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 level of funding sought section of the Application form 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 provide funding towards the projects.

5. Application process

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.

Online application is designed to provide information to allow detailed 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 funding.

6. Assessment process

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

• whether the application meets the aim of MCFG;
• whether the application meets the MCFG eligibility criteria;
• technical advice received from the Department of Infrastructure, Planning and Logistics in relation to design, planning, and construction, and reasonable costing including maintenance and operational costs;
• the organisation’s ability to maintain the improvements sought;
• identifiable benefits to the community;
• level of support (including in-kind) by the community and from other sources; and
• past performance of the organisation in relation to meeting its aims and objectives.

The assessment of all applications will be managed by Territory Families, comprising staff from relevant/appropriate departments. The recommendations of the panel will be submitted to the Minister for Multicultural Affairs for consideration.

All applicants will be advised of the outcome of their application(s) in writing. Applicants can request an interview with departmental staff to receive feedback. There is no appeal process.

7. Grant conditions

Successful applicants will be required to sign an Agreement Form which outlines the purpose(s) of the funding, and the conditions under which the funds are provided. Funds will only be released upon receipt of a completed agreement form. GST registered organisations must also submit a Tax Invoice.

The funding provided by the Northern Territory Government must be acknowledged in ALL media releases and promotional material associated with the funded project using the phrase “Proudly supported by the Northern Territory Government”. The logo must be used in its entirety and not altered in any way. An electronic version is available from OMA on request.

Details of successful projects may be published by the Northern Territory Government.

Applicants will need to carefully budget for their project. The Northern Territory Government will not be held responsible for any project which has underestimated the cost of the project and incurs a loss.

Funds can only be used for the purpose stated in the “Purpose(s) of grant” specified in the agreement form. If a grant recipient wishes to change the purpose for which the grant is provided, a written change of purpose request must be lodged with OMA. The letter must provide reasons for the proposed change and a budget for the amended purpose. Funds can only be utilised for a new purpose if the Minister for Multicultural Affairs provides written approval.

Any unspent grant funds are to be returned to Territory Families. If, in the opinion of the Deputy Chief Executive, a grant advanced to an organisation has not been used for the approved purpose(s), or the conditions of funding have not been met, then the organisation receiving the grant will be required to repay the funds in full or in part as determined by the Deputy Chief Executive.

On completion of the project, the organisation must provide an acquittal of the funds provided against the approved purpose(s) and a report detailing the outcome(s) of the project.
Territory Families retains the right to vary, cancel or waive any of the conditions and requirements of a grant.

8. 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.

9. Insurance

Successful applicants will be required to have and keep in place a public liability and building insurance policy with a recognised insurance provider. In addition, successful applicants will be required to ensure that any contractors engaged to work on the project are appropriately insured.

10. 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.

11. Grants & the GST

Funds are paid to grant recipients according to their GST status. There are different payment arrangements depending on whether recipients have an Australian Business Number (ABN) and whether they are GST Registered. Here are some examples:

- **ABN** - you are registered and have supplied your number
- **GST** - you are registered and have supplied a tax invoice

Should an application for $10 000 be successful, the Grants program pays the grant recipient $10 000 plus $1 000 for their GST obligation. (The recipient is obliged to pay 1/11 of grant funds received to the Australian Tax Office as GST.)

(ii) **ABN** - you are registered and have supplied your number

- **GST** - you are not registered

Should an application for $10 000 be successful, the Grant Program pays the grant recipient $10 000.
12. Financial accountability requirement

On completion of the project, funded organisations must provide the Office of Multicultural Affairs, 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 the Office of Multicultural Affairs 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 Community Facilities Grant”.

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

13. Applications for further grant funding

Organisations can apply for any number of grants under the funding round and each 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 form must be submitted for each project and the organisation should prioritise the projects in order of importance.

14. Lodgement

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