

# Application Guidelines

## Northern Territory Suicide Prevention

### Community Grants 2019/2020

The Department of Health invites community members and non-government organisations to apply for a grant to support locally-led projects or activities that address an identified suicide prevention need.

The NT Government is providing one-off grants between \$500 and \$10,000 per successful application for the 2019/20 financial year for actions that will progress:-

- Building inclusive communities and strengthening community resilience.
- Addressing stigma and discrimination.
- Raising awareness of effective suicide prevention practices.

Applicants must demonstrate that their proposal is able to meet its identified objectives and outcomes and addresses a need in their community or region. Applicants must have an Australian Business Number (ABN) and projects or activities must be specifically for Northern Territorians.

### Community Grants Scheme

#### What is the purpose of the Grants?

The purpose of the Community Grants is to support community members and non-government organisations to deliver localised projects or activities that:

- Build inclusive communities and strengthen community resilience
- Address stigma and discrimination
- Raise awareness of effective suicide prevention practices

#### What is the project or activity delivery timeframe?

The activity / project must commence during the 2019-2020 year and conclude by 31 March 2020.

### Eligibility Requirements

Please note that ineligible applications will not be assessed for funding. To be eligible, applicants must meet all of the following criteria:

- Applicants must be a viable legal entity as defined by the Australian Tax Office, for example:
  - an individual (sole trader);
  - a private company;
  - a public company;
  - a cooperative; or
  - a partnership.

- Applicants must have an Australian Business Number (ABN) or provide evidence that they have applied for one.
- Applicants must ensure that the application is signed by the Chief Executive Officer, or equivalent, of the organisation. This person must have ultimate financial and management responsibility for the organisation.
- Applicants must have a current Public Liability Insurance policy with cover of a minimum of \$10 million per event. Applicants without current insurance must provide evidence of a quotation for Public Liability Insurance.
- Applicants must not have overdue reporting requirements including financial acquittals for any previous NT Government grant.
- Applicants must not be a political party.

### **What is eligible to be funded?**

- Projects, activities or events must be aligned with at least one of the three identified priority areas to:-
  - Build inclusive communities and strengthen community resilience
  - Address stigma and discrimination
  - Raise awareness of effective suicide prevention practices

### **What will not be funded?**

- Any activity or event that does not occur within the NT.
- International travel.
- Fund-raising activities.
- Recruitment agency fees.
- Projects that have already occurred, or costs that have already been incurred.
- Wages

## How do I apply?

**Step 1:** Complete the application form available at <https://nt.gov.au/community/community-grants-and-volunteers/suicide-prevention-grants>

Please ensure you provide enough details for the assessment panel to have a clear understanding of your project.

**Step 2:** Return your application via email to [Suicide.Prevention@nt.gov.au](mailto:Suicide.Prevention@nt.gov.au) by 3:00pm (ACST) Friday 28 June 2019. Late applications will not be accepted.

## Assessment of applications

Each proposal received by the closing date will be assessed by a panel on the information provided in the application form and how the proposal:

- Supports localised action towards building stronger communities that have increased capacity to respond to and prevent suicidal behaviour through raising awareness and reducing stigma

- Addresses the outcomes and priority groups identified in the [NT Suicide Prevention Strategic Framework 2018-2023](#).
- Meets an identified suicide prevention need for Territorians

The assessment panel may decide that a proposal should only be partially funded, depending on the content and quality of the application received.

## Important information about the application process

### Important dates

Applications open: Monday 3 June 2019

Applications Close: 3:00pm Friday 28 June 2019

Please provide an electronic copy of your application by submitting it to this email address: [Suicide.Prevention@nt.gov.au](mailto:Suicide.Prevention@nt.gov.au)

**Please Note:** Late applications will NOT be accepted.

Applicants will be advised of the outcome of their application in writing.

### What to submit

Please include the following documents with your completed application form:

Evidence (or a quote) of current Public Liability Insurance.

### Additional Information

Successful applicants will be required to enter into a contractual agreement with NT Department of Health. You will also be required to provide the following:

- Updates regarding any key dates to allow for promotion and participation opportunities
- Written evidence of acknowledgment of NT Health on promotional materials, where appropriate
- Images of the event or project, where appropriate, for use in NT Health promotional material
- An evaluation of your activity / project once completed
- An acquitted financial statement that provides details of the disbursement of the Grant

### What if I have any questions?

Please contact the staff at the Mental Health and Alcohol and Other Drugs Branch via email [Suicide.Prevention@nt.gov.au](mailto:Suicide.Prevention@nt.gov.au) or telephone on 08 8999 2829.