

General Eligibility Requirements

Northern Territory Arts Grants Program 2026-27



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Acknowledgement of Country

The Northern Territory Government respectfully acknowledges the First Nations people of this country and recognises their continuing connections to their lands, waters and communities. We pay our respects to the Aboriginal and Torres Strait Islander cultures, and to their leaders past, present and emerging.

Whilst this document uses the term 'Aboriginal', we respectfully acknowledge that Torres Strait Islander peoples are First Nations people living in the Northern Territory. Therefore, strategies, services and outcomes relating to 'Aboriginal' Territorians should be read to include both Aboriginal and Torres Strait Islander Territorians.

Information and assistance

Key contacts

For more information on applying to the Northern Territory Arts Grants Program, please contact Arts NT, Department of People, Sport and Culture.

Darwin office	Postal address	Contact
Level 1, Building JHV2 Jape Homemaker Village 356 Bagot Road, Millner	Arts NT Department of People, Sport and Culture GPO Box 3970, Darwin, NT 0801	Phone: (08) 8999 8981 Free call: 1800 678 237 Email: arts.office@nt.gov.au

Accessibility

If you have accessibility needs that affect your ability to apply for a grant, contact Arts NT to discuss alternative application methods. [Integrated disAbility Action Inc.](#) may also be able to provide assistance with applying.

Darwin office	Postal address	Contact
Nightcliff Community Centre 4/18 Bauhinia Street, Nightcliff	PO Box 645 Nightcliff NT 0814	Phone: (08) 8948 5400 Email: gm@idainc.org.au Web: idainc.org.au

Interpreter services

If you have difficulty with the English language and would like an interpreter, you can contact the following services for assistance.

Aboriginal Interpreter Service NT	Interpreting and Translating Service NT	National Translating and Interpreting Service (TIS)
Phone: 1800 334 944 Email: ais@nt.gov.au	Phone: (08) 8999 8506 Email: itsnt@nt.gov.au	Phone: 131 450

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General eligibility

General eligibility criteria must be met to apply for any grant under the Arts Grants Program (AGP). Individual grant categories may specify additional eligibility criteria.

Compliance

Applicants who currently have outstanding acquittals or reports with any Northern Territory (NT) Government grant are non-compliant and are not eligible to apply for grants until the outstanding reporting requirements are resolved.

Who can apply

The AGP is administered through GrantsNT, the NT Government's online grants management system. All applications must be submitted via Grants NT, at grantsnt.nt.gov.au.

If you are a first-time user, you will need to register to create an account and setup an individual or organisation profile. **Note:** Individuals with ABNs must apply through an organisation profile. The GrantsNT website has a comprehensive help section to guide you, and you can contact Arts NT for assistance.

Each grant category specifies whether individuals, groups or organisations are eligible to apply.

An applicant's track record of delivering funded activities in line with grant agreements, and submitting high quality, timely acquittals, will be considered when assessing applications.

If you are a/an	Register on GrantsNT as an
Individual	Individual
Sole Trader	Organisation
Organisation	Organisation

Individuals

Individual applicants must be:

- an Australian citizen or have permanent residence status
- over 18 years of age
- a current resident of the NT.

You must provide evidence that you are living in the Northern Territory. Types of evidence to be uploaded in Grants NT includes a driver's license, utilities bill, electoral roll registration or other similar documentation.

If you are applying for a grant over \$15,000 as an individual, you must either:

- be a registered Sole Trader with an active ABN and apply via an Organisation profile in GrantsNT
- apply through an Administering Body

Individuals applying as sole traders with an Organisation profile are still considered as Individuals for applicant eligibility purposes.

NT Government employees are ineligible if a direct or perceived conflict of interest exists. You must declare if you are an NT Government employee.

Groups

Groups are 2 or more individuals who do not form a legally constituted organisation but are publicly known as a group, such as choir, dance group, or band. If your group is applying for a grant, you must nominate an individual to apply on behalf of the group. This person will be legally and financially responsible for the grant. An individual representing a group must register as a Sole Trader with an Organisation profile on GrantsNT and meet the above criteria for Individuals.

Organisations

Organisations must be not-for-profit, legally constituted organisations that have their main place of business registered in the NT. **Only organisations whose core business is the delivery of arts programs and services for the benefit of Territorians are eligible to apply.** If your organisation's core business is something other than arts programs and services, contact Arts NT.

Individual applicants to the NXT Gen ARTS program can undertake their placement with a for-profit creative industry business. However, the individual must take financial and legal responsibility for the grant as only nonprofit organisations can act as administering bodies on behalf of applicants.

Organisations not registered in the NT are eligible to apply if they meet all the following criteria:

- have a physical presence in the NT (see [Glossary of terms](#))
- an established track record of a minimum 3 years of grant funding auspiced through a NT arts and culture organisation and have successfully acquitted all funding. Applicants with a track record of non-compliance will not be eligible
- deliver activities that have significant arts and cultural outcomes that benefit NT artists, arts organisations and the NT arts sector.

Organisations that do not meet the above criteria cannot apply but may partner with an eligible NT organisation to administer the grant on their behalf.

NT Government agencies and associated entities, local government, educational institutions, hospitals and national charities are ineligible. An exception is schools applying to the Artists in Schools grant program.

Organisations must be compliant at the time of application with the relevant act or body governing their organisational structure, including but not limited to the Associations Act 2003 (NT), [Office of the Registrar of Indigenous Corporations \(ORIC\)](#) or [Australian Charities and Not-for-profits Commission \(ACNC\)](#). Non-compliant or insolvent organisations are ineligible and cannot act as an Administering Body.

Note: Individuals and Organisations cannot apply for funding on behalf of another individual, unless they are supporting a person with accessibility requirements and have evidence of consent from that person. Note that payment will be made to the person benefitting from the grant.

Administering bodies

Administering Bodies are also known as auspicing bodies, are not-for-profit organisations that take on the legal and financial responsibility of a grant. The Administering Body applies on behalf of an individual, group or organisation and manages all aspects of the funding terms and conditions.

It is strongly recommended that you have a written agreement with your Administering Body that sets out both parties' obligations and responsibilities before applying. Most Administering Bodies charge an administration fee, which must be included in your application budget.

The Arts Law Centre of Australia has an information sheet on [auspicing and auspicing agreements](#).

Administering bodies must have their main place of business registered in the NT. You should consider one of the Key Arts or Leading Arts Organisations to be your Administering Body. For more details on these organisations visit [List of arts organisations and venues | NT.GOV.AU](#).

Applicants must seek endorsement from Administering Bodies through GrantsNT before an application can be submitted. Once endorsed, the applicant is responsible for submitting the endorsed application. It is the applicant's responsibility to ensure both endorsement and submission occur before the closing date.

What is not funded

Unless otherwise stated in a specific grant category guideline, the following are not eligible:

- Activities that do not demonstrate a clear arts and cultural outcome or align with the objectives of the grant category
- Activities that have already started, will start or end prior to the execution of the funding agreement
- Retrospective expenses incurred before the execution of the funding agreement
- The entire financial cost of an activity unless otherwise stated in the relevant grant category
- Fundraising activities or events
- Merchandise, awards, gifts or prizes
- Catering costs
- Contingency costs
- Activities primarily for private commercial gain or general business development, rather than for a clear arts and cultural outcome aligned with the grant category
- Activities where the key artists, arts workers and service providers are not named and confirmed
- Activities where payment or in-kind contributions to key personnel are not declared
- Restoration or conservation of cultural material (see [NT Government Heritage Grants Program](#))
- Multiple applications to the AGP for the same activity
- Activities that have already received funding from Arts NT and/or the NT Government may not be considered a priority for additional support. If you intend to apply for funding for the continuation of activity that you have previously had funding for, contact Arts NT
- Activities that are the responsibility of other NT Government agencies are not funded. These include:
 - Film and screen
 - Film and screen-based projects for cinema, film festivals, television, web series, media, advertising and gaming (visit [Screen Territory](#))
 - If your activity includes the development of a music video or artwork for gaming, contact Arts NT

- Education
 - Arts activities in schools or school holiday programs that are not approved projects as part of the Artists in Schools grant program
 - Accredited training or educational activities which are curricular activities in educational institutions and are listed in the [Australian Government's National Training Register](#)
 - Undergraduate, diploma, certificate and postgraduate studies including research or studio work for academic assessment
- Festivals and major events
 - The Arts Grants Program does not fund the core planning, programming, delivery or operational costs of a festival or major event in the Northern Territory (visit Tourism and Events NT)
 - Artists residing in a 'Very Remote Australia' who are presenting an arts activity at an open access NT event, festival, or major event may be eligible to apply for funding to support travel to this activity. Please contact Arts NT
 - Expenses related to the presentation of arts activity at a festival, event or major event outside of the NT are eligible for funding

Eligible expenses

Eligible expenses differ between grant categories. The most common expenditure types are in detailed in the following table. Support towards administration fees are capped at 10%.

Expenses	Quick Response	Professional Development	NXT Gen Arts	Small Arts Grants	Art Equipment	Arts Projects
Applicant artist fees	NO	NO	YES	YES	NO	YES
Catering costs	NO	NO	NO	NO	NO	NO
Collaborator/consultant fees	YES	YES	YES	YES	NO	YES
Contingency	NO	NO	NO	NO	NO	NO
Equipment purchases	YES*	NO	NO	YES*	YES	NO
Hire fees	YES	YES	NO	YES	NO	YES
Marketing/documentation	YES	NO	NO	YES	NO	YES
Material costs / consumables	YES	NO	NO	YES	NO	YES
Registration fees	YES	YES	YES	YES	NO	YES
Travel allowance (per diem)	YES	YES	NO	YES	NO	YES
Travel and accommodation	YES	YES	NO	YES	NO	YES

*Applicant must evidence the equipment is essential to the delivery of the funded activity or their arts practice.

Aboriginal cultural protocols

All applicants to the AGP must adhere to Creative Australia's protocols for using [First Nations Cultural and Intellectual Property in the Arts](#) when working with Aboriginal artists and communities or Aboriginal cultural material. The protocols and principles include respect, self-determination, communication, consultation and consent, interpretation, cultural integrity and authenticity, secrecy and confidentiality, attribution, benefit sharing, continuing cultures and recognition and protection.

If your activity involves Aboriginal cultural content, you will need to complete the relevant section in GrantsNT. Clearly identify whether Aboriginal Australians are leading, conceiving, participating or have been consulted.

You can demonstrate appropriate consultation through:

- written or video permissions for activity from relevant Aboriginal individuals, community or language groups
- letters of support for the agreed activity from Elders, custodians, Aboriginal land councils or other appropriate community representatives
- signed key personnel forms from participating Aboriginal artists and arts workers.

This requirement applies equally to Aboriginal and non-Aboriginal applicants.

Assessors cannot assume you have support for your activity – it is your responsibility to demonstrate community support, and that the activity adheres to these protocols.

You are encouraged to identify your project as Aboriginal in your GrantsNT application if you are an Aboriginal applicant. This identifies the activity you are undertaking as Aboriginal owned and/or controlled and will assist Arts NT to monitor grants distributed to Aboriginal applicants.

If the majority of the requested funding is for the benefit of Aboriginal participants but the applicant is not Aboriginal, the project must be identified as an Aboriginal project on GrantsNT, and the Aboriginal cultural protocols must be addressed.

Working with young people in the arts

Applicants must adhere to the Northern Territory Care and Protection of Children Act 2007. Refer to [Arts Law Centre of Australia](#) for more information regarding children in the creative process. If your activity involves children under 18 years old, you are required to hold a [Working with Children Clearance](#) and have a current Ochre Card. Proof of an Ochre Card from all key personnel may be requested.

Supporting people with disability

Arts NT supports the successful delivery of the [Northern Territory Disability Strategy 2022 – 2032](#) to ensure people with disability are included and can engage, participate and contribute to community life. Where relevant, it is recommended that you include a statement with your application to show how you can make your arts activity accessible to people with disability as artists, participants or audiences.

NT programs and services prioritising access and inclusion for artists with disability include the following Arts Access funded arts organisations:

- Darwin Community Arts, Darwin Palmerston Litchfield

- Incite Arts, Central Australia
- Katherine Regional Arts, Big Rivers

Additionally, the following organisations have a range of resources such as checklists, guides and fact sheets about creating accessible arts events, accessible marketing and communications and disability employment:

- [Choose Art](#)
- [Access2Arts](#)
- [Arts Access Australia](#)
- [Arts and Disability Network Australia](#)

Insurance and indemnity

Where relevant to your activity, you must have insurance policies covering each funded activity during the whole of the grant period. Insurances may include:

- general third-party liability (public risk) insurance
- liability on account of accident or injury to your volunteers and employees, including any workers' compensation insurance as required by law
- a policy for your full liability under the *Return to Work Act 1986* (NT)
- loss, damage, or theft of your property and assets to their full replacement value or their full market value (except in cases where we direct in writing that full replacement value is required)
- any other insurance necessary or desirable for you to deliver the funded activity, or which we reasonably require due to the nature of the funded activity. These may also include but are not limited to travel insurance and/or international travel medical insurance.

By signing the Funding Agreement, you indemnify the NT Government against all claims, proceedings or actions whatsoever brought or made against the NT Government and all losses, damages, costs or expenses that incur, whether directly or indirectly in connection with delivering your funded activity.

Copyright and intellectual property and licensing

Where applicable, applications should include details of arrangements relating to copyright, intellectual property and licencing associated with the proposed activity. This includes details about authenticity, cultural ownership and appropriate contracts with artists for the publishing of their work. Copyright information and advice are available from:

- [Arts Law Centre of Australia](#)
- [Artists in the Black](#)
- [Australian Copyright Council](#)
- [Australasian Performing Right Association](#)
- [Phonographic Performance Company of Australia](#)
- [OneMusic](#)

Artist fees

Assessors consider the rates of pay, superannuation and on costs for artists documented in all grant applications. Pay scales and conditions are often prescribed under relevant industrial awards and agreements or recommended by peak bodies. More information is available from:

- [Creative Workplaces](#)
- [Australasian Performing Right Association](#)
- [Australian Society of Authors](#)
- [Australian Writers' Guild](#)
- [Fair Work Commission](#)
- [Live Performance Australia](#)
- [Media, Entertainment and Arts Alliance](#)
- [Musicians' Union](#)
- [National Association for Visual Arts](#)
- [Regional Arts Australia](#)

You can search for relevant awards on the [Fair Work Ombudsman](#) website.

Conflict of interest

You must declare that to the best of your knowledge you do not have any conflicts of interest in relation to the application. You must advise Arts NT as soon as practicable if any conflicts arise.

The grant process

1. You submit your grant application to Arts NT via GrantsNT.
2. Arts NT reviews your application to check eligibility and confirm you have no outstanding acquittals or compliance issues.
3. Eligible applications are assessed against the published assessment criteria.
4. If successful, you will be notified and sent a funding agreement along with a vendor creation/amendment form.
5. Once Arts NT receives your signed agreement and vendor form, your grant payment will be processed.
6. If unsuccessful, you can request verbal feedback from Arts NT.

Application

How to apply

All applications must be made online through GrantsNT. Before you submit your application, you should:

- ensure you have no outstanding acquittals or reports with the NT Government and are [compliant](#) with your regulatory authority (if applicable)
- read these guidelines in full

- speak to Arts NT to check if you are eligible to apply and if the grant category is suitable for your proposed activity
- define your activity and develop a [project plan](#) if required
- prepare a realistic and balanced [budget](#), and get the necessary quotes
- ensure appropriate consultation is demonstrated and [permissions](#) are obtained
- where relevant, obtain [working with children](#) permission and/or authorisation
- collate your [support material](#) required to complete the application

Applicants are responsible for submitting applications on time. Late applications will not be accepted.

Support material

Support material strengthens your application by confirming the detail in your application and demonstrates you have planned your activity thoroughly. See each specific grant category for more information on what support material is required to submit a complete application. The value of the grant you are applying for should guide the level and detail of the support material that you submit.

Note: Arts NT only accepts Microsoft Office compatible files: Pages, Numbers, and links to file-sharing platforms (e.g. Dropbox, Google Drive) are not accepted. All items must be uploaded directly to GrantsNT or linked to publicly available online materials unless provided with a password.

Artistic material

Artistic material demonstrates the artistic merit of your activity and provides the assessors with an understanding of your arts practice and the work you have produced. You can include the following as uploads or links:

- CVs or biographies for all key artists and organisers (maximum of 2 pages for each key person)
- up to 3 video/audio recordings (maximum of 10 minutes)
- up to 3 published and/or unpublished samples e.g. excerpts from a play, book or short story or examples of artwork
- one report providing evidence of previously completed works or activities (maximum 4 pages)
- up to 3 media reviews or marketing and promotional examples
- up to 10 images (maximum 10 MB per image).

Project plan

Project plans are essential and provide evidence that you have thought through every stage of your project. The plan should include a schedule, key actions and milestones and who will be responsible for achieving them, including marketing and promotion and a contingency for when things don't go to plan. Project plans can be uploaded separately or incorporated into the body of your application.

Letters of support

Letters of support from organisations, community partners and industry peers demonstrate the quality, demand for and/or public value of your activity. They should endorse the competency of the key personnel, evidence the importance and viability of the activity and evidence any financial or in-kind support provided.

You may provide up to three activity-specific support letters with your application. Each letter must be signed and clearly state the nature and value of support (if applicable). Verifiable emails are also accepted. These must be submitted as .msg, .pdf, or .jpeg files, showing the full email content and address details. It is recommended that letters of support are no more than 6 months old at the time of submission.

Letters of support must not be provided by collaborators named in the application or by anyone who will financially benefit from the activity. Endorsements from any government official or parliamentarian will not be considered, to ensure equity and fairness in the assessment process.

Risk assessments

Risk assessments identify risks, plan ways to mitigate/reduce their impact and outline actions for dealing with situations should they arise. Documenting a risk assessment supports the overall viability of the project and the level of detail should reflect the grant amount you are applying for. If the grant value is over \$15,000 the application must include a risk assessment and mitigation strategy.

Confirmation of involvement

It is important that applicants acknowledge the involvement of key personnel and the agreed amount they will be paid or the value of their in-kind contribution. Emails or key personnel forms can be used to provide this confirmation.

In-kind participation is when applicants or key persons contribute their time and forgo financial payment. Volunteers can contribute valuable support in achieving successful activity outcomes and should be accounted for in budgets and evidenced through confirmation of their involvement. In kind volunteering fees are based on the published rates by [Volunteering SA&NT](#).

Assessors consider the payments made to key personnel and it is essential that payments align to or are above the relevant award rates. For advice on relevant award rates or industry pay scales, see [Artist Fees](#).

Budget and budget support material

The budget must include all activity income and expenses and be submitted using the grant category specific Excel budget template which can be downloaded from GrantsNT. Ensure your budget is realistic, represents value for money, and does not include ineligible costs. Refer to the [What is not funded](#) section of this document. If you do not submit a budget in the correct Excel budget template, Arts NT will request further information to have it revised before the application can be fully assessed.

You must include budget support material for expenses over \$1,000 that use grant funds. Budget support material may include quotes or a detailed breakdown of individual costs.

You should list all artist/arts worker fees and include a breakdown to show the rate of pay in your budget notes or support material, referencing the award or pay scale used to calculate them (see [Artist fees](#)). Budgeted fees must align with the agreed rates as per confirmation of involvement/Personnel forms.

The AGP will not fund the total cost of an activity unless otherwise advised in the grant categories. You must demonstrate that you have significant financial or in-kind support from other sources.

- **In-kind contributions** are non-cash goods, services or labour provided to the funded activity at no cost. This may include donated venue hire, volunteer labour, donated materials, use of equipment, professional services, or the applicant's own unpaid time spent directly delivering the activity.

- In-kind contributions must directly relate to the funded activity, be reasonable and able to be assigned a dollar value, and be included as both income and expenditure in the budget.
- Time spent writing or preparing the grant application, sourcing support material, or completing grant reporting requirements cannot be claimed as in-kind.
- **Applicant-cash contributions** are those that the applicant is paying for using their own funds.

Arts NT supports the employment of local NT artists and arts workers and the engagement of local service providers. Assessors will determine the viability of your budget by considering value for money in line with the [NT Government Buy Local Plan](#). The primary objective of the Buy Local Plan is to ensure that the largest possible proportion of every dollar invested by the NT Government stays in the Territory and delivers benefits for the local economy and community. Where possible, you should buy local and use services located in, and goods available within, the NT. In circumstances where you cannot obtain the required good or service in the NT, **you must demonstrate that it is impractical for commercial, technical or other reasons to do so.**

Assessment

Each application is assessed against the following assessment criteria, (unless otherwise stated in specific grant category guidelines) based on the information and support material you provide. For peer-assessed grants, additional balancing criteria may be applied to ensure equitable distribution of funding across regions, art forms, sub-categories and strategic objectives. You must first address the primary objective of the grant.

QUALITY: Artistic, cultural or professional merit of the activity
• activity demonstrates a clear artistic, cultural, professional or strategic rationale relevant to the grant category. • artistic, creative, engagement, presentation or development process is clearly articulated. • activity demonstrates quality, originality, innovation and/or creative ambition appropriate to the scale and purpose of the project. • applicant and/or key artists demonstrate artistic, cultural or professional merit through previous practice, achievements and support material. • activity demonstrates cultural integrity, relevance and respect, particularly for Aboriginal, community-led or culturally specific work. • application acknowledges diverse creative practices, cultural knowledge systems and ways of working where relevant.
VIABILITY: Planning, budget and ability to deliver the activity
• activity is well planned, realistic and achievable within the proposed timeframe and budget. • project plan, timeline and use of resources demonstrate good planning, appropriate risk management and value for money. • budget is realistic, clearly costed and includes all relevant income, expenditure and in-kind contributions. • quotes, budget notes and support material demonstrate that costs are reasonable and represent value for money. • key artists, personnel, partners and service providers are confirmed where relevant, and artist and arts worker payments align with appropriate award rates or industry standards.

- application demonstrates an understanding of legal, cultural and operational requirements relevant to the activity, including Aboriginal Cultural Protocols, Working with Children obligations and accessibility requirements where relevant.

CAPACITY: Capacity of the applicant and key personnel to deliver the activity

- applicant and key personnel have the skills, knowledge, experience and cultural capability required to deliver the activity successfully.
- roles and responsibilities of key personnel are appropriate to the scale and nature of the activity.
- previous work, CVs, biographies, support material and letters of support demonstrate the applicant's capacity to deliver quality outcomes on time and within budget.
- activity demonstrates capacity-building potential for the applicant, participating artists, arts workers and/or the wider arts sector where relevant.
- activity supports the development of NT artists and arts workers, including Aboriginal employment, leadership or regional workforce development where relevant.

IMPACT: Expected benefit of the activity to the applicant, participants, audiences, communities and the NT arts sector

- activity demonstrates clear benefit to the applicant's practice, career development, organisation or community.
- activity responds to an identified artistic, cultural, community or sector need, opportunity or area of demand.
- activity will increase participation in, access to, or visibility of arts and culture for NT communities, audiences or participants where relevant.
- activity demonstrates meaningful engagement, partnership or consultation with communities, participants, audiences or sector stakeholders where relevant.
- activity contributes to the strength, visibility, sustainability or development of the NT arts sector, including benefits for regional and remote communities where relevant.

Who assesses applications

Before your application is assessed, an eligibility check is performed. This is to verify that your application is complete, that you have no outstanding acquittals or compliance issues, and that your application addresses the grant category objective and outcomes. You will receive a notification advising you of the reason/s, if your application is deemed ineligible.

Applications are assessed by a panel. Depending on the grant category, applications may be assessed by Arts NT officers or by a panel of NT Government personnel with relevant subject matter expertise. Funding recommendations are approved by the appropriate departmental delegate.

Grant decisions are not subject to appeal. Applicants must not assume they will be successful or start the activity prior to notification.

Notification and feedback

Notification

After your application is assessed, you will be notified of the outcome on or after the category notification date. Successful applicants will receive:

- a letter of offer
- a funding agreement outlining the purpose of the grant and the conditions under which the grant is provided
- vendor creation/amendment form

If your signed funding agreement is not returned within the timeframe stipulated in the letter of offer, the offer will be withdrawn.

If an application is incomplete, non-compliant or ineligible, Arts NT will advise the applicant in writing and the application will not proceed to assessment.

Feedback

Some applications meet the published assessment criteria but are unsuccessful. Arts NT receives more applications of merit than can be supported within the available program budget. Verbal feedback on funding decisions is available to all applicants on request. Arts NT does not provide written feedback.

Funding agreement

Agreement

Read the funding agreement in its entirety to ensure that you understand your obligations and the conditions and clauses. If you do not understand any part of the funding agreement, contact Arts NT or seek legal advice.

Funding agreements must be signed by the appropriate signatory and returned in a timely manner as stated in the Letter of Offer.

If you have nominated an [Administering Body](#) for your grant, then the Administering Body will sign the Funding Agreement and be legally and financially responsible for the grant activity.

Payment

For grant funding payments to be made, all grant recipients must:

- be registered as a vendor in the Government Accounting System (GAS), and
- ensure their bank details are included in their GrantsNT profile and match their bank details in GAS.

A Vendor Creation/Amendment Form will be sent to you with your Funding Agreement. If you are not already registered as a vendor, you will need to complete and return the form.

The grant amount is GST exclusive. If you are registered for GST, Arts NT will pay you the grant amount plus GST with a Recipient Created Tax Invoice (RCTI). If you are not registered for GST, you warrant that you are not required to be registered for GST, and Arts NT will only pay you the grant amount.

If an Individual has applied on behalf of another Individual with accessibility requirements, payment will be made to the person benefitting from the grant. If payment is required to be paid to the person applying on their behalf, they must be an Organisation and apply as an Administering Body.

Grant payments will not be made if you have outstanding acquittals or are not compliant with a regulator.

Variations

You must seek written approval before you change your activity. A request to vary your Funding Agreement must be made in writing via GrantsNT before the end date of the grant period. Variation requests submitted after the end date of the grant period will not be accepted.

This may include changes to:

- the scope of activity
- key personnel
- the budget or timeline.

If your application was submitted with the support of an Administering Body, please note that all variation requests must be lodged through GrantsNT by the Administering Body.

Acknowledgement requirements

If you receive funding, you must acknowledge this support in all media releases and promotional activity. Acknowledgment requirements will be outlined in your funding agreement. Please contact Arts NT to access the NT Government logo.

Publication and privacy statement

The personal information you provide in an application is necessary to assess you/your organisation's eligibility for a grant and for related contact purposes.

By signing the application form in GrantsNT, you consent to your personal information being provided to Arts NT within DPSC and other Government departments for the purpose of assessing, promoting and reporting the outcomes of the funding. If you do not provide the requested details, your application may not be processed. Applicant information is held by the NT Government and managed in accordance with the *Information Act 2002* (NT). Personal information will not be disclosed other than for the primary purpose for which it was collected, unless otherwise agreed to, or authorised by law. You can access and update the personal information you provide through your user profile in GrantsNT.

By signing the application form in GrantsNT you consent for the applicant's name, funded activity description, funded amount and location to be published on the NT Government website and social media, and in a public announcement by the Minister. To assist in the promotion and development of arts and culture in the NT, information may be shared with Commonwealth, State and Territory agencies and the media.

Acquittal

Acquittal reports show how your grant was spent and help meet government and community accountability requirements. We collect information on applicants, art forms, and regions and other relevant demographic information to build, measure and understand the impact of activities funded through the AGP. We will only ask for information that directly contributes to building relevant programs to support strengthening, profiling and showcasing our dynamic NT arts and culture.

Grant acquittal requirements are outlined in your funding agreement. You should read the requirements before you begin your activity. Failure to complete an acquittal may result in you being deemed non-compliant for future grant applications or payments.

With your permission, Arts NT may promote a grant category by showcasing information and images provided in the acquittal. It is essential that you include in your acquittal report a completed Talent Release Form as evidence that every person portrayed in the images has given consent for the images to be forwarded to the NT Government for publication.

Table 1 provides examples of the types of information Arts NT may collect to measure outcomes across the Arts Grants Program. The information collected will vary depending on the grant category, funded activity, scale of investment and reporting requirements set out in the funding agreement.

Table 1:

Outcome	Key Performance Indicators (KPI)	Statistical data collected (quantitative data)	Case study stories (qualitative data)	How this data is used
EMPLOY	Increase employment opportunities for NT artists and arts workers, ensuring they are paid fairly and appropriately for their work.	• Number of NT artists and arts workers engaged and paid • Number of Aboriginal artists and arts workers engaged and paid • Number of artists and arts workers with disability engaged and paid • Number of artists and arts workers from culturally and linguistically diverse backgrounds engaged and paid • Number of regional and remote artists and arts workers engaged and paid • Total amount paid in artist fees, wages and on costs • Type of paid opportunities created, such as contracts, commissions, placements, internships or mentoring opportunities • Benchmark, industry standard or award rate used to determine artist and arts worker payments	Provide one or two examples that demonstrate how the funding created employment or career opportunities. For example: • How did the funding create new paid work or employment opportunities? • How did it help an artist progress their career or secure future employment? • What difference did being paid fairly make to the artist or organisation? • Include a quote from an artist or arts worker where possible.	To demonstrate how investment supports employment, fair pay and career pathways for NT artists and arts workers, and contributes to workforce development, economic participation and the creative economy.
ACCESS	Increase access to and participation in arts and culture across the Northern Territory, including for	• Number of participants, audience members, visitors or attendees	Describe how the project improved access to arts and culture or reached people who	To demonstrate how investment increases participation, inclusion and access to arts and culture

Outcome	Key Performance Indicators (KPI)	Statistical data collected (quantitative data)	Case study stories (qualitative data)	How this data is used
	Aboriginal people, people with disability, culturally and linguistically diverse communities, and regional and remote communities.	- Number of workshops, performances, exhibitions, events or activities delivered - Communities, venues and regions reached - Number and diversity of participants, audiences and artists engaged, including Aboriginal people, people with disability, people from culturally and linguistically diverse backgrounds, young people, older people, and regional and remote communities - Accessibility measures implemented, such as Auslan, captioning, accessible venues or accessible communications - Equipment or facility upgrades that improve accessibility, production, presentation, display, storage, or public access	would not normally participate. For example: - What barriers were removed? - How did the project improve inclusion or accessibility? - How did the community respond? - Include participant, audience or community quotes where possible.	across the Territory, including for priority cohorts and regional and remote communities, and strengthens the capacity and accessibility of arts infrastructure and facilities.
UPSKILL	Strengthen professional practice, leadership and career development for NT artists and arts workers by increasing skills, knowledge, networks and capabilities.	- Number of NT artists and arts workers participating in professional development, placements, mentoring, training or skills development - Number of workshops, mentoring sessions, placements or training activities delivered	Describe how the activity strengthened professional capability or leadership. For example: What new skills or knowledge were gained?	To demonstrate how investment strengthens professional practice, leadership, workforce capability and long-term career sustainability for NT artists and arts workers.

Outcome	Key Performance Indicators (KPI)	Statistical data collected (quantitative data)	Case study stories (qualitative data)	How this data is used
		- Number of hours or days of professional development undertaken - Number of mentors, trainers or industry experts engaged - Number of participants who developed new skills, knowledge, networks or leadership capability - Number of participants who developed new professional materials, project plans or business skills - Number of participants who progressed to further training, paid work, new collaborations or new creative opportunities	- How has the participant applied these skills? - Did the activity lead to new employment, collaborations or leadership opportunities? - Include participant reflections where possible.	
CREATE	Support NT artists to develop new work and enable experimentation, innovation and creative risk-taking, including through digital and emerging technologies.	- Number of new works developed, created or completed - Number of NT artists involved in creative development - Artform or type of creative output supported - Stage of development achieved, such as research, development, prototyping, rehearsal, recording, writing, design or production - Evidence of experimentation, innovation, digital practice, emerging	Describe the creative journey and significance of the work developed. For example: - What new work or ideas were created? - What risks or innovation were explored? - How did the funding enable something that would not otherwise have occurred?	To demonstrate how investment supports artistic development, innovation, experimentation and the creation of new Territory work, stories and cultural expression.

Outcome	Key Performance Indicators (KPI)	Statistical data collected (quantitative data)	Case study stories (qualitative data)	How this data is used
		technologies or cross-artform collaboration Number of works that progressed to presentation, publication, touring, exhibition or further development	Include artist reflections on the creative process.	
PROMOTE	Profile, showcase and celebrate NT artists and arts and culture to build audiences, markets and sustainable careers.	- Number of performances, exhibitions, showcases, screenings, launches or presentations delivered - Number of artists profiled, promoted or showcased - Number of audience members, attendees or visitors reached - Number of markets, festivals, venues or locations where NT work was presented - Media, marketing or digital reach achieved - Market development outcomes such as sales, commissions, bookings, invitations, touring opportunities or partnerships secured	Describe how the activity increased the profile, audience or market opportunities for the artist or organisation. For example: - What new audiences were reached? - What market opportunities resulted from the project? - Did the activity generate sales, commissions, touring or partnerships? - Include media coverage, testimonials or audience feedback where possible.	To demonstrate how investment profiles and celebrates Territory artists and arts and culture, builds audiences and markets, and supports sustainable careers and the visibility of NT arts locally, nationally and internationally.

Random audit (previously self-acquittal)

Some grant categories are managed through a random audit process rather than a standard acquittal report. Recipients in these categories may not be required to submit an acquittal at the end of the funded activity. However, all recipients must retain receipts, invoices and supporting financial records for expenditure related to the activity, as Arts NT may request these documents if the grant is selected for random audit.

Case study

Case study acquittal reports are submitted through GrantsNT no later than 3 months after the agreed activity completion date, unless agreed differently in your funding agreement.

The case study approach to acquitting grants and feedback is an opportunity for Arts NT to celebrate the stories from the NT arts and culture sector. It assists Arts NT to advocate for the sector and contribute to the national arts dialogue and the development of NT Government policy and strategies. A complete case study acquittal includes:

- an artistic and statistical report using the case study template from GrantsNT
- an income and expenditure statement:
 - Individuals (including sole traders): signed by an authorised person. If the statement varies significantly from the approved budget without prior approval, it may be rejected, and funds may be repayable. Budget changes must be approved via contract variation before the acquittal date.
 - Organisations:
 - Grants up to \$100,000 - signed income and expenditure statement by an authorised person
 - Grants of \$100,000 or more - audited financial statement signed by an authorised person
- at least three high-resolution images (minimum 1MB each) with signed talent release forms
- a report on any special conditions in your funding agreement (if applicable)

Glossary of terms

Aboriginal describes someone who is of Aboriginal and Torres Strait Islander descent, identifies as an Aboriginal or Torres Strait Islander and is accepted as such in the community where they live or come from.

Aboriginal cultural content refers to Aboriginal cultural material or Aboriginal artistic practice and outcomes relating to Aboriginal artists and their communities. Refer to the [Aboriginal Cultural Protocols](#) section of this document.

Aboriginal project is an activity where the applicant identifies as an Aboriginal individual/group, an Aboriginal organisation, or the majority of the grant will benefit Aboriginal artists and arts workers.

Accredited training is a course which has been independently assessed by the [Australian Skills Quality Authority \(ASQA\)](#) and meets the [Standards for VET Accredited Courses 2021](#).

Acquittal is the format by which you report at the conclusion of your grant activity. Acquittal requirements are outlined in your funding agreement. Refer to the [Acquittal](#) section of this document.

Administering Body or auspicing body is a legally constituted not-for-profit organisation that agrees to take on the legal and financial responsibility of a grant on behalf of an applicant. These can include NT based incorporated associations, incorporated Aboriginal associations and companies limited by guarantee. You should have a written agreement with your administering body that sets out both parties' rights and responsibilities in relation to the grant management. Arts NT encourages applicants to consider one of the Key Arts or Leading Arts funded organisations to administer a grant if required.

Administering Fee is a fee charged by most administering bodies to take on the financial and legal responsibility for your grant. The Arts Grants Program caps support towards administration fees at 10% and you need to include it in your application along with other budgetary items.

Applicant contribution is any monetary or in-kind contribution provided to the project by the applicant.

Arts Development Officers are Arts NT staff who advise and support applicants on the AGP.

Arts Organisations are not for profit organisations with a primary purpose to deliver arts and culture programs and services documented in their constitution or governing documents.

Artist fee is the payment made for artists' labour. Refer to the [Artist fees](#) section of this document.

Artistic merit refers to the quality of the artistic work to be produced by the activity, the experience of the artists involved and the value and quality of the concepts that inform the work as described in the application.

Artistic support material supports the grant application by providing high quality examples of current or previous artistic practice and activities. Refer to the [Support material](#) section in this document.

Artist refers to a person who produces art. While an artist may not regularly earn income from their practice, they must be identified and recognised by their peers as a practicing artist or cultural practitioner. Artists can include practitioners who work in any of the art forms described in the guidelines.

Arts Worker is a person who manages, produces, administers technically delivers or facilitates arts and cultural activity.

Assessment criteria are the established and published standards used to evaluate an application to determine if a grant should receive funding. Refer to each grant category page for the objectives of the grant and also the [Assessment](#) section of this document.

Associated entities as listed in the Northern Territory Administrative Arrangements Order.

Buy Local Plan ensures every dollar spent by the NT Government can have wider benefits for the community, through the flow-on effect of wages, economic stimulation, community development and corporate social responsibility. For more information visit [Buy Local Plan](#).

Budget is a detailed list of projected activity income and expenses, e.g. ticketing sales and associated costs, art sales income and art materials, labour and other delivery costs. Refer to the [Budget and budget support](#) material section of this document.

Contingency is a financial reserve set aside for uncertain costs. Contingency costs will not be funded through any grant category.

Copyright is the ownership of intellectual property. You need to get permission to use the intellectual property of someone else. Refer to the [Copyright, intellectual property and licencing section](#) of this document.

Creative Industries refer to businesses that focus on the production and distribution of cultural, artistic, and innovative content, for example visual arts and crafts, screen, radio and broadcast TV, advertising, museums, design and architecture, performing arts, fashion, digital design, literature and print media, music composition and publishing, and libraries and archives.

Disability refers to a person with a limitation, restriction or impairment, which has lasted, or is likely to last, for at least 6 months and restricts everyday activities.

Donations may include cash, fees or time towards activity, new or used goods such as vehicles or equipment, or services. The donation of services is also called in-kind support.

Emerging or early career artist for the purposes of applying to the AGP is a person within the first 5 years of professional practice.

Established artist for the purposes of applying to the AGP is an artist recognised as an outstanding professional in their field with an extensive track record of artistic practice and a history of public presentation/achievement and peer recognition. An established artist has more than 10 years of professional practice.

Festivals and major events are programmed public events, or series of events, presented over one or more days under a single festival brand or banner, involving multiple artists, activities, performances, exhibitions, screenings, workshops or community activations.

Funding agreement/contract is the document signed by the grant recipient and the NT Government delegate that outlines the conditions of funding. Refer to the [Agreement](#) section of this document.

GrantsNT is the NT Government's online grants management system used by applicants to apply for grants.

Income and expenditure statement is the financial statement detailing and certifying the income and expenditure of a funded activity.

Indigenous cultural protocols - see Aboriginal cultural content

In-kind support or contributions are non-cash goods, services or labour provided to the funded activity at no cost. Refer to the [Budget and budget support material](#) section of this document.

Insurance. Grant recipients must hold the agreed insurance policies, including public liability insurance, to protect you against legal liability if someone is injured, or has their property damaged while you are providing a service to them. Refer to the [Insurance and indemnity](#) section of this document.

Key personnel are the persons who are integral to the delivery of the activity and should include key artists and key organisers. Key personnel forms are available on GrantsNT. These can be used to confirm the involvement of key personnel, artists other than the applicant and payment. Refer also to [Confirmation of involvement](#) section of this document.

Legal requirements are Australian, State and Territory standards and regulations including fair labour, civil rights, accessibility, age discriminations, lobbying with appropriate monies, accounting records and other published requirements to which an applicant accepting a grant must adhere.

Letters of support provide evidence of community, arts sector and other partners support for the activity and must be current and specific to the activity. Refer to the [Letters of support](#) section of this document.

Major events are large-scale public events, celebration or activation that is primarily focused on event delivery, audience attraction, tourism, hospitality, place activation or community celebration, rather than the development, creation or presentation of a discrete arts project.

Marketing/public relations/promotions are activities that inform the public and media about the activity and include advertising, electronic marketing, media releases, social media posts, radio interviews, brochures, flyers and posters.

Mid-career artist for the purposes of applying to the AGP is a person with 5 to 10 years of professional practice.

Not for profit organisations are organisations that do not operate for the profit, personal gain or other benefit of particular people – assets and income of the organisation are solely to further the organisations objectives as per its constitution.

Physical presence for an organisation means the organisation has been delivering arts and cultural programs/services at an established NT physical address for a minimum of 3 years.

Random audit acquittal means a grant management process where recipients may not be required to submit a standard acquittal report at the end of the funded activity, but must retain receipts, invoices and supporting financial records and provide them to Arts NT if selected for audit.

Regions are defined in [Regions](#) section of this document.

Remote refers to how the location where you live or where your project takes place is classified by the Australian Bureau of Statistics (ABS). In some grant categories, this classification may be used to prioritise applications or determine eligibility for additional funding. To find out the classification of the area in which you live, visit [ABS Maps - Australian Bureau of Statistics](#).

Short notice refers to time-sensitive opportunities that could not have been planned for or funded through other grant rounds.

Travel allowance or per diems are funds for accommodation and meal expenses incurred as part of travel away from home overnight to work on the project/grant activity. The Australian Taxation Office lists [reasonable travel allowance](#) on its website.

Touring refers to the presentation of the same performance, exhibition, or activity in sequence across two or more communities outside the applicant's home location, within a cohesive timeframe.

Variation is a change to a contract. A variation to a contract could include, but not be limited to, a change to the product, delivery, timeframe, personnel, or price. Refer to the [Variations](#) section of this document.