

Arts and Culture Grants Program Guidelines 2021-22



Contents

Introduction

1. Information and Assistance	4
Key Contacts.....	4
Accessibility.....	4
Interpreter Services	4
Stay Up to Date.....	4
GrantsNT	4

Arts and Culture Grants Program

2. Arts and Culture Grants Program	5
Measuring Outcomes	5
Art Forms	6
Roles	6
Regions.....	7
3. General Eligibility	8
Compliance.....	8
Who can apply	8
What is not funded.....	9

Grant Categories

4. Grants at a Glance	11
5. Activating Arts – Quick Response	13
6. Activating Arts – Creative Communities	14
7. Career Development - Professional Development	15
8. Career Development - Creative Fellowships and Arts Residencies	16
9. Career Development - NXT Gen ARTS	18
10. Arts Projects	20
11. Arts Industry Development	22
12. Regional Museums Support	24
13. Strategic Initiatives and Partnerships	27
14. Leading Arts Organisations and Strategic Arts Venues	27

Grants Process

15. The Grant Process.....	28
16. General Requirements	28
Aboriginal Cultural Protocols.....	28
Working with Children Protocols	29
Insurance.....	29
Copyright and Intellectual Property	29
Artist Fees.....	30
Confidential Information and Privacy	30
Conflict of Interest.....	30
17. Application	31
How to apply.....	31
Support Material	31
18. Assessment.....	34
How applications are assessed.....	34
Who assesses applications	36
19. Notification and Feedback.....	36
20. Agreement and Payment.....	37
Acknowledgment Requirements.....	38
Publication and Privacy Statement.....	38
21. Acquittal.....	38

Glossary

22. Glossary of Terms	39
------------------------------------	-----------

Cover images clockwise from top left:

Apmere werne apetye-arlpaye | image courtesy of Watch This Space • Gerry Mungatopi, Gabrielle Callan and Jason Palupaminni working on the Muluwurri Museum Collection, Jilamara Arts and Crafts Association | photographer Carolyn McLennan • Milky Way - River of Stars as part of Milky Way Ballet at the Quarry | image courtesy of West Australian Ballet • Alice Springs band Purple Patch | photographer Oliver Eclipse, image courtesy of Artback NT

1. Information and Assistance

Key Contacts

For more information on applying to the Northern Territory (NT) Arts and Culture Grants Program (ACGP), please contact an Arts Development Officer at Arts NT, Department of Territory Families, Housing and Communities:

Freecall: 1800 678 237

Email: arts.office@nt.gov.au

Darwin Office

Level 2, RCG House
83-85 Smith Street
DARWIN

Phone: (08) 8999 8981

Alice Springs Office

Araluen Arts Centre
61 Larapinta Drive
ALICE SPRINGS

Phone: (08) 8951 6430

Postal

Arts NT
PO Box 37037
WINNELLIE NT 0820

Accessibility

If you have accessibility needs that affect your ability to apply for a grant, contact Arts NT to discuss alternative application methods.

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

Phone: 1800 334 944

Email: ais@nt.gov.au

Interpreting and Translating Service NT

Phone: (08) 8999 8506

1800 676 254

Email: itsnt@nt.gov.au

National Translating and Interpreting Service (TIS)

Phone: 131 450

Stay Up to Date

[Subscribe to our Bite Size Arts News](#) to stay up to date on current grant programs, as well as other Territory and Federal Government updates and initiatives.

GrantsNT

The ACGP is administered through GrantsNT, the NT Government's online grants management system. To apply for any of the grants listed in this program, go to 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. The GrantsNT website has a comprehensive help section to guide you. Starting with the [GrantsNT Introduction](#) section is highly recommended as it will give you a good overview of the system.

For GrantsNT technical support, please contact a Grant Administration Officer on 1800 045 678.

2. Arts and Culture Grants Program

A strong and vibrant arts and cultural sector is integral to the health and well-being of our communities. It will continue to underpin the economic recovery of the Territory. This will be achieved through providing opportunities to grow the creative and cultural economy, encourage artistic excellence and achievement and community participation in arts and culture.

The NT Government, through Arts NT, supports the arts and cultural sector through the delivery of:

- arts policy, strategies, research and advice to the NT Government and arts sector
- funding and partnership programs that build the capacity and sustainability of the arts and cultural industries
- funding for artists, arts workers, arts and cultural organisations and community groups that support industry development, community access and participation in arts and culture, and
- arts and cultural infrastructure development and support through NT Government leased and owned venues and facilities.

Arts NT is a unit within the Department of Territory Families, Housing and Communities (TFHC) and is responsible for the development, administration and evaluation of the Arts and Culture Grants Program (ACGP).

The ACGP offers artists, organisations and the community, support for initiatives that explore, develop and profile NT arts, culture and creative industries. Funding is prioritised to NT artists and arts workers, not for profit arts organisations and arts initiatives that benefit the NT community and deliver on government strategies, goals and priorities. Current NT Government priorities include:

- [Creative Industries Strategy 2020-2024](#)
- [Territory Families Housing and Communities Strategic Plan 2021-25](#)
- [Aboriginal Cultural Security Framework](#)
- [Northern Territory Social Outcomes Framework](#).

In addition to the grant categories outlined in these guidelines, Arts NT provides funding (by invitation only) to leading NT arts organisations and venues for operations, arts programming and service delivery. See the [Leading Arts Organisations and Strategic Arts Venues](#) section for more detail.

Arts NT may also provide one off or strategic funding to out of round or industry proposals that meet a specific need, or strategic outcomes in line with NT Government priorities. See the [Strategic Initiatives and Partnerships](#) section for more detail.

Measuring Outcomes

The ACGP strives to recognise the intrinsic value and benefit of arts and culture, for individuals and community wellbeing and vitality, and to encourage creativity, imagination and innovation – to express our culture through NT stories.

To measure and understand the unique impact of activities funded under the ACGP, we collect information on the Arts Forms, Roles and Regions associated with each application.

Art Forms

The ACGP is responsible for supporting the creation and presentation of artwork across the following art forms.

Literature and Writing	Literature and writing includes creating and/or presenting creative writing such as poetry, prose, drama, fiction, playwriting, writing for children and young people and non-fiction writing.
Visual Arts and Crafts	Visual arts and crafts includes the contemporary expression of visual art through a broad range of visual media. This may include but not be limited to paintings, drawings, prints, photographic works of art, digital works of art, art installations, sculpture, ceramics, glass art, jewellery, woven or printed textile art and wearable art.
Dance	Dance includes creating and/or presenting dance performances, including ballet, classical, contemporary or traditional cultural dance.
Music	Music includes creating and/or presenting contemporary, traditional, classical, experimental, instrumental, electronic, live and recorded music and compositions.
Theatre	Theatre includes plays and scripted work, cabaret, installation theatre performance, puppetry, media-based theatre work, live art, and contemporary inter-disciplinary performance.
Musical Theatre and Opera	Musical Theatre and Opera includes musical performance, composition and presentation of musical theatre or opera in which there is a relatively even balance between the musical and the theatrical elements.
Circus and Physical Theatre	Circus and Physical theatre includes creating and/or presenting circus and physical theatre performances. Physical theatre is movement based expression with or without music, with or without narrative impetus.
Comedy	Comedy includes creating and/or presenting performances in any discourse (written or spoken) intended to be humorous or amusing.
Cross art form (multi arts)	Cross art form includes creating and/or presenting artistic performances or works that involve multiple art forms, or arts projects that are not art form specific.
Community Arts and Cultural Development	Community arts and cultural development is focussed on the creative processes and relationships developed between artists and communities to provide a platform for creative expression and to achieve artistic and social outcomes.

Roles

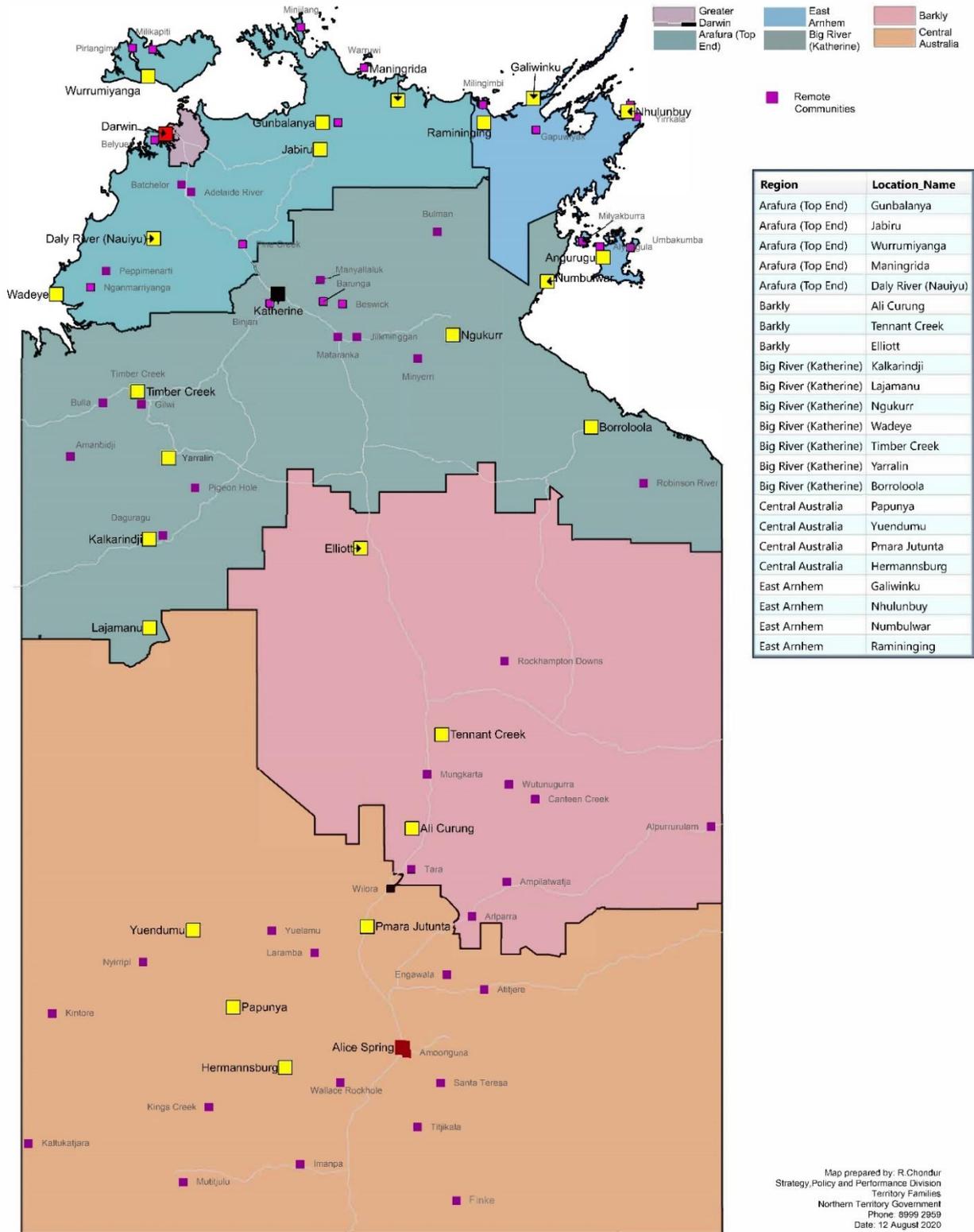
Funded activities may benefit individuals in the following roles:

- artist
- creative practitioner
- arts worker
- arts manager
- producer
- technical production
- board member.

Regions

For the purposes of this ACGP, the Territory's regions are defined as per the following map.

Territory Families, Housing and Communities Regions



3. General Eligibility

This section sets out the general eligibility criteria you must meet to apply for a grant under the ACGP. Individual grant programs may detail additional or more specific eligibility criteria.

Compliance

Applicants who currently have outstanding acquittals or reports for any NT Government grant are considered to be non-compliant and are not eligible to apply for any other grants until the outstanding requirements are resolved.

Organisations must be compliant with the Associations Act 2003 (NT) or [Office of the Registrar of Indigenous Corporations](#) (ORIC).

Who can apply

Each grant category specifies whether individuals, groups or organisations are eligible to apply – refer to following [Grants at a Glance](#) section or each grant category page for details.

An applicant's track record will be considered when assessing applications.

Individuals

Individuals are practising NT artists, arts workers or cultural practitioners. Individual applicants must be:

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

You may be required to provide evidence of the above by way of driver's license, utilities bill, electoral roll registration or other similar documentation.

If you are an individual applying for a grant over \$15,000 you will need to:

- be registered as a [Sole Trader](#) with an active ABN and apply in GrantsNT as an Organisation, or
- apply with an Administering Body (refer to the [Administering Bodies and Auspicing](#) section).

Individuals cannot apply for funding on behalf of another individual, unless you are supporting a person with accessibility issues and authorised by that person in writing to do so.

Employees of the NT Government are ineligible to apply if there is a perceived or direct conflict of interest.

Groups

Groups are two or more individuals who do not form a legally constituted organisation.

If your group is applying for a grant, you must identify an individual in the group to apply on behalf of the group. This person will be legally and financially responsible for the grant. The individual must meet the above criteria for individuals and apply as an individual in GrantsNT.

Organisations

Organisations must be not-for-profit, legally constituted, have their main place of business registered in the NT and be producers of, or operate in support the arts.

Entities registered and operating outside of the NT cannot apply, however, can partner with eligible NT arts organisation to apply and administer on their behalf.

NT Government agencies and associated entities, local government bodies, education institutions and hospitals are ineligible.

Non-compliant Organisations are ineligible which includes being ineligible to act as an Administering Body.

Organisations must be compliant with the Associations Act 2003 (NT) or [Office of the Registrar of Indigenous Corporations](#) (ORIC).

Some grants are only available to Organisations of a specific type. If this is the case, it will stipulated in a grant category's details.

Administering Bodies and Auspicing

Administering Bodies are also referred to as auspicing bodies. They are not-for-profit organisations that take on the legal and financial responsibility for a grant. The Administering Body applies on behalf of an individual and manages all aspects of the funding terms and conditions if approved.

It is highly recommended that you have a written agreement with your Administering Body before applying to set out both parties' obligations and responsibilities in relation to managing the grant. Most Administering Bodies charge a 10% 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](#).

You should consider one of the [Leading Arts Organisations](#) funded through the ACGP to be your Administering Body. It is the applicant's responsibility to ensure the Administering Body endorses their application in GrantsNT prior to application closing date.

GrantsNT tip: Plan a day or two for the Administering Body to read and to sign your application in GrantsNT. Once the Administering Body has done so, you then need to submit the application.

What is not funded

Activities that have already received significant funding support from Arts NT and/or the NT Government may not be competitive or a priority for ongoing or additional support.

Unless otherwise stated in a specific grant category, you can't get funding for:

- activities that do not have a clearly defined arts outcome
- activities that have already started, will start or end before notification dates
- the entire financial cost of an activity
- activities that are the exclusive responsibility of other funding bodies or government agencies
- film and screen-based projects for cinema, film festivals, television, web series, media, advertising and gaming
- festivals

- charitable events or fundraising
- awards, prizes for competitions or gifts
- for profit business activities
- activities where the primary artists, arts workers and service providers are not named and the payment/in-kind contribution is not declared
- accredited training or educational activities which are curricular activities in educational institutions
- undergraduate, diploma, certificate and postgraduate studies including research or studio work for academic assessment
- restoration or conservation of cultural material
- multiple applications from one applicant, per grant category
- multiple applications for the same activity
- capital equipment or real estate purchases
- catering
- childcare
- contingency

Note: International travel is currently not supported due to COVID-19. If you have an opportunity that includes interstate travel, contact an Arts Development Officer before submitting an application.

Applications for extracurricular activities with strong arts outcomes utilising educational structures and institutions, particularly in remote areas, will be considered providing they meet all relevant criteria. This must be discussed with the Manager Arts Development, Arts NT prior to submitting an application.

4. Grants at a Glance

Refer to each grant category page for complete details

Program	Category	Funding Available	Eligibility	Description	Key Dates
Activating Arts	Quick Response	Up to \$1,000 per applicant	Individuals	Support for artists to access arts and cultural opportunities that arise at short notice and are not eligible for a Professional Development grant. This may include for example, marketing and travel costs to participate in workshops, showcasing opportunities, exhibitions, or other arts related activities.	Open all year or until budget expended.
	Creative Communities	Up to \$5,000 per applicant	Individuals Groups Organisations	Support for initiatives that activate community participation and access to arts and cultural opportunities, prioritising social inclusion and health and wellbeing of communities with defined arts and cultural outcomes.	Open all year or until budget expended.
Career Development	Professional Development	Up to \$2,000 each financial year	Individuals	Support for access to and participation in career development activities. This may include, presentation and participation at specialist workshops, arts industry forums or national markets where there is a clearly defined professional development outcome.	Open all year or until budget expended.
	Creative Fellowships and Arts Residencies	Creative Fellowships Up to \$40,000 per applicant Arts Residencies Up to \$20,000 per applicant	Individuals	Supports NT artists and arts workers to undertake a planned period of research, professional development, skills and knowledge exchange to benefit their own professional practice and the development of the arts, culture and creative industries in the NT. Creative Fellowships supports established artists. Arts Residencies supports early and mid-career artists.	Opens: 13 September 2021 Closes: 18 October 2021

Program	Category	Funding Available	Eligibility	Description	Key Dates
	NXT Gen ARTS	Up to \$10,000 per application for a three month placement	Individuals aged 18-25 at the time of application	Supports structured career development for early career artists aged 18-25 years through a professional arts practice placement with an arts organisation, with the aim to increase employment pathways and opportunities for youth in the NT arts and culture sector.	Opens: 18 October 2021 Closes: 15 November 2021 Placements start from: 1 February 2022
Arts Projects	Presentation and Promotion	Up to \$20,000 per applicant	Individuals, Groups, Organisations	Supports projects that present, exhibit, distribute or promote NT arts practice	Round 1 Opens: 30 August 2021 Closes: 4 October 2021
	Skills Development	Up to \$20,000 per applicant		Supports development of skills, knowledge and experience including building digital (skills) capability	
	Arts Development	Up to \$20,000 per applicant	Emerging Artists limited to early career artists	Supports research, development or creation of new art works	Round 2 Opens: 7 February 2022 Closes: 14 March 2022
	Emerging Artists	Up to \$15,000 per applicant		Supports early career artists to develop new work, showcase or upskill	
	Digital Capability	Up to \$10,000 per applicant		Supports innovative use of technology to reach and engage audiences and develop online communities	
Arts Industry Development	Accessible Arts	Accessible Arts Up to \$30,000 per applicant	Organisations	Supports initiatives that increase the capability and sustainability of the NT arts sector through innovative creative practice and business ingenuity.	Opens: 31 January 2022 Closes: 7 March 2022
	Succession Planning	Succession Planning Up to \$25,000 per applicant		Current priorities include increasing access to the arts for artists and audiences with disability, and the investment in succession planning for future arts and cultural leaders in contemporary organisational practices through the creation of new opportunities.	
Regional Museums Support		Up to \$50,000 per applicant	Specific Organisation Types	Support for regional museums, keeping places and community art galleries towards activities that support the preservation, collection and display of the unique cultural heritage of the NT.	Opens: 20 September 2021 Closes: 1 November 2021

5. Activating Arts – Quick Response

Support for artists to access arts and cultural opportunities that arise at short notice and are not eligible for a Professional Development grant. This may include for example, marketing and travel costs to participate in workshops, showcasing opportunities, exhibitions, or other arts related activities.

Funding Available

Up to \$1,000 per applicant. Available to Individuals only.

Key Information

Opening and closing date for applications	all year or until budget fully expended
Assessment	Department
Notification	within 20 working days
Activity start date	after execution of funding agreement
Acquittal	Self-acquittal – you must keep evidence of expenses as you may be subject to a random audit.

Grant Objectives

- showcase and profile NT arts and culture
- increase community access and participation in arts and culture
- employ NT artists and arts workers

Eligibility

- eligibility as defined under [General Eligibility](#), Individuals only
- at least 50 per cent of the total budget for the activity must come from sources other than Arts NT, the other sources can include the value of in-kind support
- applicants need to demonstrate how the opportunity relates to the development of their career

Required Support Material

- outline of the opportunity and outcome to be achieved
- written confirmation/registration of activity or showcasing offer/involvement/invitation
- CV of applicant and relevant examples of recent work (refer [Artistic Material](#) section)
- [Budget](#) including budget support material
- [Letters of Support](#)

6. Activating Arts – Creative Communities

Support for initiatives that increase community participation and access to arts and cultural opportunities, prioritising social inclusion and health and wellbeing of communities with defined arts and cultural outcomes.

Funding Available

Up to \$5,000 per applicant. Available to Individuals, Groups and Organisations. Leading Arts Organisations are not eligible.

Key Information

Opening and closing date for applications	all year or until budget fully expended
Assessment	Department
Notification	within 20 working days
Activity start date	after execution of funding agreement
Acquittal	Self-acquittal – you must keep evidence of expenses as you may be subject to a random audit.

Grant Objectives

- showcase and profile NT arts and culture
- increase community access and participation in arts and culture
- employ NT artists and arts workers

Eligibility

- eligibility as defined under [General Eligibility](#)
- Leading Arts Organisations are not eligible to apply but can act as an [Administering Body](#)
- at least 50 per cent of the total budget for the activity must come from sources other than Arts NT, the other sources can include the value of in-kind support

Required Support Material

- program of the arts and cultural activity
- CVs and [Participant Forms](#) of all Key Participants*
- relevant examples of recent work (refer [Artistic Material](#) section)
- [Budget](#) including budget support material for expenses (using grant funds) over \$1,000
- [Letters of Support](#)

* Refer to the [Glossary of Terms](#) for the definition of Key Participants

7. Career Development - Professional Development

Support for access to and participation in career development activities. This may include, presentation and participation at specialist workshops, arts industry forums or national markets where there is a clearly defined professional development outcome.

Funding Available

Up to \$2,000 per applicant each financial year. Available to Individuals only.

Key Information

Opening and closing date for applications	all year or until budget fully expended
Assessment	Department
Notification	within 20 working days
Activity start date	after execution of funding agreement
Acquittal	Self-acquittal – you must keep evidence of expenses as you may be subject to a random audit.

Grant Objectives

- access to development and training opportunities for Territory artists or arts workers
- increase skills, knowledge, capacity of artists and arts workers
- employment of Northern Territory artists and arts workers
- contribute to Northern Territory arts sector development

Eligibility

- eligibility as defined under [General Eligibility](#)
- applicants must demonstrate they are a professional artist as defined in the [Glossary of Terms](#)
- at least 50 per cent of the total budget for the activity must come from sources other than Arts NT, the other sources can include the value of in-kind support
- applicants need to demonstrate how the proposed professional development opportunity relates to the development of their career.

Required Support Material

- outline of the opportunity, the development to be undertaken and outcome to be achieved
- written confirmation/registration of activity or offer/involvement/invitation
- CV of applicant and relevant examples of recent work (refer [Artistic Material](#) section)
- [Budget](#) including budget support material for expenses (using grant funds) over \$1,000
- [Letters of Support](#)

8. Career Development - Creative Fellowships and Arts Residencies

Supports NT artists to undertake a planned period of research, professional development, skills and knowledge exchange to benefit their own professional practice and the development of the arts, culture and creative industries in the NT.

Creative Fellowships are open to established NT artists across all [Art Forms](#) and creative practice to undertake a sustained period of self-directed research or professional development. Submissions must provide a project plan including timelines, locations of proposed activities, statement on how the activity will impact and build the applicant's career and contribute to arts and cultural development in the NT. Applicants must demonstrate a minimum of ten years arts practice in the Northern Territory.

Arts Residencies are open to early and mid-career artists to access structured professional development, skills exchanges and mentoring from leading NT art sector professionals. This category prioritises opportunities that directly benefit capacity building opportunities for Aboriginal and remote artists, and arts workers.

Applications that deliver a new artistic concept, artwork or body of work inspired or informed by the NT stories and history held in collections at the [Library & Archives NT](#), [Araluen Arts Centre](#) or other cultural institution are encouraged to apply.

At this time, international travel is not supported through this category due to the impact of COVID-19. If your project involves Interstate participation you must provide a risk and contingency plan and take into account the latest [COVID-19 advice](#).

Funding Available

Available to Individuals only.

- **CREATIVE FELLOWSHIPS** – up to \$40,000 per applicant for established artists to undertake a self-directed and sustained period of structured activity/program to support their creative and career advancement which may include a mix of research, works development or participation
- **ARTS RESIDENCIES** – up to \$20,000 per applicant for early and mid-career artists to immerse themselves in a host arts or cultural organisation to receive mentoring, make art, collaborate, explore and experiment with new ideas to produce a new work.

Three Creative Fellowships will be offered of which one will be awarded to an Aboriginal applicant.

Key Information

Opening date for applications	13 September 2021
Closing date	18 October 2021 2:00pm
Assessment	Panel of Peers
Notification	from 13 December 2021
Activity start date	after execution of funding agreement
Acquittal date	20 working days after completion of the approved activity

Grant Objectives

- profile Northern Territory arts and culture
- recognise Northern Territory artists outstanding achievement in the arts and creative industries
- strengthen professional practice and employment opportunities for Northern Territory artists or arts workers
- employ Northern Territory artists and arts workers.

Eligibility

- eligibility as defined under [General Eligibility](#), Individuals only
- applicants must be at the appropriate level of their career (established, mid or early career as defined in the [Glossary of Terms](#)) for the category they are applying for

Required Support Material

- CV of applicant and relevant examples of recent work (refer [Artistic Material](#) section) including an outline of three significant achievements or career highlights
- References reflecting on skills, experience, accomplishments and abilities of the applicant
- Outline of the development to be undertaken and outcome to be achieved
- Applicant statement on how the activity will impact and build their career, and contribute to arts and cultural development in the NT
- [Budget](#) including budget support material for expenses (using grant funds) over \$2,000
- Clear and comprehensive [Project Plan](#) detailing the program being undertaken
- For Creative Fellowships: Applicants must demonstrate they are an established artist as defined in the [Glossary of Terms](#) and have made a significant contribution to the arts, culture and creative industries.
- For Arts Residencies: Evidence of the confirmed residency program via a [Letter of Support](#) from the host organisation.
- For Arts Residencies: Applicants must demonstrate they are a mid or early career artist as defined in the [Glossary of Terms](#).

Acquittal

This category acquits in a Case Study format. Case Study Template can be found under Supporting Documents when applying in GrantsNT.

9. Career Development - NXT Gen ARTS

Supports structured career development for early career artists aged 18-25 years through a professional arts practice placement with an arts organisation, with the aim to increase employment pathways and opportunities for youth in the NT arts and culture sector.

This category requires the artist to enter into a written agreement with the host organisation to provide professional arts practice with a three month program. The placement will provide payment of up to \$10,000 to the early career artist.

Funding Available

Up to \$10,000 per application for a three month placement. Available to Individuals aged 18-25 at the time of application.

Key Information

Opening date for applications	18 October 2021
Closing date	15 November 2021 2:00pm
Assessment	Department
Notification	from 20 December 2021
Placement starting date	from 1 February 2022
Acquittal date	20 working days after completion of the approved activity

Grant Objectives

- access to development and training opportunities for Territory artists or arts workers
- increase skills, knowledge, capacity of artists and arts workers
- showcase and profile Northern Territory arts and culture
- employment of Northern Territory artists and arts workers
- contribute to Northern Territory arts sector development.

Placement Outcomes

Expected outcomes of a three month paid placement with a host organisation include:

- Managing yourself as a professional artist:
 - Develop a professional resume and biography and professional social media profile
 - Understand and ensure cultural safety and manage health and wellbeing
- Arts management – the business of being an artist:
 - Finances, budgeting and invoicing – draft and understand the basics of and working to a budget.
 - How to apply, manage and acquit a grant, how to seek and apply for sponsorship support, and how to build philanthropic relationships
 - Develop a project plan as a basis for delivering any project

- Arts Industry - participation and contributing to creative industries
 - Understand copyright, intellectual property, professional indemnity and insurances
 - sign up to relevant industry bodies and stay informed
 - Take up networking opportunities as they arise to connect, collaborate and learn.

Eligibility

- eligibility as defined under [General Eligibility](#), Individuals aged 18-25 years at the time of application only.

Required Support Material

- CV of applicant and relevant examples of recent work (refer [Artistic Material](#) section)
- written agreement with an arts organisation outlining a work plan for the placement
- statement on how this placement will benefit the applicant's future career as an artist
- references reflecting on skills, experience, accomplishments and abilities of the applicant
- [Budget](#) including budget support material for expenses (using grant funds) over \$2,000
- evidence establishing age of applicant

Acquittal

This category acquits in a Case Study format. Case Study Template can be found under Supporting Documents when applying in GrantsNT.

10. Arts Projects

Support for projects that create and showcase the arts of the NT, builds digital capability, provide skills and employment opportunities for NT artists and supports community access and participation in the arts.

Funding Available

Available to Individuals, Groups and Organisations.

- **PRESENTATION AND PROMOTION** – up to \$20,000 per applicant for projects that present, exhibit, distribute or promote NT arts practice
- **SKILLS DEVELOPMENT** – up to \$20,000 per applicant for the development of skills, knowledge and experience including building digital (skills) capability
- **ARTS DEVELOPMENT** – up to \$20,000 per applicant for the research, development or creation of new art works
- **EMERGING ARTISTS** – up to \$15,000 per applicant for early career artists to develop new work, showcase or upskill
- **DIGITAL CAPABILITY** – up to \$10,000 per applicant for innovative use of technology to reach and engage audiences and develop online communities

To ensure equitable access to funding, at least one early career artist will be recommended each round, subject to meeting the assessment criteria and submission of a meritorious application.

There are two Arts Project Rounds in 2021-22.

If your project involves Interstate participation you must provide a risk and contingency plan and take into account the latest [COVID-19 advice](#).

Key Information

Round 1	Round 2
Opening date: 30 August 2021	Opening date: 7 February 2022
Closing date: 4 October 2021 2:00pm	Closing date: 14 March 2022 2:00pm
Notification: from 29 November 2021	Notification: from 13 May 2022
Assessment: Panel of Peers	
Activity start date: after execution of funding agreement.	
Acquittal report due: 20 working days after completion of the approved activity	

Grant Objectives

- increase development of Northern Territory arts and culture, including new works by artists
- increase showcasing and promotion for Northern Territory artists
- increase opportunities to develop skills for artists and/or increase community access and participation in arts and culture
- increase employment of Northern Territory artists and arts workers.

Eligibility

- eligibility as defined under [General Eligibility](#)
- Arts organisations receiving more than \$100,000 per annum through the ACGP are not eligible
- For the [Digital Capability](#)* category: reasonable equipment, software and technology integral to the activity will be considered. Computer hardware is not eligible

* You must speak to an Arts Development Officer before applying for a [Digital Capability](#) grant.

Required Support Material

- CVs and [Participant Forms](#) of all Key Participants*
- relevant examples of recent work (refer [Artistic Material](#) section)
- [Letters of Support](#)
- [Budget](#) including budget support material for expenses (using grant funds) over \$2,000
- Clear and comprehensive [Project Plan](#) that meets the objectives and outcomes of the category you are applying for

* Refer to the [Glossary of Terms](#) for the definition of Key Participants

Acquittal

This category acquits in a Case Study format. Case Study Template can be found under Supporting Documents when applying in GrantsNT.

11. Arts Industry Development

Supports initiatives that increase the capability, operational capacity and sustainability of the NT arts sector through innovative creative practice and business ingenuity.

Current priorities include increasing access to the arts for artists and audiences with disability, and the investment in succession planning for future arts and cultural leaders in contemporary organisational practices through the creation of new opportunities. The development of new artistic work for presentation is not supported in this category.

Funding Available

Available to Organisations only.

- **ACCESSIBLE ARTS** – up to \$30,000 per applicant to new initiatives that increase the capacity, profile and employment of artists with disability, and increase access to the arts for audiences with disability
- **SUCCESSION PLANNING** – up to \$25,000 per applicant to new initiatives that increase the capacity of organisations and arts and cultural sector to ensure continuity through leadership transition and renewal

Applicants that support industry development in regional and remote NT are encouraged to apply.

Key Information

Opening date for applications	31 January 2022
Closing date	7 March 2022 2:00pm
Assessment	Panel of Peers
Notification	from 6 May 2022
Activity start date	after execution of funding agreement
Acquittal date	20 working days after completion of the approved activity

Grant Objectives

Accessible Arts

- Increase opportunities and access to the arts for people with disability as artists, participants and audiences
- Raise the profile of Northern Territory artists with disability and increase employment outcomes
- Support innovative and sustainable initiatives to transition organisations to inclusive arts practice

Succession Planning

- Create a culture of organisational continuity across the NT arts and culture sector by nurturing leadership capability and success through disciplined and comprehensive succession programs
- Increase the number of NT qualified, high potential and ready candidates who could successfully fill key vacancies in the arts and cultural sector.
- Identify resources to support training and skills development for future leaders to build the next generation of arts and cultural leaders

Eligibility

- Eligibility as defined under [General Eligibility](#), entities must have worked in the NT arts sector for more than five years.

Required Support Material

- CVs and [Participant Forms](#) of all Key Participants*
- Relevant examples of recent work (refer [Artistic Material](#) section)
- [Letters of Support](#)
- [Budget](#) including budget support material for expenses (using grant funds) over \$2,000
- Plus the following required support material specific to the individual category
- For Accessible Arts: Statement detailing the how the activity benefits the development and sustainability of the arts and disability sector and contribution toward the goals of the [National Arts and Disability Strategy](#).
- For Succession Planning: Include a comprehensive and structured program

* Refer to the [Glossary of Terms](#) for the definition of Key Participants

Acquittal

This category acquits in a Case Study format. Case Study Template can be found under Supporting Documents when applying in GrantsNT.

12. Regional Museums Support

Support for to regional museums, keeping places and community art galleries towards activities that support the preservation, collection and display of the unique cultural heritage of the NT.

Funding Available

Up to \$50,000 per applicant. Available to NT regional museums, keeping places or community art galleries only. Projects must be completed in one year.

Key Information

Opening date for applications	20 September 2021
Closing date	1 November 2021 2:00pm
Assessment	Panel of Senior Government Officers and External Peers
Notification	from 20 December 2021
Activity start date	after execution of funding agreement
Acquittal date	20 working days after completion of the approved activity

Grant Objectives

- Develop high quality regional museums, keeping places and community art galleries throughout the NT
- Strengthen sustainability, capacity and revenue streams
- Increase visitor engagement
- Support best practice collection care according to the guidelines of the [National Conservation and Preservation Policy and Strategy, 1998](#) and the [National Standards for Australian Museums and Galleries](#).
- Develop projects involving the local community.

What you can apply for

- Reasonable equipment, software and technology that is integral to the creative process and artistic outcome of the project nominated in the application
- Digital production upskilling and professional development which relates to collection care and management and display
- Development of best practice collection care policies and plans including conservation plans, interpretation plans, collection management and disaster preparedness plans
- Significance assessments and preservation needs assessments
- Employment of consultants or contractors with specialist skills and knowledge such as conservators or Traditional Owners
- Accessioning and cataloguing of collections
- Development and design of museum exhibition displays and installations
- Storage and conservation materials

- Training and professional development for staff, professionals and volunteers
- Strategic planning and capacity building to increase visitation, revenue from business activities and viability
- Eligible Organisations may apply for more than one project provided the combined annual value is no more than \$50,000 and all projects can be completed within one year
- A maximum of 50 per cent of grant funding can be used to support operational costs directly associated with delivering the project.

Assessment Criteria

Applications are assessed against the assessment criteria as outlined in the [Assessment](#) section of this document. In relation to the IMPACT criteria, the following will be assessed:

- Benefit to the museum, keeping places or community art gallery, and
- The historic, social, spiritual, cultural and/or heritage significance of the collection.

Eligibility

- compliance eligibility as defined under [General Eligibility](#)
- organisation eligibility as defined under [General Eligibility](#) narrowed to Organisations that are:
 - NT regional museums, keeping places or community art galleries
 - not-for-profit
 - committed to the preservation of cultural heritage by actively conserving, researching and interpreting collections for visitors' education and enjoyment, and
 - open to the public or developing travelling exhibitions to regional NT
- Unincorporated bodies may apply with an Administering Body as defined under [General Eligibility](#)

What is not funded

- Private enterprise or for profit business activities
- Purchases or acquisition of objects or collections
- Fundraising or charitable events
- Activities that are the exclusive responsibility of other funding bodies or government agencies
- Capital works or the restoration and maintenance of buildings
- Projects that relate to objects which are not owned by the applicant
- Establishing new museums, keeping places or community art gallery
- Operational staff salary and wages (unless directly related to the project)
- Utility costs, such as power and water
- Capital equipment or real estate purchases
- Multiple applications for the same project/activity are not accepted to this program.

Required Support Material

- CVs and [Participant Forms](#) of all Key Participants*
- [Letters of Support](#) including written permissions where relevant from Aboriginal individuals, community or language groups, Land Councils or other appropriate community representatives
- [Budget](#) including budget support material for expenses (using grant funds) over \$2,000
- Confirmation of significant other (non-NT Government) investment or funding support
- Activities relating to National Trust museums must include written approval from the Director of the National Trust NT

* Refer to the [Glossary of Terms](#) for the definition of Key Participants

Additional Requirements

Applicants need to clearly identify whether Aboriginal Australians are leading, conceiving, participating or have been consulted for the activity.

If the activity involves Aboriginal Heritage reference to current Commonwealth and Northern Territory legislation:

- Heritage Act 2011 (Northern Territory);
- Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Commonwealth);
- Environmental Protection and Biodiversity Conservation Act 1999;
- Native Title Act 1993; and
- Protection of Movable Cultural Heritage Act 1986.
- [Dhawura Ngilan: A vision for Aboriginal and Torres Strait Islander Heritage in Australia and the Best Practice Standards in Indigenous cultural heritage management and legislation.](#)
- Guidelines for Interpreting Australian Aboriginal and Torres Strait Islander Culture and Country (2012), published by the National Trust.

Acquittal

This category acquits in a Case Study format. Case Study Template can be found under Supporting Documents when applying in GrantsNT.

13. Strategic Initiatives and Partnerships

The Arts and Culture Grant Program Strategic Initiatives and Partnership Fund supports strategic and national priorities.

Requests for strategic funding are evaluated by the Department of Territory Families, Housing and Communities and are subject to the Minister's approval. Expressions of Interest may be invited or sought for the delivery of strategic programs and activities that align with current [NT Government priorities](#).

14. Leading Arts Organisations and Strategic Arts Venues

Twenty-three Leading Arts Organisations and Strategic Venues have five year funding agreements to deliver programs and services that invest in industry and sector development, grow the creative economy, and encourage artistic excellence, achievement and participation.

Leading Arts Organisations also act as [Administering Bodies](#). Contact details can be [viewed here](#).

15. The Grant Process

How does the process work?

1. Your grant application is received by Arts NT through GrantsNT.
2. Your eligibility is reviewed to confirm you don't have outstanding acquittals or compliance issues, and your application is complete and addresses grant objectives.
3. Your application is then assessed against the published assessment criteria, completing notes and scores.
4. If you're successful, you will be notified. Arts NT will follow up with an agreement to sign. Once your signed agreement is received, the payment will be actioned.
If you're unsuccessful, Arts NT will notify you, and make feedback available.
5. If you're successful, you acquit your grant by the due date in your agreement.

16. General Requirements

The following requirements are applicable across the Arts and Culture Grants Program.

Aboriginal Cultural Protocols

All applicants to the ACGP must adhere to Australia Council'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, control, confidentiality, consultation and consent, integrity and authenticity, attribution and copyright.

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 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
- signed Participant Forms from Aboriginal artists.

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.

For further guidance, please consult the Arts Law Centre of *Australia's Artists in the Black* resources and speak to an Arts Development Officer.

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 you are Aboriginal or an Aboriginal Corporation tick 'Yes' in your online application when asked: 'Is this an Aboriginal project?'

If the majority of the requested funding is for the benefit 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 Children Protocols

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 participants may be requested.

You can find additional information on Australia Council's [Protocols for Working with Children in Art](#).

Insurance

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

- 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 the 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.

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.

If you are unsure what insurance may be required for your grant activity, contact an Arts Development Officer for advice before submitting your application.

Copyright and Intellectual Property

All applications must provide details of arrangements relating to copyright and intellectual property 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](#)

Artist Fees

Assessors consider the rates of pay and fees for artists documented in all grant applications. Pay scales and conditions are often prescribed under relevant industrial awards and agreements or recommended by a peak bodies.

More information is available from:

- [APRA AMCOS](#)
- [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](#)

Confidential Information and Privacy

The personal information you provide in an application is necessary to assess you/your organisation's eligibility for a grant and related contact purposes. If you do not provide the requested details, your application may not be able to be processed. Applicant information is held by the NT Government and managed in accordance with the *Information Act 2002 (NT)*.

The *Information Act 2002 (NT)* ensure not to disclose personal information other than for the primary purpose for which it was collected, unless otherwise agreed to, or authorised by law. You can access and update personal information you provide through your user profile in GrantsNT.

By signing the application form in GrantsNT you consent to 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.

Conflict of Interest

You must declare any conflicts of interest in the application and to the best of your knowledge that no conflict exists or is likely to come from delivering a funded activity.

17. Application

How to apply

All applications must be made online through [GrantsNT](#).

As the applicant, you are responsible to ensure your application is submitted on time. Late applications cannot be accepted.

Grants NT Hint. Applications can take time to submit. Start early to create a profile and draft your application.

Before you submit your application, you should:

- ensure you have no outstanding acquittals or reports with the NT Government (see note below)
- read these Guidelines in full
- speak to an Arts Development Officer – check if you are eligible to apply, if the grant category is suitable and ask for advice
- define your activity (what is it, how do you want to do it, who is involved), and consider developing a project plan
- prepare a realistic and balanced budget that demonstrates value for money and get the necessary quotes. Refer to the [Budget and Budget Support Material](#) section of this document
- ensure you obtain appropriate permissions, consultations, acknowledgements and communication for your application. Refer to the [Aboriginal Cultural Protocols](#) section of this document
- where relevant obtain working with children permission and/or authorisation. Refer to the [Working with Children Protocols](#) section of this document
- ensure your application considers the latest [COVID-19 advice](#) and adheres to the latest [Chief Health Officer \(CHO\) Directions](#) – and include a risk and contingency plan as relevant
- ensure you collect all required support material beforehand. Refer to the following [Support Material](#) section of this document

Note: Prior to the GrantsNT system being implemented, Arts NT grants were administered using the [Grants-Tracker](#) system. Ensure you have no outstanding acquittals in this system as well as GrantsNT.

Support Material

Support material strengthens your application and demonstrates you have put time into planning your activity.

Required support material is crucial to a strong application. Each grant category details the required support material that you must include in your application. A description of the main types of support material follow.

Artistic Material

Artistic support material provides the assessors with an understanding of your arts practice and of the work you have produced. In support of a strong application, you can include the following – by either uploading items or providing links to material published online.

- CVs or biographies for all key artists and organisers (maximum of two pages for each key person)
- one video/audio recording (maximum of ten minutes)
- up to four 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
- two media reviews or marketing and promotional examples
- up to ten images (maximum 10 MB per image).

Note: We are unable to accept links to Dropbox, Google Drive or other cloud storage services. You must upload your items to GrantsNT.

Project Plan

A project plan provides all the information necessary for delivering an activity by outlining:

- objectives and outcomes to be achieved
- scope of the activity
- timelines and milestones
- risks (including COVID-19 plans where relevant)
- marketing, communications and stakeholder engagement
- engagement of key participants and remuneration
- resources
- how you will evaluate the activity's success.

The level of detail in your project plan should reflect the grant amount you are applying for.

Letters of Support

Letters of support from organisations, community partners and industry peers provide the assessors with the understanding that someone wants this activity to happen, and why. They may endorse the competency of the key participants, evidence the importance and viability of the activity and confirm any in-kind or monetary support provided.

Provide up to three relevant support letters with your application and PDF format is preferred. Email support is accepted provided the signature clearly details the person and person's role and contact details.

Note: Letters from government officials or parliamentarians will not be considered in the assessment to ensure transparency and fairness in decision making for all applications.

Participant Forms

Participant Forms acknowledge the involvement of key persons and the agreed amount they will be paid or the in-kind contribution.

In-kind participation is when key persons are contributing their time without financial payment. [Volunteers](#) are valuable support in achieving successful activity outcomes and should be accounted for. Volunteer rates can be used to quantify in-kind support on Participant Forms.

Assessors consider the payments made to key participants and it is strongly recommended payments align to relevant award rates for the respective industry standards. If you are not sure about the award rates, contact an Arts Development Officer for further advice.

Note: Participants Forms must be fully completed, including the participant's fee. Incomplete forms will not be considered, and risks your application being deemed ineligible.

Budget and Budget Support Material

The budget lists the income and direct costs associated with the delivery of your activity. You must submit the Excel Budget template provided and it can be download from GrantsNT. Ensure your budget does not include ineligible costs – refer to the [What is not funded](#) section and any exclusions that may be specific to the grant category you are applying for.

You must include budget support material for expenses over \$2,000 that use grant funds. Some grant categories may specify a lower threshold for budget support material. Budget support material may include quotes or written agreements and provided in the form of a quotation or a detailed breakdown of costs.

You need to provide a listing of all key participants with their main responsibilities and the fee you intend to pay each of them. Any fees need to be broken down for the assessors to review in line with Participant Forms. For more information on current award rates see the section about [Artist Fees](#).

The grant 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. In-kind contributions should be given a dollar value in your budget and be included as income and have a corresponding expense. You should include evidence of confirmed support, including the nature and value of in-kind contributions, via Letters of Support or in budget notes. You must declare all activity partner and stakeholder arrangements in your application.

Arts NT supports the employment of local NT artists, arts workers and arts practitioners and support the engagement of local service providers. Assessors will determine the viability of your budget by also considering value for money and 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. You must buy local and use services located and goods available within the NT.

In circumstances where you cannot purchase the required good or service in the NT, you must demonstrate that it is impractical for commercial, technical or other reasons to do so. For more information read the [Buy Local Plan](#).

Other Support Material

Some grant categories require evidence to support your request for a funded activity. For example:

- confirmation of registrations or invitations to participate
- agreements, contracts or letters of engagement.

Arts NT Top Tips

1. Plan and give yourself plenty of time to develop your application.
2. Read the guidelines including the general and category eligibility requirements and grant objectives before contacting an Arts Development Officer.
3. Provide CVs or published biographies (max 2 pages) for all the key participants and include artistic support material or web links where relevant.
4. Only include letters of support that are relevant to the proposed activity. Demonstrate community support where required.
5. Provide a coherent activity plan and budget and use the Excel Budget template (available from GrantsNT) when preparing your budget.
6. Prepare and save your application content offline prior to entering the information into [GrantsNT](#) to avoid losing your content.
7. Be brief and concise, avoid repetition and write in plain English.
8. Do not assume the assessors know you, your activity, your audience or your previous work.
9. Proof read your application and ask someone else to read and consider your application against the objectives of the grant you choose.
10. If unsuccessful, seek feedback from an Arts Development Officer on how to strengthen future applications.

18. Assessment

Your application will be assessed based on the information supplied in the application and the accompanying support material. Each application is assessed against the assessment criteria and in competition with all other applications. Grant decisions are not subject to appeal.

Demand for the ACGP funding is competitive and there are usually more applications than funds available.

Applicants must not assume they will be successful or enter into commitment based on that assumption prior to being notified.

How applications are assessed

Each application is assessed against the following assessment criteria, unless outlined differently in separate category guidelines:

OUTCOMES: Meets the grant category objectives and general requirements

Refer to a grant category's objectives and the [General Requirements](#) section of this document.

QUALITY: Artistic/cultural merit, innovation, quality and creativity

Assessors may consider the following:

- Artistic rationale and/or vision
- Clear articulation of creative, engagement or development process
- Innovation in terms of exploring new processes, forms, interpretations and/or audiences
- Demonstrated track record or CV of professional arts practice
- Program or service supports arts sector development outcomes

VIABILITY: Effective planning, use of resources and budget viability demonstrating value for money

Assessors may consider the following:

- Project plan provided is timely and well thought through – demonstrates good planning and effective use of resources
- Budget is viable and realistic, includes breakdown of expenditure, other sources of funding or in-kind contributions
- Quotes and budget supporting information demonstrate value for money
- Artists and service providers participation is confirmed and payment is in line with relevant industry rates
- Realistic and achievable planning and resource use, including contingency planning
- Project plan demonstrates an understanding and adherence to Aboriginal Cultural protocols where relevant

CAPACITY: Capacity and skills of the applicant and key participants

Assessors may consider the following:

- People nominated in the activity have the appropriate skills and knowledge to deliver the activity on time, and within budget
- Experience of key artists and others involved demonstrated through CV, past work and letters of support from industry peers
- Capacity building potential, including contribution to sustainable arts practice
- Track record demonstrated through past performance, funding history and acquittals

IMPACT: Benefit to the applicant, their arts practice, arts and cultural sector and the NT community

Assessors may consider the following:

- Community and regional engagement in arts and cultural activities as creators, participants and/or audiences
- The activity is relevant and builds on the artist(s) career
- Demonstrates art sector / community consultation
- Responsive to identified need or demand
- Benefits to regional and remote communities

Arts NT aims to allocate at least 30% of arts and cultural funding to benefit Aboriginal applicants or projects.

In addition, the assessment will ensure an equitable spread of funding across regions and art forms and priority areas including Aboriginal arts, youth, and people with disability, first time applicants, and culturally and linguistically diverse applicants.

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 objectives. You will receive a notification advising you of the reason/s, if your application is ineligible.

The assessment varies depending on the grant category. Check the specific grant category for further information on how your application will be assessed.

DEPARTMENT – Arts NT assesses and recommends applications for funding. Approval is by senior department delegates.

PANEL OF PEERS – a group convened to provide fair and considered funding recommendations to Government. The panel members are selected to contribute specialised arts industry, art form and arts sector knowledge, experience and expertise relevant to the category being assessed. Panel members are drawn from the [Arts NT Register of Peers](#). Approval is by senior department delegate.

PANEL OF SENIOR GOVERNMENT OFFICERS AND EXTERNAL PEERS – specific to the Regional Museums Support category to provide expertise in this field and make recommendations for approval. Approval is by senior department delegate.

19. Notification and Feedback

Notification

After your application is assessed you will be notified of the outcome in line with the Key Information section of each grant category.

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

Note: If the letter of offer is not returned within 10 working days, the offer will be withdrawn. You will be advised in writing.

Feedback

Verbal feedback on funding decisions is available to all applicants on request. Arts NT does not provide written 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.

20. Agreement and Payment

Agreement

Read the Funding Agreement in its entirety to ensure that you understand the agreement, any condition and clauses, and your obligations. If you do not understand any part of the Funding Agreement, please contact an Arts Development Officer 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. Failing to return the signed agreement to Arts NT in the time required may result in withdrawing the funding offer.

If you have nominated an Administering Body for your grant, then the Administering Body will sign the Funding Agreement on your behalf and agree to take on the legal and financial responsibility for the Grant Activity. It is highly recommended that you enter into a written agreement with your [Administering Body](#) that sets out both parties' obligations and responsibilities in relation to the management of the grant. Arts NT may request to sight this agreement.

Payment

To enable grant funding payments to be made, all grant recipients must:

- be registered as a Vendor in the Government Accounting System (GAS) to receive payments, and
- ensure their banking details listed against their profile in GrantsNT, match their bank details in GAS.

A Vendor Creation Form will be sent to you with your 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, we 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 we will only pay you the Grant Amount.

Note: Grant payments will not be made if you have outstanding acquittals.

Variations

A request to vary your Funding Agreement must be made in writing via GrantsNT. If your activity changes significantly, you must seek written approval from Arts NT before you proceed with your activity. This may include:

- changes to the scope of activity
- key participants are no longer available, or
- your activity requires a significant variation to the budget or timeline

All variation requests must be submitted via Grants NT a minimum of 30 days prior to activity change. Please contact an Arts Development Officer for more information. Variations submitted after the activity completion date will not be accepted.

Acknowledgment Requirements

You must acknowledge the NT Government in line with the Funding Agreement. This may include media releases, any publicity and promotional material for your funded activity.

Recipients of funding through the ACGP must acknowledge this support by using the NT Government logo and/or by using the phrase: **Proudly sponsored by the NT Government**



Grant recipients are encouraged to invite the Minister for Arts, Culture and Heritage to attend public events associated with a funded activity, and as appropriate, to launch or open the activity.

For more information on how to acknowledge your funding can be found [here](#).

Publication and Privacy Statement

By signing the Application Form in GrantsNT, you consent to your personal information being provided to Arts NT within the Department and other agencies for the purpose of promoting and reporting the outcomes of the funding.

Details of grant recipients are published on the NT Government website and in the Department's Annual Report for the relevant financial year.

From time to time, Arts NT might promote a grant category by showcasing information provided in acquittal/case study reports with images provided in the acquittal. It is essential that you include in your acquittal report completed Talent Release Forms as evidence that every person portrayed in the images has given consent for the images to be forward to the NT Government for publication.

21. Acquittal

Grant acquittal requirements are outlined in your Funding Agreement. You should read the requirements before you begin your activity. You will be required to acquit in either a Self-Acquittal or Case Study format.

Self-Acquittal

You are not required to provide an acquittal report on the completion of your activity, however you must keep all receipts relating to the activity as you may be selected in a random audit at the end of financial year. If you are selected for audit, you will be required to provide receipts, evidence demonstrating completion of activity and sign a declaration.

Case Study

Acquittal reports tell us how you spent your grant and enable Arts NT to fulfil its accountability obligations to Government and the community. The report is also important for arts, cultural and creative industries development and promotional work to showcase NT achievements in the arts, community cultural development and creative industries and the outcomes of government investment.

Acquittal reports are submitted through GrantsNT no later than 20 working days after the agreed activity completion date. A complete acquittal includes:

- an artistic and statistical report using the case study template provided on GrantsNT
- for Individuals
 - for a grant up to \$15,000 – an income and expenditure statement clearly identifying the income and expenditure for the activity, signed by a person duly authorised
 - for a grant \$15,000 and up to \$50,000 (who applied as a Sole Trader or an Administration Body) – an income and expenditure statement clearly identifying the income and expenditure for the activity, signed by a person duly authorised
- for Organisations
 - for a grant up to \$100,000 – an income and expenditure statement clearly identifying the income and expenditure for the activity, signed by a person duly authorised by the organisation's constitution
 - for a grant \$100,000 and over – an audited financial statement for the activity, signed by a person duly authorised by the organisation's constitution
- a report on any special conditions outlined in your Funding Agreement.
- three to five high resolution images (minimum 1MB in size each) for NT Government promotion of the activity

22. 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 he or she lives or comes from.

Aboriginal Cultural Content refers to Aboriginal cultural material or Aboriginal artistic practice and outcomes relating to Aboriginal artists and their communities. All applicants must adhere to the Australia Council's Protocols when working with Aboriginal artists and communities or Aboriginal cultural material. Refer to the [Aboriginal Cultural Content](#) section of this document.

Aboriginal Project is an activity where the applicant identifies as an Aboriginal individual/group or an Aboriginal organisation.

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 for detail on the different acquittal formats.

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 Arts Grants Program, arts development and policy.

Artist Fee is the payment made for artist labour. Pay scales and conditions are often prescribed under relevant industrial awards and agreements or recommended by a peak organisation. Refer to the [Artist Fees](#) section of this document.

Artistic Merit refers to the quality of the artistic work produced by the activity. It also refers to 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 [Required Support Material](#) section in this document for details.

Artists refers to people who produce art, and identify art as their principal occupation. While an artist may not regularly earn income from their practice, they must be identified and recognised by their peers as a practicing artist, arts worker or cultural practitioner. Artists can include dancers, writers, musicians, community art practitioners, performers, producers, curators and so on.ⁱ Refer also to **Early Career**, **Mid-Career** and **Established Artist** definitions.

Arts NT Register of Peers is a non-statutory group established by ministerial direction and is administered by Arts NT. A Panel of Peers is established with membership drawn from the Register to assess some grant rounds. Refer to the [Who assesses applications?](#) section in this document for more details.

Arts Worker is a person who manages, administers or facilitates arts and cultural activity, including technical and production specialists. In this document, the term **Artists** also refers to Arts Workers.

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's page to understand the objectives of the grant and also the [Assessment](#) section of this document.

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

Board endorsement is the certification provided from the Board from a person duly elected to do so.

Buy Local Plan ensures every dollar spent by 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 summary of projected income and expenses for your activity e.g. ticketing or merchandising sales and associated costs, art sales income and art material, labour and other delivery costs. Refer to the [Budget and Budget Support Material](#) section of this document to understand what material is required in your application.

Contingency is a financial reserve set aside for uncertain costs. Contingency costs are not supported in 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 and Intellectual Property](#) section of this document.

Disability a person with disability has experienced a loss or deterioration of personal and social functions across a range of life activities, due to a disorder, illness or injury.

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.

Early Career Artist for the purposes for applying to the ACGP is a person within the first five years of professional practice. Early Career Artists can also be referred to as Emerging Artists.

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

Funding Agreement/Contract is the document signed by the grant recipient and the NT Government delegate that outlines the conditions of funding including acquittal reporting and acknowledgement requirements. Refer to the [Agreement](#) section of this document.

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

Income and expenditure statement is the financial statement detailing and certifying the income and expenditure of a funded activity. From time to time the certified income and expenditure statement provided on acquittal may vary significantly from the approved application budgets and will not be accepted. To ensure terms and conditions of funding are met, significant changes to budgets must be facilitated through a variation prior to the acquittal date.

Indigenous Cultural Protocols see **Aboriginal Cultural Content**

In-kind Support includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. 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 and court costs (for example legal liability) in the event that someone is injured, or has their property damaged while you are providing a service to them. Refer to the [Insurance](#) section of this document.

Key Participants are people who are integral to the delivery of the activity, who may be paid and/or are offer their services in-kind. Refer also to [Participant Forms](#) section of this document.

Key Performance Indicators (KPIs) measure the intended outcomes of the activity. The funding agreement may specify reporting of KPIs.

Legal Requirements are Federal, 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. Refer to the [Letters of Support](#) section of this document.

Marketing/Public Relations/Promotions are activities that inform the community about the activity including advertising, electronic marketing, media releases, social media posts, radio interviews, brochures, flyers and posters etc.

Mid-Career Artist for the purposes for applying to the ACGP is a person with five to ten 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 objects as per its constitution.

Participant Forms are available on GrantsNT. These are required support materials for key organisers and key artists (other than the applicant) for some grant categories.

Partnership is an agreement between two or more parties to resource the activity. If partnership is not formal arrangement (no ABN), one party must be the applicant. Partners can provide artists with access to resources and opportunities that would otherwise be unavailable to them.

Professional Artist see **Established Artist**.

Regional/Remote: The whole of the Northern Territory is classified as Regional and is further broken down into Outer Regional (54.8 percent), Remote (21.7 percent) and Very Remote (23.5 percent) according to Australian Standard Geographical Standard - [Remoteness Area](#).

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

Self-Acquittal/Self-Acquittal Audit means that the funding does not require a report to be submitted unless randomly selected through the Department's annual audit process. Refer to the [Self-Acquittal](#) section of this document.

Travel Allowance or Per Diems are an estimated amount that would cover lodging and meal expenses for artists carrying out the project/activity outside the usual place of residence. The Australian Taxation Office lists [reasonable travel allowance](#) on their website.

Variations to funding agreements will only be considered for extenuating circumstances and will only be considered prior to the activity completion date. Refer to the [Variations](#) section of this document.

ⁱ As defined in 'artistic vibrancy – A way for organisations to talk about artistic impact', Australia Council of the Arts.