

Multicultural Community Facilities Grant Guidelines

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		Office of Multicultural Affairs	

Acronyms	Full form
ACNC	Australian Charities and Not-for-profit Commission
Cth	Commonwealth
MCFG	Multicultural Community Facilities Grant
NT	Northern Territory
OMA	Office of Multicultural Affairs
ORIC	Office of the Registrar of Indigenous Corporations
DPSC	Department of People, Sport and Culture

Contents

Multicultural Community Facilities Grant Guidelines	4
1. Multicultural Community Facilities Grant.....	5
1.1. Aim	5
1.2. Opening and closing dates	5
1.3. Eligibility criteria	5
1.4. Required documentation	6
1.5. Application and assessment process.....	6
2. Multicultural Community Facilities Grant Sharing Arrangement	8
2.1. Aim	8
2.2. Benefits of entering a sharing arrangement	8
2.3. Opening and closing dates	8
2.4. Eligibility criteria	8
2.5. Application and assessment process.....	9
3. Grant conditions	11
3.1. Promotional material	11
3.2. Change of grant purpose	11
3.3. Unspent grant funds	11
4. GST and taxation	12
5. Financial and reporting accountability requirements.....	12
6. Privacy statement	12
7. Duty of care	13
8. Indemnity	13
9. Insurance	13
10. Prescribed property.....	13
11. Disclaimer	13
12. Glossary.....	14

Multicultural Community Facilities Grant Guidelines

People from all over the world have made the Northern Territory their home. The cultural and linguistic diversity of the Northern Territory is recognised, celebrated and supported by government through a number of services and initiatives coordinated by the [Office of Multicultural Affairs \(OMA\)](#).¹

OMA assists multicultural communities and promotes cultural and linguistic diversity in our multicultural society, mainly through:

- grants and awards programs
- providing information, such as fact sheets, calendar of events, multicultural directory and other publications.

The grant programs demonstrate the Government's commitment to assist multicultural communities to expand their own, and the Territory's social and cultural development.

The [Multicultural Community Facilities Grant \(MCFG\)](#)² program is one of the grant programs administered by OMA. There are 2 schemes funded under this program:

1. MCFG – funding to assist with renovations, maintenance and upgrade of multicultural community facilities
2. MCFG Sharing Arrangement – incentive scheme to support the shared use of multicultural community facilities providing funding for the upkeep of facilities (including utilities and venue hire costs)

These guidelines provide information to assist you in applying for and acquitting grants under this program.

Prior to submitting your application through [GrantsNT](#)³, it is recommended that you read the grant guidelines, and if required, discuss your project with OMA by phoning 8999 3894 or emailing DPSC.MulticulturalAffairs@nt.gov.au.

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¹ <https://dpsc.nt.gov.au/community-programs-support/multicultural-affairs>

² <https://nt.gov.au/community/multicultural-communities/multicultural-grants/multicultural-community-facilities-grant>

³ <https://grantsnt.nt.gov.au/>

1. Multicultural Community Facilities Grant

1.1. Aim

The aim of MCFG is to assist with the renovations, maintenance and upgrade of existing premises managed and owned by recognised multicultural community organisations, that are to be used solely or predominantly by multicultural communities for community activities in the Northern Territory.

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

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

1.2. Opening and closing dates

Grants open for application on 1 April and close on 30 April every year.

1.3. Eligibility criteria

Not-for-profit and/or charitable incorporated multicultural community organisations that own and manage multicultural community facilities in the Northern Territory are eligible to apply.

Applicants must also:

- ✓ Be based in the Northern Territory
- ✓ Have no overdue final reports or outstanding financial acquittals from previous NT Government-funded grants by the closing date of each application round
- ✓ Be compliant with requirements under the relevant governing legislation such as the *Associations Act 2003* (NT), or the *Corporations Act 2001* (Cth) or with the Australian Charities and Not-for-profit Commission (ACNC) or the Office of the Registrar of Indigenous Corporations (ORIC)

Individuals, government, local government councils and private for-profit groups are not eligible for funding assistance through this program.

Projects must:

- ✓ be consistent with the aim of the MCFG program
- ✓ have identifiable outcomes and project objectives
- ✓ be part of a comprehensive plan to address need(s) identified by the applying organisation/group

Funds CANNOT be made available for:

- ✗ community groups which do not specifically cater to people from migrant and refugee backgrounds
- ✗ private-for-profit groups
- ✗ commercial or business ventures
- ✗ real estate purchases
- ✗ upgrades on facilities built in a residential zoning area (residential property)

- ✘ government or local government entity facilities
- ✘ rented facilities

1.4. Required documentation

Applicants must:

- ✓ Submit as part of their application copies of the following:
 - latest audited financial statements
 - plan and preliminary design for the proposed project
 - a minimum of 2 detailed quotes of proposed project from service providers
 - evidence of public liability and building insurance
 - detailed costing for the project (refer to the Detailed Project Costing template)
- ✓ Provide evidence that the premises will be utilised by the community to promote and host multicultural events, including the range of activities and the expected level of use (evidence could include a list of events held at the facility over the past 12 months).
- ✓ Demonstrate the ability to manage the funds and the project effectively.
- ✓ Provide details of how the organisation will contribute to the project through funding co-contribution.
- ✓ Provide details of how the organisation will contribute 'in kind' support to the project.
- ✓ Provide details of the location of the land including the block number. This information will be used to verify whether the property is already a prescribed property (refer prescribed property).
- ✓ Provide evidence that the organisation has the capacity to maintain the improvements in good condition and can fund ongoing operational and maintenance costs.

1.5. Application and assessment process

Applications for grants can only be submitted online through the [GrantsNT](https://grantsnt.nt.gov.au/)⁴ website during the grant opening period. The online application is designed to provide detailed information for the consideration and comparison of applications. All required information in GrantsNT must be completed and appropriate documents attached before an application can be considered.

Incomplete applications and applications received after the closing date, without a pre-approved extension, will not be considered for assessment.

There is no limit to how many applications an organisation can apply for under this grant program.

Multiple projects should not be combined in one application. A separate application and budget should be submitted for each project. If an organisation applies for assistance for more than one project at a time, the organisation should prioritise the projects in order of importance. Related works for the same project may be considered, however costings must be kept separate.

Please note that many applications are received and the process of selection is competitive. Each application is considered on its merits and it is not always possible to fund all applications. **Funding is not automatic** and

⁴ <https://grantsnt.nt.gov.au/>

should not be anticipated. Furthermore, grant funding will generally not cover the total cost of any project or the total amount applied for.

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

- whether the application meets the aim of the program
- whether the applicant meets the eligibility criteria
- project innovation
- identifiable benefits to the community
- funding co-contribution by the applicant (e.g. through fundraising or other grant sources)
- the level of in-kind support by the applicant
- its priority rating for funding compared with other suitable applications
- budget viability and financial management
- past performance of the organisation in relation to meeting its aims and objectives and completing previously funded works

Where a case is made that a work is necessary to be undertaken within the next 12 months, OMA may request that NT Work Safe verify the need for such work and its urgency.

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

All applicants will be advised of the outcome of their application(s) via correspondence from GrantsNT. All decisions are final and there is no appeal process.

It is intended that applicants will be advised of outcomes before or by the end of September.

2. Multicultural Community Facilities Grant Sharing Arrangement

2.1. Aim

OMA administers an incentive scheme to support the shared use of multicultural community facilities. This scheme is funded under the MCFG program. It provides for managers of multicultural community facilities (the facility manager) to share their premises with other multicultural community groups (the user). Participation in the sharing arrangement is voluntary.

Funding provided under this scheme is to assist with the upkeep of facilities,⁵ including utilities and venue hire costs.

While funding is provided as an incentive, the arrangement is a demonstration of the spirit of sharing by the manager(s) of a multicultural community facility with a multicultural community organisation that do not have the same level of access to a premises to conduct its cultural activities and celebrations.

2.2. Benefits of entering a sharing arrangement

For the facility manager

- Partially subsidised upkeep costs (e.g. rates, utilities, cleaning, etc)
- Guaranteed venue hire income
- If negotiated, cooperation from partner user to demonstrate responsible use of facility (e.g. participation in cleaning bees)

For the user

- No need to purchase own land and/or manage facilities, including the payment of rates and utilities
- No or only minimal venue hire costs
- Access to facilities that meet compliance requirements (e.g. regularly maintained fire extinguishers, etc)
- Access to regularly maintained facilities (e.g. clean hall and bathrooms, well-kept lawn, etc)

2.3. Opening and closing dates

Grant will open for application on 1 June prior to the beginning of the relevant financial year and will remain open until 31 January or until funding runs out (whichever occurs first).

2.4. Eligibility criteria

Under this scheme, the facility manager is the grant applicant and recipient.

Not-for-profit and/or charitable incorporated multicultural community organisations that own and manage multicultural community facilities in the Northern Territory are eligible to apply.

⁵ Upkeep is the process of keeping something in good condition. Some examples of this include maintenance of landscape, buying cleaning items, continuous regulatory certification related to fire safety, etc

Applicants must also:

- ✓ Be based in the Northern Territory
- ✓ Have no overdue final reports or outstanding financial acquittals from previous NT Government-funded grants by the closing date of each application round
- ✓ Be compliant with requirements under the relevant governing legislation such as the *Associations Act 2003* (NT), or the *Corporations Act 2001* (Cth) or with the ACNC or the ORIC

Individuals, government, local government councils and private for-profit groups are not eligible for funding assistance through this program.

A maximum of 3 arrangements for each participating facility manager is allowed under the incentive scheme. Approval of 3 sharing arrangements will be subject to funding available and will be considered on a case-by-case basis.

Funds CANNOT be made available for:

- ✗ Purchase or upgrade of equipment including furniture
- ✗ Major renovation or upgrade works that fall outside of the regular upkeep requirements of the facility
- ✗ Projects with commercially-oriented objectives

Examples of activities or use that could be supported:

- Use of an existing multicultural community hall for celebrations and events, such as cultural celebrations, rehearsals, dance performances, language classes. Usage would depend on the frequency of the event or activity
- Use of meeting rooms (a number of times for the year, depending on activities)
- Use of storage space or sporting facility (e.g. football field, if available)

2.5. Application and assessment process

1. Multicultural community groups without facilities (the user) must email OMA with an Expression of Interest (EOI) at DPSC.MulticulturalAffairs@nt.gov.au. The EOI should include the below details:
 - a. Association name
 - b. Contact name and position on committee
 - c. Phone number and postal address
 - d. Information about the association (e.g. number of members, objectives)
 - e. Reasons why you are interested in entering into a sharing arrangement
 - f. The facility manager (and facility) you would like to enter a sharing arrangement with
 - g. Types of activities or use the facility would be used for (to be included on Schedule 1 when negotiating the shared usage agreement with the facility manager)
 - h. Contributions your organisation will provide to the upkeep of the facility (to be included on Schedule 2 when negotiating the shared usage agreement with the facility manager)
2. OMA will assess and forward the EOI, along with a sharing arrangement template and calculator, to the nominated multicultural community organisation with the facility, for its consideration.
3. The two parties (facility manager and user) will negotiate their sharing arrangement, which includes the conditions of use, dispute resolution mechanisms and other related requirements. The level of funding will depend on the purpose (e.g. events, meetings, storage etc.) for which the facility will be

shared. The negotiating parties must use the calculator to determine the amount of funding to be applied for.

4. Once completed and signed (and all pages of Schedules 1 and 2 are initialled by both parties), facility manager will lodge the finalised signed copy of the sharing agreement and the calculator to OMA by email via DPSC.MulticulturalAffairs@nt.gov.au.
5. OMA then reviews the signed sharing agreement and calculator to ensure they are correctly completed and have all relevant details and signatures.
6. OMA will send an invitation to the facility manager to apply for funding through [GrantsNT](#).⁶
7. Facility manager to apply through GrantsNT, attaching a copy of the signed sharing arrangement (including Schedules 1 and 2, initialled by both parties) and the calculator.
8. Once the application has been finalised, relevant approval will be obtained. Should it be approved, funding will be released to the facility manager provided the following requirements are met:
 - Signed funding agreement with the Northern Territory Government is lodged with OMA
 - The facility manager has no outstanding acquittals for funds received from the Northern Territory Government
 - The facility manager is compliant with the relevant governing legislation

Approved funding would be from \$5,000 up to a maximum of \$10,000 per sharing arrangement, depending on the usage of the facility.

All decisions are final and there is no appeal process.

⁶ <https://grantsnt.nt.gov.au/>

3. Grant conditions

Successful applicants will be required to sign a Funding Agreement, which outlines the purpose(s) of the grant, and the conditions under which the grant is provided. Funds will not be provided until after the Funding Agreement has been signed and returned to OMA.

Applicants will need to carefully budget for their project as OMA will not be held responsible for any underestimated cost of activities related to the project that incurs a loss.

3.1. Promotional material

Grant recipients must prominently acknowledge the grant in all media releases and promotional material associated with the funded activity. OMA will provide grant recipients with the current version of the Northern Territory Government 'Proudly sponsored by' logo. The logo may only be reproduced in the format provided and must be presented on all materials associated with the funded activity in equal size and prominence to that of the grant recipient's logo.

Successful applicants must be willing to have details of the project published.

3.2. Change of grant purpose

Funds can only be spent according to the "Purpose(s) of Funding" specified in the Funding Agreement.

If a grant recipient wishes to change the purpose of the grant, a written change of purpose request (variation form) must be lodged with OMA (through GrantsNT) prior to the original completion date shown on the funding agreement. The variation request must provide reasons for the change and include a revised budget for the amended purpose. Funds can only be utilised for a new purpose after approval has been granted in writing.

If, in the opinion of the Delegated Officer, an organisation has not used the grant for the approved purposes, or the conditions of funding have not been met, the organisation receiving the grant will be required to repay the funds in full or in part as determined by the Delegated Officer.

3.3. Unspent grant funds

Any unspent grant funds are to be returned to OMA.

Alternatively, the organisation may apply for a change of purpose (variation form) to utilise the unspent funds. This change of purpose must be lodged with OMA (through GrantsNT) prior to the acquittal due date shown on the funding agreement.

OMA retains the right to vary, cancel or waive any of the conditions and requirements of a grant.

4. GST and taxation

In line with the [Australian Taxation Office Ruling GSTR2012/2](#),⁷ GST is not automatically included in payments to organisations even though they have an ABN and are registered for GST. This means that if a community association or organisation has been awarded a grant, GST is no longer included.

There are, however, exceptions to this if there are specific requirements relating to the provision of a service or benefit for the Northern Territory Government.

Grants may be subject to tax under the provisions of the [Income Tax Assessment Act 1997](#).⁸ Tax is the responsibility of the grant recipient.

5. Financial and reporting accountability requirements

Within 12 weeks of completion of the project, funded organisations must complete the acquittal form provided by OMA, signed by an authorised representative of the organisation, which includes:

- a) **for ALL grants:**
 - a. a brief written report detailing the results of the funded project (e.g. determining the success of the project, issues encountered and planning for future activities)
 - b. a detailed income and expenditure statement for the whole project, specifically identifying which expenses relate to the MCFG program
- b) **for amounts equal to or exceeding \$100,000**, an audited financial statement for the project prepared by an independent auditor, clearly reporting the receipt of funds from the “Northern Territory Government – Multicultural Communities Facilities Grant Program”
- c) **if applicable**, a copy of the permit to occupy certified by a qualified certifier or other relevant approval or certification required in relation to the project

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

6. Privacy statement

The information you provide in this application is necessary to determine your suitability for financial assistance under the grants program. If you do not provide the requested details, OMA may not be able to process your application.

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

By submitting the Application Form, you consent to your personal information being provided to the Office of the Minister for Multicultural Affairs, offices within the DPSC department and other agencies for the purpose of promoting and reporting the outcomes of the funding.

You can access and amend the personal information you provide to OMA.

⁷ <https://www.ato.gov.au/law/view/document?docid=GST/GSTR20122/NAT/ATO/00001>

⁸ <https://www.legislation.gov.au/Series/C2004A05138>

7. Duty of care

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

Grant recipients will acknowledge that OMA accepts no responsibility for the activity, irrespective of the funding provided to support the activity.

If the activity involves a public event, grant recipients have a legal and moral obligation to plan properly to avoid risks of injury that might reasonably be expected to occur to the patrons and workers at those events. If you do not plan properly, then anyone injured could be successful in any legal action taken against the organisers.

8. Indemnity

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

9. Insurance

Grant recipients will be required to have, and keep in place, a public liability insurance and building insurance policies with a recognised insurance provider. You may be asked to produce a copy of the policy and will be required to do so within 14 days of such request being made.

10. Prescribed property

Under the *Associations Act 2003* (the Act), the Northern Territory Government may have an ongoing interest in the property. If so, the grant recipient must acknowledge that the property will be classified as “Prescribed Property” in accordance with Section 110 of the Act.

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

11. Disclaimer

At the time of production, details contained within these pages were accurate. Users are encouraged to check with OMA on any materials which need clarification.

The information contained in this document is provided as a guide only. Although every effort has been made to ensure the accuracy and reliability of the information contained in this document, the authors, publishers and DPSC expressly disclaim any liability or responsibility for the accuracy of the information contained.

12. Glossary

Term	Definition
Multicultural community	Refers to people from migrant and refugee backgrounds and heritage within the Northern Territory community
Multicultural community organisation	An organisation with a core purpose of delivering initiatives, services or support for one or more multicultural communities in the Northern Territory