

# Quick Response Places and Spaces Grant Program Guidelines

2023-2024

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<b>Contact details</b>	Sport, Recreation and Strategic Infrastructure - Sports Infrastructure
<b>Approved by</b>	Mitchell Hardy
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Acronyms	Full form
ABN	Australian Business Number
NT	Northern Territory
NTG	Northern Territory Government
The Department	Territory Families, Housing and Communities
QRPS	Quick Response Places and Spaces

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## 1. Overview

The Quick Response Places and Spaces (QRPS) Grant Program supports the sport and active recreation industry in the Northern Territory (NT) and is administered for the NT Government (NTG) Territory Families, Housing and Communities (The Department).

The key program area is assistance for sport and active recreation organisations, to meet immediate equipment expenses and facility repairs, that are unforeseeable or unexpected, that hinder the provision of sport or active recreation.

## 2. Key Dates

<b>Applications open online</b>	1 July 2023
<b>Closing date for applications</b>	31 May 2024, or earlier if program funds are fully expended
<b>Department officers available for assistance</b>	1 July 2023 – 31 May 2024
<b>Assessment and notification</b>	Within 2 weeks of submission
<b>Funds available</b>	On return of signed grant agreement and executed by NTG.

Applicants will be notified of the result of their application by mail or email. Individual feedback on applications is available on request.

## 3. General Information

- Funds may not be used for any other purpose than what they are awarded for without first obtaining written approval from the Department prior to committing funds.
- Funds may be granted retrospectively, if the application is deemed to meet the key program area.
- Funding is for a minimum \$500 to a maximum of \$5 000.
- Funding is competitive and it is not possible to fund all requests.
- Partial funding may be offered.
- Funding from other providers must be declared, if applying for the same project.
- Any duplication of funding received for the project, shall be recovered as a debt due.
- It is recommended you contact the Department for advice on your application prior to submitting, including to clarify the eligibility for funding.

Phone 08 8922 6867 or email [venues.sportrec@nt.gov.au](mailto:venues.sportrec@nt.gov.au)

- Recipients will be required to comply with all conditions of a NTG grant agreement, which includes audit of funding use.
- The NTG reserves the right to withdraw funding at any time in accordance with grant agreement terms and conditions.

- If a funding recipient does not meet all requirements in the agreement, monies paid may be recovered as a debt due.
- Unexpended grant funds will be required to be returned, as a debt due and payable
- Grant recipients are required to acknowledge the NTG funding assistance provided (information on how to do this will be detailed in the agreement).
- It is a condition of application that details of successful and unsuccessful applications including the name of the organisation, amount, purpose, any justification and any special approval conditions may be published or used by the NTG in any form and at any time. This includes legislatively required reporting of grant payments to the Australian Taxation Office where the recipient has an Australian Business Number (ABN).

## 4. How to apply

All applications must be lodged online at: <https://grantsnt.nt.gov.au/>

## 5. Who can apply

Active Recreation and Sport Organisations.

### 5.1.1. Active Recreation and Sport Organisations must meet the following criteria

- Meet the Departments definition of a sport or active recreation organisation (see item 11).
- Be based in the Northern Territory (NT).
- Be currently registered as an incorporated body with Licensing NT (Department of Industry, Tourism and Trade), or hold another comparable legal status.
- Operate as a not-for-profit organisation.
- Be an affiliate of an organisation recognised as the national body or NT Peak Sporting Body and/or Active Recreation Organisation (where applicable).
- Be compliant with Licensing NT, or other relevant authority.
- Be the owner of the affected property.

### 5.1.2. Unincorporated Body

Unincorporated bodies may apply under an auspicing arrangement if they nominate an organisation with an appropriate legal status where the auspicing body takes legal and financial responsibility for the project. Under this arrangement both parties must enter into a written agreement prior to applying for the grant project and clearly outline the budget, roles and responsibilities of each party. Payment of funds will be made through the nominated organisation, which will be known as the 'administering body'.

## 6. Who cannot apply

- 'Parents and Citizens Associations'/'Parents and Friends Associations.'
- State/Territory and Australian Government agencies.
- Regional and Local Councils.
- Tertiary education institutions, schools, school councils, student groups.
- Political and religious organisations.
- Any organisation/individual that has received funding from this program in the current financial year.
- Organisations/individuals with outstanding government grant acquittals.
- For-profit/commercial organisations.
- Organisations that are not based in the NT.
- Organisations that do not meet the Departments definition of a sport or active recreation organisation.
- Organisations not compliant with Licensing NT.
- Organisations that are not affiliated with a recognised national body or NT Peak Sporting Body (where applicable).

## 7. What can be funded

Funding is provided in the category outlined in these guidelines. It is important that your application directly aligns with the relevant category and criteria, clearly detailing the objectives and outcomes of the project being requested. Ensure there is a description of how your project meets the category and criteria and clearly states the benefits the project is expected to achieve.

Where available, official service provider or trade quotes must be provided supporting the application budget. If a trade quote is not available at the time of application, you must discuss the application with the Department before applying.

The Department reserves the right to accept any application, defined as an immediate equipment expense and facility repair, which is unforeseeable or unexpected.

Category	Criteria	Maximum Funding
Replacement of stolen sport and active recreation equipment, or repair or replacement of damaged equipment and/or facility due to the unforeseen event of a fire, flood, storm, or criminal activity ( <b>eligible organisations only</b> )	<ul style="list-style-type: none"> <li>• The repair or replacement was unforeseeable and meets the category explanation.</li> <li>• Failure to repair or replace eligible items will have occupational health and safety implications (e.g. structural or electrical damage.).</li> <li>• Failure to repair or replace eligible items will cause financial hardship to the organisation (e.g. lost revenue due to inability to access/maintain facility).</li> <li>• For facility repairs, the applicant is the owner or holds long-term tenure (minimum 3 year lease) and has the owner's approval for the project.</li> <li>• A "PROMIS number" from the NT Police will be required for applications relating to theft and/or criminal activity.</li> <li>• Evidence that insurance held by the organisation or landowner will not cover the stolen or damaged sport and active recreation equipment and/or facility.</li> </ul>	\$5 000

## 8. What cannot be funded

- Applications that are not supported with quotes or estimate from service providers (Buy Local).
- Activities or projects that are supported under other NTG or Department programs, such as the Community Benefit Fund or Biz Secure.
- Projects already supported with total funding.
- Initiatives that are not consistent with, or should be provided by, the National Sporting Organisation, the NT Peak Sporting Body, or a recognised Active Recreation Organisation.
- Competition/associated membership fees.
- Overheads and service charges related to running an organisation, including insurance.
- Staff salaries, wages and professional development of an ongoing or seasonal nature (i.e. no paid personnel claims).
- Repairs, maintenance and replacement of equipment or facility where it is reasonable to expect the organisation to budget for the costs.

## 9. Payment of funding

Grant payments will be processed on receipt of:

- A signed grant agreement by the recipient and executed by NTG.
- All recipients must be registered as a vendor with NTG's Government Accounting System (GAS) to receive grant payments. If you are not registered a Vendor creation / amendment form can be provided to you upon request
- A 'Statement by Supplier' form, if the organisation does not have an ABN.

- A completed 'new vendor' form if applicable.

Funding will be paid via electronic funds transfer (EFT) to the bank account listed in the grant recipient's GrantsNT profile. Grant recipient should ensure their banking details match their vendor details registered with the Government Accounting System (GAS).

## 10. Buy Local

The NTG is committed to supporting local Territory businesses through its Buy Local Plan. Applicants must use labour, services, supplies and material available within the NT, except where it can be reasonably demonstrated that it is impractical for commercial, technical or other reasons.

For more information [www.buylocal.nt.gov.au](http://www.buylocal.nt.gov.au)

## 11. Definitions

### 11.1. Active Recreation Organisation

An organisation whose primary focus is the promotion of active recreation activities and programs, with active recreation being a physical activity engaged in for the purpose of relaxation, health, wellbeing and enjoyment outside of organised sport.

### 11.2. Grant Agreement

The legally binding agreement that the funded organisation enters into with the Northern Territory Government. It includes information on reporting and acquittal requirements, payment schedules and other obligations.

### 11.3. Regional Council

Regional councils are those as listed in the Local Government Association of the NT (LGANT Factsheet No 2, titled "Local Government in the NT").

### 11.4. Sport Organisation

An organisation that administers human activities involving physical activity and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally and is generally recognised as a sport.

## 12. Contacts

### Sport, Recreation and Strategic Infrastructure

Ground Level, Arafura Stadium,  
40 Abala Road, Marrara  
NT 0810

Tel: 8922 6867

[venues.sportrec@nt.gov.au](mailto:venues.sportrec@nt.gov.au)