Northern Territory
Arts Grants Program Guidelines
2024-25



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# Acknowledgement of Country

The Northern Territory Government proudly acknowledges the Traditional Owners of Country throughout the Northern Territory, and recognises their continuing connection to their lands, waters and communities. We pay our respects to all Aboriginal and Torres Strait Islander people of this Country and to Elders both past and present who watch over us and guide the Aboriginal and Torres Strait Islander community. We acknowledge and celebrate their wisdom, their stories, the strength of Aboriginal and Torres Strait Islander families and communities and the kinship, language, culture, knowledge and practices that have sustained them for generations.

**Cover image:**SUB by GUTS Dance x Ash Musk in Mparntwe, Alice Springs, August 2023. Photography by Ivan Trigo Miras.

# Information and assistance

## Key contacts

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

Free call: 1800 678 237 Email: arts.office@nt.gov.au

|  |  |  |
| --- | --- | --- |
| **Darwin office**Level 1, JHV2Jape Homemaker Village356 Bagot RoadMILLNERPhone: (08) 8999 8981 | **Postal address**Arts NTPO Box 37037WINNELLIE 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. Integrated disAbility Action may also be able to provide assistance with applying.

**Integrated disAbility Action Inc**

|  |  |  |
| --- | --- | --- |
| Nightcliff Community Centre4/18 Bauhinia StreetNIGHTCLIFF | Phone: (08) 8948 5400Email: gm@idainc.org.auWeb: [www.idainc.org.au](http://www.idainc.org.au) | **Postal address**PO Box 645NIGHTCLIFF NT 0814 |

## Interpreter services

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

|  |  |  |
| --- | --- | --- |
| **Aboriginal InterpreterService NT**Phone: 1800 334 944Email: ais@nt.gov.au | **Interpreting and TranslatingService NT**Phone: (08) 8999 85061800 676 254Email: itsnt@nt.gov.au | **National Translating and Interpreting Service (TIS)**Phone: 131 450 |

## Stay up to date

[Subscribe to our Bite Size Arts News[[1]](#footnote-2)](https://confirmsubscription.com/h/y/34FB9B322A87C4B1) to stay up to date on current grant programs, as well as other Territory and Federal Government updates and initiatives.

## GrantsNT

The Northern Territory Arts Grants Program (AGP) is administered through GrantsNT, the Northern Territory (NT) Government’s online grants management system. To apply for any of the grants listed in these guidelines, go to [grantsnt.nt.gov.au](https://grantsnt.nt.gov.au/).

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

## Arts NT

Arts NT is a business unit within the Department of People, Sport and Culture (DPSC) and is responsible for the development, growth and promotion of the arts sector of the Northern Territory by investing in and activating arts and culture opportunities across the region.

Arts NT provides funding, resources, and strategic guidance to artists, arts organisations, and cultural initiatives. It aims to foster a vibrant and diverse arts sector that contributes to a thriving social, cultural, and economic future of the Northern Territory.

Arts NT works to enhance the visibility and accessibility of the arts, encourage community engagement and participation, and support the professional development of individuals and capacity building initiatives for the benefit of the broader arts sector. This is achieved through the following:

* **Funding** – support for artists, arts workers, arts and cultural organisations and community groups to activate arts initiatives, expand access and participation in arts and culture and encourage innovation and excellence through strong leadership.
* **Advice** - arts, culture and creative industry policy, strategies, research and advice to the NT Government.
* **Representation and advocacy** - represents the NT through Creative Australia’s All Jurisdictions Senior Officials Working Groups. The Minister for Arts, Culture and Heritage represents the NT as a member of the Cultural Ministers Meeting working group.
* **Partnerships** – leveraging opportunities across sectors and programs that build capacity, sustainability, job and career development, market and profile NT arts and culture, grow audiences and visitors contributing to a vibrant and thriving arts sector.
* **Cultural infrastructure** - develop and support access to affordable arts venues and facilities located within NT Government owned and leased assets.

Under the direction of the Director Arts NT, Arts NT is made up of 3 teams based in Darwin:

* **Arts Development team** - delivers the AGP including the Arts Organisations and Strategic Arts Venues categories and provides funding support and arts sector advice including contacts and networking opportunities.
* **Arts Policy and Strategy team** - ensures the AGP aligns with current arts policies, strategies, research and NT Government priorities, and develops local, national and international partnership programs to build the capacity and sustainability of the Territory’s arts and cultural industry.
* **Arts Business and Program Support team** - facilitates all contractual arrangements of funding agreements, business systems, and financial requirements of Arts NT.

# Arts grants program

A strong and vibrant arts, culture and creative sector is integral to the development of healthy, thriving communities. Arts and culture improve health and wellbeing, develop the economy and promote inclusivity and diversity. This is achieved through providing opportunities to grow the creative and cultural economy, encouraging artistic excellence and innovation, and expanding access to participation in arts and culture.

The NT Government invests $80 million annually[[2]](#footnote-3) into arts and cultural activities that grow the creative and cultural economy, encourage artistic excellence and innovation, and expand access and participation in arts and culture.

Artists and arts workers are the heart of our arts, culture and creative sector and contribute value, vibrancy and innovation to the NT. The AGP strives to support opportunities, initiatives and projects that employ and develop artists and arts workers; recognise, develop, and showcase the value of arts and culture; encourage creativity, imagination and innovation; improve access and participation in arts and culture; and promote the expression of culture through NT stories.

Funding is prioritised to NT artists and arts workers, arts organisations and arts initiatives that benefit the NT community and deliver on government strategies, goals and priorities. Current NT plans and strategies include:

* 10-Year Museums Masterplan for Darwin and Palmerston
* Screen Territory Strategic Plan 2022 - 2026
* NT Major Events Company Playbook 2021 - 2032
* NT Youth Strategy 2023 - 2033
* NT Disability Strategy 2022 - 2032
* NT Territory Education Strategy 2021-2025 and NT Education Engagement Strategy 2022 – 2031
* NT Social Outcomes Framework and NT Program Evaluation Framework
* NT’s Tourism Industry Strategy 2030
* NT Aboriginal Tourism Strategy 2020 – 2030
* International Engagement Strategy 2022 – 2026
* National Agreement on Closing the Gap
* Digital Territory Strategy

Arts NT provides funding to leading NT arts organisations and strategic arts venues for operations, arts programming and service delivery. See the [Arts Organisations and Strategic Arts Venues section](#_Leading_arts_organisations_1) for more detail.

## Arts grants program outcomes

The following are the 9 broad outcomes which the AGP aims to achieve:

* **Employ**
	+ Employ NT artists and arts workers
* **Access**
	+ Increase access and participation in arts and culture
	+ Increase opportunities and access to the arts for people with disability as artists, participants and audiences
	+ Increase opportunities and access to the arts for Aboriginal people and people from culturally and linguistically diverse backgrounds as artists, participants and audiences
	+ Increase capacity and accessibility of regional and remote arts facilities to be fit for purpose to produce, present, showcase and sell quality, ethical artworks and art products by NT artists
* **Upskill**
	+ Strengthen professional practice and leadership for NT artists and arts workers through the increase of skills, knowledge, networks and capacity
* **Create**
	+ Support the development of new work by NT artists
	+ Enable risk-taking, experimentation and innovation. May include digital and emerging technologies.
* **Profile**
	+ Showcase and profile NT artists and arts and culture

## Art forms

The AGP is responsible for supporting the creation and presentation of artwork across the following art forms:

* **Circus and physical theatre** encompasses both the creation and presentation of circus and physical theatre. Physical theatre is movement-based expression with or without music and with or without narrative impetus.
* **Comedy** includes the creation and presentation of written or spoken artistic material intended to be humorous or amusing.
* **Community arts and cultural development** contributes to positive community wellbeing and social cohesion, is focussed on the creative processes and relationships developed between artists and communities and ensures allTerritorians have access and opportunity to participate in a broad range of arts and cultural activity.
* **Cross art form (multi arts)** includes the creation and presentation of artistic performances or works that involve multiple art forms, or arts projects that are not art form specific.
* **Dance** includes the creation and presentation of dance, including ballet, classical, contemporary or traditional cultural dance.
* **Literature and writing** includes the creation and presentation of creative writing such as poetry, prose, drama, fiction, scriptwriting, writing for children and young people and non-fiction writing.
* **Music** includes the creation and presentation of contemporary, traditional, classical, experimental, instrumental, electronic, live and recorded music and compositions.
* **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.
* **Theatre** includes plays and scripted work, cabaret, installation theatre performance, puppetry, media-based theatre work, live art, and contemporary inter-disciplinary performance.
* **Visual arts, craft and design** encompasses a wide range of genres including curating, art writing, interdisciplinary arts (e.g. installation, multi-media, experimental practice), craft and design (e.g. jewellery, ceramics, weaving) and visual arts (e.g. painting, sculpture, installation, video art).

## Roles

Funded activities prioritise support to individuals in the following roles:

* artist
* creative practitioner
* arts worker
* arts manager
* producer
* technical production
* board member

## Regions

For the purposes of the AGP, the Territory’s regions are defined as per the following map.



Some grant programs refer to a ‘remoteness’ calculator to help identify places in the NT on a scale of ‘Metropolitan’ to ‘Very Remote’. To find out the classification of the area in which you live, please contact Arts NT or visit [Northern Territory (NT) – Modified Monash Model (MMM) remoteness area](https://www.health.gov.au/resources/publications/northern-territory-nt-primary-health-network-phn-map-modified-monash-model-mmm-remoteness-area?language=en)[[3]](#footnote-4)

# Grants at a glance

The below grants are currently open for application. Please sign up to Bite Size[[4]](#footnote-5) to be notified when new categories become open for application. Key dates are subject to change.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Program | Category | Funding Available | Eligibility | Description | Key Dates |
| **Activating Arts** | Quick Response | Up to $1,500 for IndividualsUp to $3,000 for Groups | IndividualsGroups | Support for artists to access arts and cultural opportunities that arise at short notice. This may include costs for travel, accommodation, marketing and materials. | Open until 31 May 2025 or until budget expended |
| Creative Communities | Up to $7,000 per applicant | IndividualsGroupsOrganisations | Support for arts and cultural activities within the NT that increase community access and participation in the arts. | Open until 31 May 2025 or until budget expended |
| **Activating Arts – Arts Projects** | Arts Development | Up to $30,000 per applicant | IndividualsGroupsOrganisations | Supports the research, development or creation of new work. | **Opens:** 26 August 2024**Closes:** 25 September 2024 |
| Presentation and Promotion | Supports the presentation, exhibition, distribution and promotion of NT arts practice. |
| Touring the Territory | Support for remote NT tours of performing and visual arts activity. |
| Emerging Artists | Up to $15,000 per applicant | Individuals | Supports early career artists to develop new work, showcase or tour. |
| **Career Development** | Professional Development | Up to $2,500 per applicant | Individuals | Support to access and participate in career development activities, and to build the capacity and profile of NT artists and arts workers to become arts and cultural leaders. | Open until 31 May 2025 or until budget expended |
| NXT Gen ARTS | $13,000 per application  | 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. | **Open:** from 1 August 2024 until 31 May 2025 or until budget expended |

# Eligible expenses

Eligible expenses differ between grant categories. The most common expenditure types are in detailed in the following table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Expenses | Quick Response | Creative Communities | Arts Projects | Professional Development | NXT Gen ARTS |
| **Applicant artist fees** | NO | YES | YES | NO | YES |
| **Catering costs** | NO | NO | NO | NO | NO |
| **Collaborator/ mentor fees** | YES | YES | YES | YES | YES |
| **Contingency** | NO | NO | NO | NO | NO |
| **Equipment purchases** | YES | YES | NO | NO | NO |
| **Hire fees** | YES | YES | YES | YES | NO |
| **Marketing/ documentation** | YES | YES | YES | NO | NO |
| **Material costs** | YES | YES | YES | YES | NO |
| **Registration fees** | YES | YES | YES | YES | YES |
| **Travel allowance (per diem)** | YES | YES | YES | YES | NO |
| **Travel and accommodation** | YES | YES | YES | YES | NO |

# Activating arts - Quick Response

**Grant objective: *Support artists to access arts and cultural opportunities that arise at short notice.***

Examples

* Travel costs to participate in an intrastate/interstate/national showcase, marketplace or conference
* Opportunities to present and promote art works and arts and cultural activity, including travel costs and freight
* Opportunities to develop arts and culture activities that arise at short notice

## Funding available

INDIVIDUALS

Up to $1,000 per applicant per financial year.

If your activity includes travel, and you are resident in and travelling from/to a very remote (MM7) area, you may be eligible for an additional $500 per financial year. Please see page 48 for more information on MM7 areas and contact Arts NT before you apply.

GROUPS: Up to $3,000 for group applications. (For example: group travel for band members to attend an interstate opportunity). Please see page 24 for the definition of a group and note that only one application per group is eligible - multiple applications from group individuals will not be accepted.

## Key information

* Open until 31 May 2025 or until budget expended
* Assessed by the Department
* Notification within 20 working days of submission
* Activity must start after execution of the funding agreement
* Self-acquittal

## Grant outcomes

* **Profile**: showcase and profile NT artists and arts and culture
* **Employ**: employ NT artists and arts workers
* **Access:** increase access and participation in arts and culture

## Eligibility

* As defined under [General eligibility](#_General_eligibility_1) - Individuals and Groups 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
* Key and Leading Arts Organisations are not eligible to apply except as auspicing organisations. Please speak to Arts NT prior to submitting your application
* Applications for group activity must equally benefit a minimum of three group members

## Support material

* Written confirmation of activity/opportunity/involvement/invitation
* CV of applicant and relevant examples of recent work (refer [Artistic material](#_Artistic_material_1) section)
* [Budget](#_Budget)

# Activating arts – Creative Communities

**Grant objective:** Support for arts and cultural activities within the NT that increase community access and participation in the arts.

***Prioritises activity that engages people in remote (MM6+) communities, Aboriginal people, young people, people with disability, seniors and multicultural communities.***

Example:

* A series of theatre workshops for young people resulting in a performance devised by the young participants and open to the wider community to attend

## Funding available

Up to $7,000 per applicant. Available to Individuals, Groups and Organisations.

## Key information

* Open until 31 May 2025 or until budget expended
* Assessed by the Department
* Notification within 20 working days of submission
* Activity must start after execution of the funding agreement
* Case study due 30 days after completion of the approved activity. Template in GrantsNT.

## Grant outcomes

* **Access:**
	+ Increase access and participation in arts and culture
	+ Increase opportunities and access to the arts for Aboriginal people and people from culturally and linguistically diverse backgrounds as artists, participants and audiences
	+ Increase opportunities and access to the arts for people with disability as artists, participants and audiences
* **Employ**: employ NT artists and arts workers
* **Create:** support the development of new work by NT artists

## Eligibility

* Eligibility as defined under [General eligibility](#_General_eligibility_1).
* The activity must have a clear arts and cultural outcome and/or output
* Groups and organisations must have a lead artist confirmed in order to apply
* Leading Arts Organisations are not eligible to apply
* Organisations not registered in the NT are not eligible to apply
* 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.

## Support material

* Project plan
* CVs and confirmation of involvement of key personnel
* [Budget](#_Budget) including budget support material for expenses using grant funds over $1,000
* [Letters of support](#_Letters_of_support_1)
* Confirmation of lead artist and relevant examples of recent artistic work (refer to Artistic Material section)

# Activating arts - Arts Projects

**Grant objective: ***Support projects that create and showcase the arts of the NT, provide employment opportunities for NT artists and supports emerging artists to grow their artistic practice and creative capacity.*****

## Funding available

Available to Individuals, Groups and Organisations under the following categories:

* **ARTS DEVELOPMENT** – up to $30,000 for the research, development or creation of new work
* **PRESENTATION AND PROMOTION** – up to $30,000 for the presentation, exhibition, distribution and promotion of NT arts practice
* **TOURING THE TERRITORY** - up to $30,000 for intra-Northern Territory tours of performing and visual arts activity that engage remote Territory audiences and widen access to arts and cultural participation. Prioritises activity with a high portion of very remote (MM7) touring locations and/or community participation activity included in the tour
* **EMERGING ARTISTS** – up to $15,000 for early career artists to develop new work, showcase or tour. Where practicable, Arts NT aims to support at least 2 emerging artists per year.

## Key information

* Applications open 26 August and close 25 September 2024 at 2pm
* Assessed by a Panel of Peers
* Notification from 12 December 2024
* Activity must start from 1 January 2025, after execution of the funding agreement
* Case Study due 30 days after completion of the approved activity. Template found in GrantsNT.

## Grant outcomes

* **Profile:** showcase and profile NT artists and arts and culture
* **Employ**: employment of NT artists and arts workers
* **Upskill:** strengthen professional practice and leadership for NT artists and arts workers through the increase of skills, knowledge, networks and capacity
* **Create**:
	+ support the development of new work by NT artists
	+ Enable risk-taking, experimentation and innovation. May include digital and emerging technologies

## Eligibility

* Eligibility as defined under [General Eligibility](#_General_eligibility_1)
* This category does not support the presentation of arts activity at a NT festival or NT major event. Applicants should contact [NT Major Events](https://ntmajorevents.com.au/)[[5]](#footnote-6) for information on accessing funding for this activity
* Arts organisations receiving more than $100,001 per annum through the AGP are only eligible to apply to the ‘Touring the Territory’ sub-category
* Arts NT does not fund the entire cost of an activity. Applicants must demonstrate funding from other sources to cover the complete costs of their projects. Other sources of funding can be cash or in-kind. Higher ratios of confirmed match funding may strengthen your application
* Individuals who are not sole traders applying for more than $15,000, must apply through an [Administering Body](#_Administering_Bodies_and_1)
* Leading Arts Organisations receiving more than $100,001 per annum through the AGP cannot apply as an Administering Body for an Individual if the arts project is/will be included in their annual program (Touring the Territory subcategory exempt). Please contact Arts NT prior to submitting an application.

## Support material

* CVs and confirmation of involvement of all [key personnel](#_Glossary_of_Terms)
* Relevant examples of recent work (refer [Artistic material](#_Artistic_material_1) section)
* [Letters of support](#_Letters_of_support_1)
* [Budget](#_Budget), including budget support material for expenses using grant funds over $1,000
* [Project/tour plan](#_Project_Plan)

# Career development - Professional Development

**Grant objective: *Support artists and arts workers to access and participate in career development activities and build the capacity and profile of NT artists and arts workers to become arts and cultural leaders.***

Examples:

* Participation at specialist workshops, arts industry forums or unaccredited learning and development activities
* Participation in a national marketplace or showcase where the participation has a clearly defined professional development outcome

Note: Applications for presentation at marketplaces should be made under the Quick Response Grant category, except in those instances where the applicant is a first-time presenter, and the opportunity has a defined professional development outcome.

## Funding available

Up to $2,000 per applicant per financial year.

If your activity includes travel, and you are resident in and travelling from/to a very remote (MM7) area, you may be eligible for an additional $500 per financial year. Please see page 48 for more information on MM7 areas and contact Arts NT before you apply.

Available to Individuals only.

## Key information

* Open until 31 May 2025 or until budget expended
* Assessed by the Department
* Notification within 20 working days of submission
* Activity must start after execution of the funding agreement
* Self-acquittal

## Grant outcome

* **Upskill:** strengthen professional practice and leadership for NT artists and arts workers through the increase of skills, knowledge, networks and capacity

## Eligibility

* Eligibility as defined under [General eligibility](#_General_eligibility_1)
* 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
* Key and Leading Arts Organisations are not eligible to apply except as auspicing organisations. Please speak with Arts NT prior to submitting your application
* Applicants must demonstrate how the proposed professional development opportunity relates to the development of their career
* Artist fees or wages to undertake professional development are not eligible

If you have an opportunity that includes international travel, contact the Arts NT to discuss your application prior to submission.

## Support material

* Written confirmation of activity or offer/involvement/invitation
* CV of applicant and relevant examples of recent work (refer [Artistic material](#_Artistic_material_1) section)
* [Budget](#_Budget) including budget support material for expenses using grant funds over $1,000

# Career development - NXT Gen ARTS

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

Placements are expected to take place continuously over 400 hours. Full time, 3-month placements are preferred, though part time, 6 month placements are considered. Applicants are required to enter into a written placement plan with the host organisation to outline their expected outcomes for the program.

## Funding available

$13,000 per application. Available to Individuals aged 18-25 at the time of application.

The grant provides $10,000 to the early career artist and $3,000 to the host organisation.

## Key information

* Opens: 1 August 2024
* Closes: until 31 May 2025 or until budget expended
* Assessed by the Department
* Notification within 30 working days of submission
* Activity must start after execution of the funding agreement
* Case Study due 30 days after completion of the approved activity. Template found in GrantsNT.

## Grant outcomes

* U**pskill**: strengthen professional practice and leadership for NT artists and arts workers through the increase of skills, knowledge, networks and capacity
* **Employ**: employment of NT artists and arts workers

## Placement outcomes

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:
	+ Understand the Fair Work Act, workers’ rights and payment structures
	+ Finances, budgeting and invoicing – draft and understand how to work to a budget
	+ Apply, manage and acquit a grant, seek and apply for sponsorship support, and build philanthropic relationships
	+ Develop a project plan as a basis for delivering any project
* Arts industry - participation and contribution 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](#_General_eligibility_1)
* Individuals aged 18-25 years at the time of application
* Applicants are required to enter into a written placement plan with the host organisation to outline their placement outcomes for the program. Host organisations can be one of the NT’s [Arts Organisations or Strategic Venues](#_Leading_arts_organisations_1) or an alternative creative arts organisation. To discuss possible hosts, please contact Arts NT.
* The placement must be continuous. Placements should be completed as a 3-month full-time placement, however, if you have an opportunity to complete the program part-time over a longer period of no more than 6 months, this may be considered. Please ensure the placement equals 400 hours.
* Applicants cannot be a current employee of the host organisation. However, casual employment may be eligible if the placement differs considerably from the casual employment.

If you do not already have a host organisation in mind, you can express interest in the program and Arts NT can support you to find a match, To express interest please visit <https://nt.gov.au/leisure/arts-culture-heritage/grants/nxt-gen-arts-grants>[[6]](#footnote-7)

To express interest in hosting an NXT Gen artist, please visit <https://nt.gov.au/leisure/arts-culture-heritage/grants/nxt-gen-arts-grants-become-host-organisation>[[7]](#footnote-8)

## Support material

* CV of applicant and relevant examples of recent work (refer [Artistic material](#_Artistic_material_1) section)
* Written agreement with the host organisation outlining a work plan for the placement. The Placement Plan Template is available on Grants NT.
* Statement on how the placement will benefit the applicant’s future career as an artist
* References from peers (e.g. teachers or arts sector related) reflecting on skills, experience, accomplishments and abilities of the applicant
* Evidence of age of applicant

### Find out more

Hear from previous recipients firsthand by viewing NXT Gen ARTS story videos on [Channel NT](https://www.channelnt.com.au/project/nxtgenarts-2022/)[[8]](#footnote-9)General requirements

The following requirements are applicable across the Arts Grants Program (AGP).

# General eligibility

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

## Compliance

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

Organisations must be compliant at the time of application with the relevant act or body governing their organisational structure, including but not limited to the Associations Act 2003 (NT), [Office of the Registrar of Indigenous Corporations](https://www.oric.gov.au/)[[9]](#footnote-10) (ORIC) or [Australian Charities and Not-for-profits Commission](https://www.acnc.gov.au/)[[10]](#footnote-11) (ACNC).

## Who can apply

Each grant category specifies whether individuals, groups or organisations are eligible to apply – refer to following [Grants at a glance](#_Grants_at_a_1) section or each grant category page for details.

An applicant’s track record of delivering funded activity in line with grant agreements and acquitting on time and to a high standard will be considered when assessing applications.

* If you are an Individual – register on GrantsNT as Individual
* If you are a Sole Trader – register on GrantsNT as Organisation
* If you are a Group – register on GrantsNT as Organisation (Sole Trader - lead contact person)
* If you are an Organisation – register on GrantsNT as Organisation

### Individuals

Individual applicants must be:

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

You may be required to provide evidence of the above by providing a 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 either:

* be registered as [Sole Trader](https://www.ato.gov.au/Business/Starting-your-own-business/Before-you-get-started/Choosing-your-business-structure/sole-trader/)[[11]](#footnote-12) with an active ABN and apply in GrantsNT with an Organisation profile, or
* apply through an [Administering Body](#_Administering_Bodies_and_1)

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

Employees of the NT Government are ineligible to apply if there is a perceived or direct conflict of interest. You must declare if you are an employee of the NT Government.

### Groups

Groups are 3 or more individuals who do not form a legally constituted organisation and are publicly known as a group, such as choir, dance group or public artists’ collective.

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. An individual representing a group must meet the above criteria for Individuals and be registered as Sole Trader with an active ABN and apply through GrantsNT with an Organisation Profile

### Organisations

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

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

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

Organisations that are not registered in the NT and do not meet the above criteria cannot apply, but can partner with an eligible organisation to apply for and administer the grant on their behalf.

NT Government agencies and associated entities, local government, educational institutions, hospitals and national charities are ineligible.

Organisations must be compliant with governing legislation: the Associations Act 2003 (NT) (or some cases the Incorporated Associations Act of another state/territory), Corporations (Aboriginal and Torres Strait Islander) Act 2006 or Corporations Act 2001. Non-compliant or insolvent organisations are ineligible and cannot act as an Administering Body.

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

### Administering bodies 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 of a grant. The Administering Body applies on behalf of an individual, group or organisation and manages all aspects of the funding terms and conditions.

It is strongly recommended that you have a written agreement with your Administering Body that sets out both parties’ obligations and responsibilities before applying. Most Administering Bodies charge a 10 per cent 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](https://www.artslaw.com.au/information-sheet/auspice-agreements-information-sheet/)[[12]](#footnote-13).

Administering bodies must have their main place of business registered in the NT. You should consider one of the leading arts organisations to be your Administering Body. Non-NT Administering Bodies will only be permitted in exceptional circumstances and you must speak with Arts NT prior to submitting an application using a non-NT Administering Body. It is the applicant’s responsibility to ensure the Administering Body endorses their application in GrantsNT prior to submission by the application closing date.

## What is not funded

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

* Activities that do not have a clearly defined arts outcome
* Activities that have already started, will start or end prior to the execution of the funding agreement
* Activities that have been paid for prior to the execution of the funding agreement
* The entire financial cost of an activity
* Fundraising activities or events
* Merchandise, awards, gifts or prizes
* Catering and contingency costs
* For-profit business activities
* Activities where the key artists, arts workers and service providers are not named and the payment/in-kind contribution is not declared
* Restoration or conservation of cultural material (see [NT Government Heritage Grants Program](https://nt.gov.au/leisure/arts-culture-heritage/grants/heritage-grants-program)[[13]](#footnote-14) for information on accessing funding for this activity)
* Capital equipment, building works or real estate purchases
* Multiple applications to the AGP for the same activity. If you intend to apply for funding for the continuation of activity that you have previously had funding for, please speak with Arts NT
* Activities that have already received significant funding support from Arts NT and/or the NT Government may not be competitive or considered a priority for ongoing or additional support.

Note: If you wish to apply for an activity that includes international travel, contact Arts NT to discuss your application prior to submission.

**Activities that are the responsibility of other funding bodies or government agencies are not funded. These include:**

FILM AND SCREEN

* Film and screen-based projects for cinema, film festivals, television, web series, media, advertising and gaming (visit [Screen Territory](https://screenterritory.nt.gov.au/)[[14]](#footnote-15) for information on accessing funding for this activity). If your activity includes the development of a music video, please speak with Arts NT.

**EDUCATION**

* Arts activities in schools
* Accredited training or educational activities which are curricular activities in educational institutions and are listed in the Australian Government’s [National Training Register](https://training.gov.au/Home/Tga)[[15]](#footnote-16)
* Undergraduate, diploma, certificate and postgraduate studies including research or studio work for academic assessment.

**EVENTS AND FESTIVALS**

* Expenses that directly relate to the presentation of arts activities at a festival, event, or major event in the NT. This includes expenses relating to the development of arts activity for presentation at a festival, event or major event and travel costs associated with presenting arts activity at an NT festival, event, or major event. Please contact [NT Major Events](https://ntmajorevents.com.au/)[[16]](#footnote-17) to discuss funding for this activity. Individuals are encouraged to negotiate festival-related costs with festival management
* Artists residing in a remote area (MM6+) who are presenting an arts activity at an open access NT event, festival, or major event may be eligible to apply for funding to support travel to this activity. Please contact Arts NT to discuss your application prior to submission
* Expenses related to the presentation of arts activity at a festival, event or major event outside of the NT are eligible for funding. Please contact Arts NT to discuss your application prior to submission.

## Aboriginal cultural protocols

All applicants to the AGP must adhere to Creative Australia’s (formerly Australia Council’s for the Arts) protocols for using [First Nations Cultural and Intellectual Property in the Arts](https://creative.gov.au/investment-and-development/protocols-and-resources/protocols-for-using-first-nations-cultural-and-intellectual-property-in-the-arts/)[[17]](#footnote-18) when working with Aboriginal artists and communities or Aboriginal cultural material. The protocols and principles include; respect, self-determination, communication, consultation and consent, interpretation, cultural integrity and authenticity, secrecy and confidentiality, attribution, benefit sharing, continuing cultures and recognition and protection.

If your activity involves [Aboriginal cultural content](https://nt.gov.au/leisure/arts-culture-heritage/arts-funding-and-grants/working-with-indigenous-artists-and-cultural-content), you will need to complete the relevant section in [GrantsNT](https://grantsnt.nt.gov.au/)[[18]](#footnote-19). Clearly identify whether Aboriginal Australians are leading, conceiving, participating or have been consulted. Assessors cannot assume you have support for your activity – it is your responsibility to demonstrate community support and that the activity adheres to these protocols.

You can demonstrate appropriate consultation through:

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

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

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

You are encouraged to identify your project as Aboriginal in your [GrantsNT](https://grantsnt.nt.gov.au/)[[19]](#footnote-20) 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](#_Glossary_of_Terms)?’

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

For further guidance, please consult the Arts Law Centre of Australia’s [Artists in the Black](https://www.artslaw.com.au/artists-in-the-black/#:~:text=Artists%20in%20the%20Black%20is,with%20legal%20advice%20and%20resources.)[[20]](#footnote-21) resources or speak with Arts NT.

## 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](https://www.artslaw.com.au/information-sheet/children-in-the-creative-process-nt/)[[21]](#footnote-22) and [Creative Australia’s](https://creative.gov.au/investment-and-development/protocols-and-resources/children-in-art-protocols/)[[22]](#footnote-23) (formerly Australia Council for the Arts) 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](https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance)[[23]](#footnote-24) and have a current Ochre Card. Proof of an Ochre Card from all key personnel may be requested.

## Supporting people with disability

Arts NT supports the successful delivery of the Northern Territory Disability Strategy 2022 – 2032 to ensure people with disability are included and can engage, participate and contribute to community life.

It is recommended that you include a statement with your application where relevant, to show how you can make your arts activity accessible to people with disability as artists, participants or audiences. Your response will support achieving greater access and inclusion to arts and cultural activity for all Territorians.

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

* Arts Access Darwin (Darwin Community Arts)
* Incite Arts
* Katherine Regional Arts

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

* Access2Arts
* Accessible Arts NSW
* Access Arts Queensland
* Arts Access Australia
* Arts Access Victoria
* Canberra Arts Access Network
* DADAA WA

## Insurance and Indemnity

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

* general third-party liability (public risk) insurance
* liability on account of accident or injury to your volunteers and employees, including any workers’ compensation insurance as required by law
* a policy for your full liability under the Return to Work Act 1986 (NT)
* loss, damage, or theft of your property and assets to their full replacement value or their full market value (except in cases where we direct in writing that full replacement value is required)
* any other insurance necessary or desirable for you to deliver the funded activity, or which we reasonably require due to the nature of the funded activity.

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

## Copyright and intellectual property and licensing

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

Copyright information and advice are available from:

* [Arts Law Centre of Australia](http://www.artslaw.com.au/)[[24]](#footnote-25)
* [Artists in the Black](http://www.aitb.com.au/)[[25]](#footnote-26)
* [Australian Copyright Council](http://www.copyright.org.au)[[26]](#footnote-27)
* [Australasian Performing Right Association](http://www.apraamcos.com.au/)[[27]](#footnote-28)
* [Phonographic Performance Company of Australia](http://www.ppca.com.au)[[28]](#footnote-29)
* [OneMusic](https://www.onemusic.com.au/)[[29]](#footnote-30)

## Artist fees

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

More information is available from:

* [Creative Workplaces](https://creative.gov.au/creative-workplaces/) [[30]](#footnote-31)
* [APRA AMCOS](http://apraamcos.com.au/)[[31]](#footnote-32)

* [Australian Society of Authors](http://www.asauthors.org)[[32]](#footnote-33)

* [Australian Writers’ Guild](http://www.awg.com.au/)[[33]](#footnote-34)
* [Fair Work Commission](https://www.fwc.gov.au/awards-and-agreements)[[34]](#footnote-35)

* [Live Performance Australia](http://www.liveperformance.com.au/)[[35]](#footnote-36)

* [Media, Entertainment and Arts Alliance](https://www.meaa.org/)[[36]](#footnote-37)

* [Musicians’ Union](http://www.musicians.asn.au)[[37]](#footnote-38)

* [National Association for Visual Arts](http://www.visualarts.net.au/)[[38]](#footnote-39)
* [Regional Arts Australia](https://regionalarts.com.au/)[[39]](#footnote-40)

You can search for relevant awards on the [Fair Work Ombudsman](https://www.fairwork.gov.au/)[[40]](#footnote-41) website.

## Conflict of interest

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

# The grant process

1. Your grant application is received by Arts NT through GrantsNT.
2. Your application is reviewed to confirm that it is eligible and that you do not have outstanding acquittals or compliance issues.
3. If eligible, it is assessed against the published assessment criteria.
4. If your application is successful, you will be notified and Arts NT will provide a funding agreement and a vendor creation/amendment form for you to sign. Once your signed agreement and completed vendor forms are received and processed, the grant payment will be made.
5. If your application is unsuccessful, Arts NT will provide feedback on request.

# Application

## How to apply

All applications must be made online through [GrantsNT](https://grantsnt.nt.gov.au/)[[41]](#footnote-42).

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

Before you submit your application you should:

* ensure you have no outstanding acquittals or reports with the NT Government and are compliant with your regulatory authority (if applicable)
* read these guidelines in full
* speak to Arts NT to check if you are eligible to apply, if the grant category is suitable for your proposed activity
* define your activity (what is it, how do you want to do it, who is involved), and develop a project plan if required
* prepare a realistic and balanced budget that demonstrates value for money and get the necessary quotes. Refer to the [Budget and budget support material](#_Budget) section
* ensure you obtain appropriate permissions, consultations, acknowledgements. Refer to the [Aboriginal cultural protocols](#_Grants_at_a) section of this document
* where relevant, obtain working with children permission and/or authorisation. Refer to the [Working with children protocols](#_Working_with_Children) section of this document
* ensure your application considers the [Chief Health Officer (CHO) Directions](https://coronavirus.nt.gov.au/chief-health-officer-directions)[[42]](#footnote-43) and includes a risk and contingency plan if needed
* ensure you collect and submit [Support material](#_Support_Material)

## Support material

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

Note: We cannot accept Pages or Numbers files.

### Artistic material

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

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

Note: We cannot accept links to file-sharing platforms, including Dropbox and Google Drive. You must upload your items to GrantsNT or link to publicly published materials online.

### Project plan

A project plan strengthens your application by demonstrating that you understand the steps required to deliver your activity. The plan should include a schedule, key actions and milestones and who will be responsible for achieving them. The level of detail in your project plan should reflect the grant amount you are applying for.

If you are applying for a touring project, please include a tour plan that identifies location and venues and dates. Please ensure you include travel and bump in/bump out time.

### Letters of support

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

Letters of support should not be written by persons named in the application as collaborators and/or persons who will financially benefit from the activity.

Provide up to 3 activity-specific support letters with your application. Letters of support must be signed. Verifiable emails are also accepted and these should be submitted as .msg, .pdf or .jpeg files showing the complete email and address details.

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

### Risk assessments

Risk assessments identify risks, plan ways to mitigate/reduce the risk and outline actions for dealing with situations should they arise. The provision of risk assessment is not mandatory, and the level of detail should reflect the grant amount you are applying for.

### Confirmation of involvement

### It is important that applicants acknowledge the involvement of key personnel and the agreed amount they will be paid or the value of their in-kind contribution.

Emails or personnel forms can be used to provide this confirmation.

In-kind participation is when key persons contribute their time without financial payment. [Volunteers](https://www.volunteeringsa-nt.org.au/about)[[43]](#footnote-44) can contribute valuable support in achieving successful activity outcomes and should be accounted for in budgets and evidenced through confirmation of their involvement.

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

### Budget and budget support material

The budget must include all activity income and expenses and be submitted using the Excel budget template which can be downloaded from Grants NT. It is strongly preferred that your budget is submitted in Excel format.

Ensure your budget is realistic, represents value for money, and does not include ineligible costs. Refer to the [What is not funded](#_What_is_not) 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 $1,000 that use grant funds. Budget support material may include quotes or a detailed breakdown of component costs.

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

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

* **In-kind contributions** are those that are provided to the project without payment, such as [volunteer hours](https://www.volunteeringsa-nt.org.au/about)[[44]](#footnote-45), use of a venue without hire charges or the applicant’s time they are contributing to the project without taking a fee. In-kind contributions should be given a dollar value in your budget, 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 budget support material. You must declare all partner and stakeholder arrangements in your application.
* **Applicant-cash contributions** are those that the applicant is paying for using their own funds.

Arts NT supports the employment of local NT artists and arts workers and the engagement of local service providers. Assessors will determine the viability of your budget by considering value for money in line with the NT Government [Buy Local Plan](https://nt.gov.au/industry/government/sell-my-goods-and-services-to-government/buy-local-plan)[[45]](#footnote-46).

The primary objective of the Buy Local Plan is to ensure that the largest possible proportion of every dollar invested by the NT Government stays in the Territory and delivers benefits for the local economy and community. Where possible, you should buy local and use services located in, and goods available within, the NT.

In circumstances where you cannot obtain the required good or service in the NT, you must demonstrate that it is impractical for commercial, technical or other reasons to do so. You can do this via the comments field in the budget template or provide additional budget support material. For more information read the Buy Local Plan.

## Arts NT top tips

1. Plan and give yourself plenty of time to develop your application
2. Read the guidelines, including the general eligibility requirements and grant objectives, before contacting Arts NT
3. Provide CVs or published biographies (max 2 pages) for all the key personnel and include artistic support material or web links where relevant
4. Only include letters of support that are specific to the proposed activity and 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 it into [GrantsNT](https://grantsnt.nt.gov.au/)[[46]](#footnote-47) 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. Proofread your application and ask someone else to read and consider your application against the grant outcomes and objectives
10. If applying through an Administering Body, plan sufficient time for the Administering Body to review and endorse your application in GrantsNT. Once the Administering Body has done so, you then need to submit the application
11. If unsuccessful, seek feedback from Arts NT on how to strengthen future applications

# Assessment

Each application is assessed against the following assessment criteria, (unless otherwise stated separate grant category guidelines) based on the information you supplied in the application and accompanying support material

|  |
| --- |
| QUALITY: [Artistic/cultural merit](#_Glossary_of_Terms), innovation, quality and creativity |
| * 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 of professional arts practice
 |
| **VIABILITY: Effective planning, use of resources and budget viability demonstrating value for money** |
| * Project plan (if applicable) is timely and well thought through – demonstrates good planning and effective use of resources
* Budget is viable and realistic, includes breakdown of expenditure and other sources of funding or in-kind contributions
* Quotes and budget support material demonstrate value for money
* Artists and service providers’ participation is confirmed and payment aligns with relevant industry award rates
* Realistic and achievable planning and resource use, including contingency planning
* Project plan demonstrates an understanding and adherence to Aboriginal Cultural and Working with Children protocols where relevant
 |
| **CAPACITY: Capacity and skills of the applicant and key personnel** |
| * 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, the arts and cultural sector and the NT community** |
| * 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 arts sector/community consultation
* Responsive to identified need or demand
* Benefits to regional and remote communities
 |

In addition, peer-assessed grants use balancing criteria to ensure an equitable spread of funding across regions, art forms, sub-categories and objectives.

## Who assesses applications

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

The assessment process varies depending on the grant category. Check the specific grant category for further information on how your application will be assessed. Applications are usually assessed by one of the following:

* **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](https://nt.gov.au/leisure/arts-culture-heritage/information-for-professionals/arts-peer-nominations/register-of-arts-peers)[[47]](#footnote-48). Approval is by senior department delegate.
* **PANEL OF SENIOR GOVERNMENT OFFICERS AND EXTERNAL PEERS** – a group convened to provide expertise in this field and make recommendations. Approval is by senior department delegate.

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

# Notification and feedback

## Notification

After your application is assessed you will be notified of the outcome by the category notification date.

Successful applicants will receive:

* a letter of offer
* a [funding agreement](#_Glossary_of_Terms) outlining the purpose of the grant and the conditions under which the grant is provided
* vendor creation/amendment form

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

## Feedback

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

# Funding agreement

## Agreement

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

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

If you have nominated an [Administering Body](#_Administering_Bodies_and_1) for your grant, then the Administering Body will sign the Funding Agreement and be legally and financially responsible for the grant activity. You should enter into a formal arrangement with your Administering Body that sets out both parties’ obligations and responsibilities for the grant activity. Arts NT may request to sight this.

## Payment

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

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

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

The grant amount is GST exclusive. If you are registered for GST, we will pay you the grant amount plus GST with a [Recipient Created Tax Invoice](https://www.ato.gov.au/business/gst/tax-invoices/)[[48]](#footnote-49) (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.

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

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

## Variations

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

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

All variation requests must be submitted via Grants NT. Please contact Arts NT for more information. Variations submitted after the grant agreement end date will not be accepted.

## Acknowledgment requirements

If you receive funding, you must acknowledge this support in all media releases and promotional activity. Acknowledgment requirements will be outlined in your funding agreement. Please also refer to ‘[How to acknowledge grant funding’](https://nt.gov.au/leisure/arts-culture-heritage/grants-and-awards/arts-funding-and-grants/how-to-acknowledge-grant-funding)[[49]](#footnote-50) to access the NT Government logo.

NT Arts organisations funded through the AGP must acknowledge the NT Government in their annual report and any promotional materials for the funded program or activity.

## Publication and privacy statement

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

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

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

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

# Acquittal

Acquittal reports tell us how you spent your grant and enable Arts NT to fulfil its accountability obligations to government and the community. To build, measure and understand the impact of activities funded through the AGP, we collect information on applicants, art forms, and regions and other relevant demographic information. We will only ask for information that directly contributes to building relevant programs to support strengthening, profiling and showcasing our dynamic NT arts and culture.

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

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 short form or case study format. Failure to complete an acquittal may result in you being deemed non-compliant for future grant applications or payments.

## 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 randomly selected to provide receipts.

## Case study

Case study acquittal reports are submitted through [GrantsNT](https://grantstracker.nt.gov.au/) no later than 30 days after the agreed activity completion date, unless agreed differently in your funding agreement. A complete acquittal includes:

* an artistic and statistical report using the case study template provided on GrantsNT
* for Individuals, including those who applied as a Sole Trader (Organisation): an income and expenditure statement, signed by a person duly authorised
* for Organisations
	+ for a grant up to $100,000 – an income and expenditure statement signed by a person duly authorised by the organisation’s constitution
	+ for a grant $100,000 and over – an audited financial statement signed by a person duly authorised by the organisation’s constitution
* a report on any special conditions outlined in your funding agreement
* 3 high resolution images (minimum 1MB in size each) with signed talent release forms.

# Glossary of terms

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

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

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

**Accredited training** is a course which has been independently assessed by the [Australian Skills Quality Authority (ASQA)](https://www.asqa.gov.au/course-accreditation/overview)[[50]](#footnote-51) and meets the [Standards for VET Accredited Courses 2021](https://www.legislation.gov.au/Details/F2021L00269)[[51]](#footnote-52).

**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](#_Acquittal_Report_Requirements) 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 AGP.

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

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

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

**Artist** refers to a person who produces art, and identifies 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 and curators[[52]](#footnote-53). Refer also to **Early Career**, **Mid-Career** and **Established Artist** definitions.

[**Arts NT Register of Peers**](https://nt.gov.au/leisure/arts-culture-heritage/arts-peer-nominations) 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?](#_Who_assesses_applications) section in this document.

**Arts Worker** is a person who manages, administers or facilitates arts and cultural activity, including technical and production specialists. In this document, the term **Artist** 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 page for the objectives of the grant and also the [Assessment](#_Assessment_1) section of this document.

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

**Buy Local Plan** ensures every dollar spent by the NT Government can have wider benefits for the community, through the flow-on effect of wages, economic stimulation, community development and corporate social responsibility. For more information visit [Buy Local Plan](https://nt.gov.au/industry/government/sell-my-goods-and-services-to-government/buy-local-plan)[[53]](#footnote-54) .

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

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

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

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

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

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

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

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

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

**Income and expenditure statement** is the financial statement detailing and certifying the income and expenditure of a funded activity. If the certified income and expenditure statement provided on acquittal varies significantly from the approved application budget without prior approval, it may not be accepted and grant money may be requested to be returned. To ensure terms and conditions of funding are met, significant changes to budgets must be subject to an approved contract variation prior to the acquittal date.

**Indigenous cultural protocols -** see **Aboriginal cultural content**

**In-kind support** can include volunteer labour, volunteer administrative support, rent-free accommodation or donations of materials or equipment. Refer to the [Budget and budget support material](#_Budget) section of this document.

**Insurance** grant recipients must hold the agreed insurance policies, including public liability insurance, to protect you against 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](#_Insurance) section of this document.

**Key personnel** are the key personnel who are integral to the delivery of the activity and should include key artists and key organisers. Refer also to [Confirmation of involvement](#_Confirmation_of_involvement) section of this document.

**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 and specific to the activity. Refer to the [Letters of support](#_Letters_of_support_1) section of this document.

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

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

**MM6 and MM7** are the ‘remote’ and ‘very remote’ classifications of the Modified Monash Model (MMM). The MMM defines whether a location is metropolitan, rural, remote or very remote. The model measures remoteness and population size on a scale of Modified Monash (MM) categories MM1 to MM7. MM1 is a major city and MM7 is very remote. To find out the classification of the area in which you live, please contact Arts NT or visit [Northern Territory (NT) – Modified Monash Model (MMM) remoteness area](https://www.health.gov.au/resources/publications/northern-territory-nt-primary-health-network-phn-map-modified-monash-model-mmm-remoteness-area?language=en)[[54]](#footnote-55)

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

**NXT Gen (artists)** are defined as young creatives (18-25 years of age) who have recently finished formal secondary (or tertiary) education and are interested in embarking on a career in the arts, culture and/or creative industries and are seeking vocational pathways, formal learning opportunities and employment within the NT arts sector.

**Open access festivals, events or major events,** for the purposes of the AGP, are programmed via artist expression of interest (e.g. Fringe Festivals).

**Personnel forms** are available on GrantsNT. These can be used to confirm the involvement of key personnel and artists other than the applicant. Refer to the Confirmation of involvement section of this document.

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

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

**Self-acquittal** means that at you do not have to provide an acquittal report unless requested to by the department. Refer to the [Self-acquittal](#_Self-acquittal) section of this document.

**Travel allowance** or per diems are funds for accommodation and meal expenses incurred as part of travel away from home overnight to work on the project/grant activity. The Australian Taxation Office lists [reasonable travel allowance](https://www.ato.gov.au/business/payg-withholding/payments-you-need-to-withhold-from/payments-to-employees/allowances-and-reimbursements/travel-allowances/)[[55]](#footnote-56) on its website.

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

**Very remote:** the AGP uses the‘Modified Monash Model’ remoteness calculator to identify places in the NT on a scale of ‘Metropolitan’ to ‘Very Remote’. To find out the classification of the area in which you live, please contact Arts NT or visit [Northern Territory (NT) – Modified Monash Model (MMM) remoteness area](https://www.health.gov.au/resources/publications/northern-territory-nt-primary-health-network-phn-map-modified-monash-model-mmm-remoteness-area?language=en)[[56]](#footnote-57)

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14. <https://screenterritory.nt.gov.au/> [↑](#footnote-ref-15)
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17. <https://creative.gov.au/investment-and-development/protocols-and-resources/protocols-for-using-first-nations-cultural-and-intellectual-property-in-the-arts/> [↑](#footnote-ref-18)
18. <https://grantsnt.nt.gov.au/> [↑](#footnote-ref-19)
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20. <https://www.artslaw.com.au/artists-in-the-black> [↑](#footnote-ref-21)
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23. <https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance> [↑](#footnote-ref-24)
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27. <http://www.apraamcos.com.au/> [↑](#footnote-ref-28)
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38. <http://www.visualarts.net.au/> [↑](#footnote-ref-39)
39. <https://regionalarts.com.au/> [↑](#footnote-ref-40)
40. <https://www.fairwork.gov.au/> [↑](#footnote-ref-41)
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50. <https://www.asqa.gov.au/course-accreditation/overview> [↑](#footnote-ref-51)
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53. <https://nt.gov.au/industry/government/sell-my-goods-and-services-to-government/buy-local-plan> [↑](#footnote-ref-54)
54. [Northern Territory (NT) Primary Health Network (PHN) map – Modified Monash Model (MMM) remoteness area | Australian Government Department of Health and Aged Care](https://www.health.gov.au/resources/publications/northern-territory-nt-primary-health-network-phn-map-modified-monash-model-mmm-remoteness-area?language=en) [↑](#footnote-ref-55)
55. <https://www.ato.gov.au/business/payg-withholding/payments-you-need-to-withhold-from/payments-to-employees/allowances-and-reimbursements/travel-allowances/> [↑](#footnote-ref-56)
56. [Northern Territory (NT) Primary Health Network (PHN) map – Modified Monash Model (MMM) remoteness area | Australian Government Department of Health and Aged Care](https://www.health.gov.au/resources/publications/northern-territory-nt-primary-health-network-phn-map-modified-monash-model-mmm-remoteness-area?language=en) [↑](#footnote-ref-57)