Multicultural Community Facilities Grants Guidelines

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| Acronyms | Full form |
| MCFG | Multicultural Community Facilities Grant |
| NT | Northern Territory |
| OMA | Office of Multicultural Affairs |
| TFHC | Department of Territory Families, Housing and Communities |

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# Multicultural Community Facilities Grant guidelines

The cultural and linguistic diversity of the Northern Territory is recognised, celebrated and supported by government through a number of services and initiatives coordinated by the [Office of Multicultural Affairs (OMA)](https://tfhc.nt.gov.au/social-inclusion-and-interpreting-services/multicultural-affairs).[[1]](#footnote-2)

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

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

The [Multicultural Community Facilities Grant (MCFG)](https://nt.gov.au/community/multicultural-communities/multicultural-grants/multicultural-community-facilities-grant)[[2]](#footnote-3) program is one of the grant programs administered by OMA. These guidelines provide information to assist you in applying for and acquitting grants under this program

Prior to submitting your application through [GrantsNT](https://grantsnt.nt.gov.au/)[[3]](#footnote-4), it is recommended that you read the grant guidelines, and if required, discuss your project with OMA by phoning 8999 3894 or emailing [TFHC.MulticulturalAffairs@nt.gov.au](TFHC.MulticulturalAffairs%40nt.gov.au).

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# Introduction

People from all over the world have made the Northern Territory their home. In recognition of our cultural and linguistic diversity, the Northern Territory Government implements a variety of programs and services to meet the needs of Territorians in terms of social cohesion and cultural and linguistic diversity. One of these programs is the MCFG program. The grants program demonstrates the Government's commitment to assist multicultural communities to expand their own, and the Territory’s social and cultural development.

# Aim

The aim of MCFG is to assist with the renovation and upgrade of existing premises managed and/or owned by recognised multicultural community organisations, with the objective of promoting multicultural diversity in the Northern Territory, as well as supporting sharing arrangements for the use of multicultural facilities.

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

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

MCFG also supports the shared use of multicultural community facilities, through sharing arrangements.

# Who is eligible to apply

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

Grants are provided to/through incorporated associations to assist OMA in ensuring that funds are appropriately expended and accounted for once the project is completed.

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

# Opening and closing dates

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

# Eligibility criteria

**Projects must:**

* be consistent with the aim of the MCFG program;
* have identifiable outcomes and project objectives;
* be part of a comprehensive plan to address need(s) identified by the applying organisation/group; and
* not have commercially-oriented objectives

Each application should only include one project. If multiple projects are included in one application, it may not be considered, or the applicant will be requested to select the project considered a priority for consideration. Related works for the same project may be considered, however costings must be kept separate.

**Applicants must:**

* Submit as part of their application copies of the following:
1. Certificate of Incorporation;
2. evidence of not-for-profit status or charitable status;
3. current audited financial statements;
4. plan and preliminary design for the proposed project;
5. a minimum of 2 detailed quotes of proposed project from service providers;
6. evidence of public liability and building insurance;
7. evidence of acquittal of previous grants from the Northern Territory Government; and
8. detailed costing for the project (refer to the Detailed Project Costing template).
* Provide evidence that the premises will be utilised by the community to promote and host multicultural events, including the range of activities and the expected level of use (evidence could include a list of events held at the facility over the past 12 months).
* Demonstrate the ability to manage the funds and the project effectively.
* Provide details of how the organisation will contribute to the project through funding and 'in kind' support.
* Provide details of the location of the land including the block number. This information will be used to verify whether the property is already a prescribed property (refer prescribed property).
* Provide evidence that the organisation has the capacity to maintain the improvements in good condition and are able to fund ongoing operational and maintenance costs.

**Funds CANNOT be made available for:**

* community groups which are not multicultural based;
* private-for-profit groups;
* commercial or business ventures;
* real estate purchases;
* upgrades on facilities built in a residential zoning area (residential property); and
* Government or local government entities facilities

**Please note** that many applications are received and the process of selection is competitive. Each application is considered on its merits and it is not always possible to fund all applications. **Funding is not automatic** and should not be anticipated. Furthermore, grant funding will generally not cover the total cost of any project or the total amount applied for.

# Application process

All previous grants provided through OMA must be acquitted before an application will be considered.

Applications for grants can only be submitted online through the [GrantsNT](https://grantsnt.nt.gov.au/)[[4]](#footnote-5) website during the grant opening period.

The online application is designed to provide detailed information for the consideration and comparison of applications. All required information in GrantsNT must be completed and appropriate documents attached before an application can be considered.

**Important:** Incomplete applications and applications received after the closing date will not be considered for assessment.

# Assessment process

Competition for grants is strong and there are usually more applications than funds available. The assessment process is determined by the degree to which the project meets the aim of the program.

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

* whether the application meets the aim of the program (Section 2);
* whether the applicant meets the eligibility criteria (Sections 3 and 5);
* project innovation;
* identifiable benefits to the community;
* level of earned income (e.g. through fundraising) and the level of support (including in kind) from other sources;
* its priority rating for funding compared with other suitable applications;
* budget viability and financial management; and
* past performance of the organisation in relation to meeting its aims and objectives and completing previously funded works.

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

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

All applicants will be advised of the outcome of their application(s) via correspondence from GrantsNT. Applicants can make contact with OMA staff to receive feedback in relation to the outcome of their application.

All decisions are final and there is no appeal process.

It is intended that applicants will be advised of outcomes by the end of June.

# Grant conditions

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

Grant recipients must prominently acknowledge the grant in **all** media releases and promotional material associated with the funded activity.

On receiving grant monies the successful applicant is required to contact OMA for a current version of the Northern Territory Government 'proudly supported by' logo. The logo may only be reproduced in the format provided and must be presented on all materials associated with the funded activity in equal size and prominence to that of the grant recipient's logo.

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

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

Funds can only be spent according to the “Purpose(s) of Funding” specified in the Funding Agreement. If a grant recipient wishes to change the purpose of the grant, a written change of purpose request (GrantsNT variation screen or variation form) must be lodged with OMA prior to the original completion date shown on the funding agreement. The variation request must provide reasons for the change and include a revised budget for the amended purpose. Funds can only be utilised for a new purpose after approval has been granted in writing. Any unspent grant funds are to be returned to OMA. Alternatively, the organisation may apply for a change of purpose (variation) to utilise the unspent funds. This change of purpose must be lodged with OMA prior to the acquittal due date shown on the funding agreement.

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

On completion of the project, the organisation must provide an acquittal of the funds provided against the approved purpose(s) and a written report detailing the result(s) of the project (see Section 10: Financial and reporting accountability requirements).

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

# Grants and GST

In line with the [Australian Taxation Office Ruling GSTR2012/2](https://www.ato.gov.au/law/view/document?docid=GST/GSTR20122/NAT/ATO/00001),[[5]](#footnote-6) GST is not automatically included in payments to organisations even though they have an ABN and are registered for GST. This means that if a community association or organisation has been awarded a grant, GST is no longer included.

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

#  Financial and reporting accountability requirements

On completion of the project, funded organisations must provide OMA, with an **acquittal of grant funds within 12 weeks of completion of the funded project**. We ask that the recipient completes the acquittal form provided by OMA signed by an authorised office bearer of the organisation, which includes:

* 1. for **ALL grants,** a brief written report detailing the results of the funded project (to assist in determining the success of the project, issues encountered and planning for future activities);
	2. for **grants up to $100,000**, a detailed income and expenditure statement for the whole project, specifically identifying which expenses relate to the MCFG funding; and
	3. for **amounts equal to or exceeding $100,000**, both (a) and (b) above plus an audited financial statement for the project prepared by an independent auditor. The audited statement must clearly report the receipt of funds from the “Northern Territory Government – Multicultural Communities Facilities Grant Program”.

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

#  Applications for further grant funding

Organisations can apply for any number of grants under the funding round and each grant application will be considered on its merits. However, it should be noted that the total funds available in any one period are limited and it may not be possible to endorse all applications and endorsement should not be anticipated.

If an organisation applies for assistance for more than one project at a time, a separate application must be submitted for each project and the organisation should prioritise the projects in order of importance.

#  Privacy statement

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

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

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

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

#  Duty of care

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

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

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

#  Indemnity

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

#  Insurance

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

#  Prescribed property

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

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

#  Disclaimer

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

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

1. <https://tfhc.nt.gov.au/social-inclusion-and-interpreting-services/multicultural-affairs> [↑](#footnote-ref-2)
2. <https://nt.gov.au/community/multicultural-communities/multicultural-grants/multicultural-community-facilities-grant> [↑](#footnote-ref-3)
3. <https://grantsnt.nt.gov.au/> [↑](#footnote-ref-4)
4. <https://grantsnt.nt.gov.au/> [↑](#footnote-ref-5)
5. <https://www.ato.gov.au/law/view/document?docid=GST/GSTR20122/NAT/ATO/00001> [↑](#footnote-ref-6)