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Alice Springs Hail Storm Recovery

Quick Response Grant

Guidelines and Application

**Alice Springs Hail Storm Recovery Quick Response Grant**

The Northern Territory Government implements a variety of programs and services to meet the needs of Territorians. One of these programs is the Alice Springs Hail Storm Recovery Quick Response Grant (QRG).

The Alice Springs Hail Storm Recovery QRG demonstrates the Government's commitment to assist community not-for-profit organisations to continue the delivery of services for Territorians after the severe weather experienced on 17 June 2016. This grant program is administered by the Social Policy Unit, Department of the Chief Minister.

**Applications open 24 June and close 23 August 2016.**

This application form provides comprehensive information to assist you in applying for and acquitting grants from the Northern Territory Government through the Alice Springs Hail Storm Recovery QRG.

Before applying for a grant please read the Alice Springs Hail Storm Recovery QRG *Guidelines* carefully and contact the Department of the Chief Minister (DCM) should you require any assistance.

Social Policy Unit

Department of the Chief Minister

Telephone: (08) 8999 5523

Email: [communitysupportdcm@nt.gov.au](mailto:communitysupportdcm@nt.gov.au)

**Guidelines**

**Aim**

The aim of this grants program is to help incorporated not-for-profit organisations repair or replace buildings, furniture, fittings or equipment (not covered by insurance) that was damaged in the hail storm that hit Alice Springs on Friday 17 June 2016.

**Who can apply?**

Organisations must be incorporated under the NT Associations Act or registered with the Australian Charities and Not-for-Profits Commission as a voluntary, charitable, or not-for-profit entity. Individuals and private commercial or for-profit organisations are not eligible for assistance.

**What can you apply for?**

Assistance of up to $5000 per organisation is available to repair or replace furniture, fittings or equipment that was damaged in the hail storm that hit Alice Springs on Friday 17 June 2016.

Grants are for damage that is not covered by your own or the building owner’s building or contents insurance. To this end, details of your own, or the building owner’s insurance are required, as well an authority to seek information about your claim from the insurance provider. This will allow the available funds to be spread as broadly as possible according to need.

Your acquittal of this funding will include a statement that the funds have been used for the purposes described in your application, and that you have not received funding from an insurance provider or other external source for the same or similar purpose. If an insurance provider provides funding for the same or similar purpose, you may repay the grant to the Northern Territory Government once the insurance funding is available.

**Application process**

Applications for financial assistance will only be accepted on this application form. All sections of the application form must be completed and appropriate documents attached. Claims must be evidenced with a brief description, photographs and statutory declaration of the damage caused. Quotes for repair work or equipment replacement must also be attached. The person submitting the application must be authorised by an office-holder of the organisation to submit the application on behalf of the organisation.

**Conditions of grant**

The funding assistance will be made subject to the signing of a funding agreement that includes the need for the grant to be

* used for the agreed purpose
* acquitted within the agreed timeframe
* reimbursed if funding for the same or similar purpose is received from another source.

GST is not payable on the grant.

The agreed purpose for the grant may be changed AFTER agreement is negotiated with the Department of the Chief Minister. However, the purpose of the grant must still be to repair or replace buildings, furniture, fittings or equipment damaged during the hail storm of Friday 17 June 2016.

Your organisation must have public liability insurance that covers any activity under the grant. A copy of the policy should be provided within 14 days of a request to do so by the Territory.

PART A: Applicant organisation details

|  |  |
| --- | --- |
| **Name of your organisation** |  |
| **ABN** *(If no ABN, please attach a completed “Statement by Supplier” form which can be obtained from the Australian Taxation Office Website)* |  |
| **GST registered** | Yes ⬜ No ⬜ |
| **Has your organisation acquitted previous funding offered through DCM?** | Yes ⬜ No ⬜   (If No, please provide details on why the acquittal has not been provided) |
| **Organisation office address** |  |
| **Organisation postal address** |  |
| **Telephone** |  |
| **Fax** |  |
| **Email** |  |
| **Website** |  |
| **When was your organisation established?** |  |
| **Date of Incorporation** |  |
| **Certificate of Incorporation** | Previously provided to DCM ⬜ Attached ⬜ |
| **Latest audited financial statements** | Previously provided to DCM ⬜ Attached ⬜ |

**Current office-bearers of your organisation:**

|  |  |  |
| --- | --- | --- |
| **Position held** | **Name** | **Telephone** |
| **Public Officer** |  |  |
| **President** |  |  |
| **Treasurer** |  |  |
| **Secretary** |  |  |

PART B: Details of your Alice Springs Hail Recovery QRG request

Answers in this part will be used to assess the purpose, scope and benefits of your request.

Please limit your description to 150 words wherever possible.

|  |  |
| --- | --- |
| **Purpose of grant**  **(**Tick, where appropriate) | □ Repair building or fittings damage  □ Repair equipment damage  □ Replace building or fittings damage  □ Replace equipment damage  □ Other *(please describe)* |
| **Location of the damaged premises or equipment** |  |
| **Owner of the premises and/or equipment.**  (If the premises and/or equipment are leased by your organisation from another entity, that entity will usually be responsible for repair or replacement) |  |
| **Describe the damage to the premises or equipment including:**   * **photos and** * **a statutory declaration.**   **Please attach quotes for repair or replacement.** |  |
| **Please provide any other relevant information you think we should be aware of when considering your application.** |  |

PART C: Financial details

### Estimated expenditure and income for the project

**Please provide details on all itemised expenditure.** The expenditure items listed in the table below are a guide only and can be changed to suit your project.

**Please provide copies of quotes for all works.**

**Include details of any income you expect to receive and how that will be spent on the project.**

|  |  |
| --- | --- |
| **Expenditure** | **$** |
| Repair - materials |  |
| Repair - labour |  |
| Replace – materials |  |
| Replace - labour |  |
| Other |  |
| **Total Expenditure** |  |

|  |  |
| --- | --- |
| **Income** | **$** |
| Funding sought from the Alice Springs Hail Storm Recovery Grant |  |
| Support to be provided by your organisation:   1. financial support 2. support in-kind **\*** |  |
| Other sources of income, such as insurance **\*** |  |
| **Total Income** |  |

**\* Please describe in-kind support and other sources of income.**

### Other funding

Has your organisation applied, or does it intend to apply for funding from any other source for this project? If yes, please specify the source(s) and amount(s) applied for.

**Supporting Documents**

Attach copies of the following supporting documents:

* 1. Certificate of Incorporation (if not previously provided) ⬜
  2. Current audited financial statements (if not previously provided) ⬜
  3. Evidence of public liability insurance ⬜
  4. Quotes for work to be completed or equipment replaced ⬜
  5. Statutory Declaration of damage ⬜
  6. Photos of damage ⬜
  7. Insurance provider details ⬜

**Attach any additional information you feel necessary in support of this application.**

**Please keep a copy of the entire application for your organisation’s records.**

PART D: Privacy

The information you provide in this application is necessary to determine your suitability for Northern Territory Government funding under grants programs administered by the Department of the Chief Minister. If you do not provide the requested details, the office may not be able to process your application.

If your application is successful, the Northern Territory Government may make details of the project publicly available. By signing this application form you consent to this information being provided to the Department of the Chief Minister and other agencies for the purpose of promoting and reporting the outcomes of the grant.

PART E: Declaration and details of the representative completing this application form

I declare that the information I have given in this form detailing the damage my property   
sustained during the hail storm is complete and correct and the organisation that I represent   
(and the administering body) support the project. ⬜

I declare that the office bearers of the organisation that I represent will acquit the  
grant funds according to the funding agreement, and ensure incoming office bearers   
understand the acquittal obligations. ⬜

I have read and understand the Guidelines and Application form. ⬜

I agree that individuals or organisations mentioned in this application may be  
contacted as part of the assessment process. ⬜

I authorise the NT Government to obtain any information or documents from any insurance

provider or other funder as part of the assessment process. ⬜

I understand that information in this application may be provided to other agencies,  
as appropriate. ⬜

I understand that DCM cannot guarantee funding for any application, and cannot  
guarantee funding to the full amount requested by an applicant. ⬜

I have been authorised by to make this application.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title First name Surname

Position held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone/mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b/h \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a/h

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(This declaration must be signed by a representative of the applicant organisation)*

**To lodge your application, please send the completed application form to the Social Policy Unit via email to** [**communitysupportdcm@nt.gov.au**](mailto:communitysupportdcm@nt.gov.au)

**Note:** By submitting your application by email, you acknowledge that you are duly authorised to submit an application on behalf of the organisation that is seeking a grant. Further you acknowledge the absence of a hand-written signature in the application for funding does not invalidate your electronic submission.

**Applications received after the closing date will not be considered**.