Harmony Grants Guidelines

Contents

[Harmony Grants guidelines 3](#_Toc142567877)

[1. Introduction 4](#_Toc142567878)

[2. Aim 4](#_Toc142567879)

[3. Who is eligible to apply 4](#_Toc142567880)

[4. What harmony grants can fund 5](#_Toc142567881)

[5. What harmony grants cannot fund 5](#_Toc142567882)

[6. Application process 5](#_Toc142567883)

[7. Assessment process 5](#_Toc142567884)

[8. Grant conditions 6](#_Toc142567885)

[9. Grants and GST 7](#_Toc142567886)

[10. Financial and reporting accountability requirements 7](#_Toc142567887)

[11. Privacy statement 7](#_Toc142567888)

[12. Duty of care 8](#_Toc142567889)

[13. Insurance 8](#_Toc142567890)

[14. Disclaimer 8](#_Toc142567891)

# Harmony Grants guidelines

The Northern Territory has a thriving multicultural community, it’s who we are. The richness and vibrancy of culture in the Territory is unique, a blend of the oldest living culture on earth with a diverse mix of cultures from all over the world.

National Harmony Day is an initiative of the Commonwealth Government celebrated on 21 March each year. The continuing Harmony Day message that ‘Everyone Belongs’ is promoted each year through participation in community events and projects that demonstrate inclusiveness, a sense of belonging and respect for everyone.

In the Northern Territory, Harmony Grants provide the opportunity for us to celebrate and share the Territory’s rich cultural diversity.

The Office of Multicultural Affairs (OMA) administers Harmony Grants which are available to schools, local government councils, not-for-profit and/or incorporated community organisations for the purposes of sharing and celebrating cultural diversity. OMA encourages migrant & multicultural community groups to consider participating in the Darwin Waterfront Harmony Soiree event. This event is scheduled to occur in May each year and the exact event date will be confirmed with participants at a later date.

**More information on this event can be obtained from OMA. If you are a migrant & multicultural community group and are applying for a Harmony Grant to participate in the Darwin Waterfront Harmony Soiree, you are not required to complete the expression of interest form for this event.**

These guidelines provide information to assist you in applying for and acquitting sponsorship grants from the government. Before applying for a Harmony Grant please read all sections of this document carefully.

Please note you will need to provide a report on how the grant was spent and further information on how to do this is provided in the guidelines.

The Office of Multicultural Affairs receives applications for Harmony Grants for three different type of events. They are:

* Community Events
* Events at School
* Darwin Waterfront Harmony Soiree

Prior to submitting your application through GrantsNT it is recommended you read the grant guidelines and if required discuss your project with OMA on 8999 3894.

Office of Multicultural Affairs

Department of Territory Families, Housing and Communities

Level 1, JAPE Building 2 (JHV2), 356 Bagot Road, Millner NT 0810

Postal: PO Box 37037

WINNELLIE NT 0821

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

Web: <https://nt.gov.au/community/multicultural-communities>

# Introduction

Harmony Grants present an opportunity for schools, local government councils, not-for-profit and/or incorporated community organisations to deliver activities/events/projects which celebrate, promote and share the Northern Territory’s rich cultural diversity.

The Darwin Waterfront Harmony Soiree is usually held in May every year. The exact event date for that year will be confirmed at a later date. Any changes relating to the Soiree will be communicated to all participants as soon as the date has been confirmed.

Migrant & multicultural community groups are encouraged to consider participating in the Harmony celebrations at the Darwin Waterfront Harmony Soiree in order to share and celebrate traditions and cultures with other organisations and the wider community. The event will include activities, stage performances, children’s activities, food and a lantern parade.

The event will run from 4:00pm to 8:30pm and organisations will be encouraged to conduct activities for the enjoyment of the wider community as well as their own and participate in the array of entertainment.

Approved food stall operators must comply with all Department of Health regulations.

The Soiree will finish with a spectacular lantern flotilla created by school children and community organisations. The lanterns will be floated on the lagoon in the spirit to promote a shared commitment to common principles of valuing diversity, fair access, participation, inclusion, mutual respect and understanding.

# Aim

The aim of Harmony Grants is to assist schools, local government councils, not-for-profit and/or incorporated community organisations and migrant & multicultural community groups by providing funds towards initiatives that promote multicultural diversity in the Northern Territory. The objective of the Harmony Grants is to encourage schools, local government councils, not-for-profit and/or incorporated community organisations to share and celebrate the Northern Territory’s rich cultural diversity and to encourage migrant & multicultural community groups to participate in the Harmony Soiree event each year. Grants of up to $1,000 are available for Harmony events under this grant.

# Who is eligible to apply

Incorporated migrant & multicultural community groups, not-for-profit and/or incorporated community organisations, schools, and local government councils based in the Northern Territory.

Unincorporated groups based in the Northern Territory are eligible to apply, if they have an agreement with an incorporated organisation to administer the Harmony grant.

Applicants must have fully acquitted any previous grants; organisations that have not met previous acquittal requirements will not be eligible for funding.

Individuals and private-for-profit groups are not eligible for assistance.

# What harmony grants can fund

These are only examples and organisations can apply for any project they believe will promote cultural diversity and harmony.

|  |  |
| --- | --- |
| * school projects that promote respect, recognise and celebrate the cultural diversity of students * food and cultural festivals * art/craft projects – e.g. lantern making for ‘Darwin Waterfront Harmony Soiree’ * poetry/essay writing competitions * multicultural fun run | * traditional dance performances * multicultural storytelling and displays * making virtual badges/posters/banners/cards on harmony * open days at community centres * cultural forums with guest speakers * community gatherings |

# What harmony grants cannot fund

|  |  |
| --- | --- |
| * private-for-profit groups * non-Territory based organisations * goods/services already purchased * gifts/prizes | * commercial or business ventures * overseas travel * most equipment, e.g. computers |

# Application process

All previous grants provided through OMA must be acquitted before an application will be considered. Please login to GrantsNT and open your acquittal screen to review whether you have any acquittal requirements outstanding.

Applications for grants will only be accepted through the online GrantsNT website which is available at [Grant search | Search | GrantsNT Administration](https://grantsnt.nt.gov.au/grants) during grants opening period.

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

**Please note** that 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**.

# 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 grant program.

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

1. whether the project meets the aim of sharing and celebrating our cultural diversity
2. whether the application meets the eligibility criteria
3. benefits to the community; and
4. priority rating for funding compared with other suitable applications.

Applications are assessed by a panel comprised of officers from the Northern Territory Government.

All successful and unsuccessful applicants will be advised of the outcome of their application(s) via GrantsNT.

All decisions are final and there is no appeal process.

It is intended that applicants will be advised of outcomes by January.

# 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. This Funding Agreement will also provide the due date for the acquittal requirements.

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.

Once the grant agreement is signed by the grant recipient, successful applicants will be legally obliged to complete the activity funded by the grant. 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 A change of date or purpose may be considered however must be negotiated with the OMA in writing prior to the original event completion date shown on the Funding Agreement by submitting a grant variation either via the GrantsNT system or by emailing a variation form, to [TFHC.MulticulturalAffairs@nt.gov.au](mailto:TFHC.MulticulturalAffairs@nt.gov.au). Funds can only be utilised for a new purpose after approval has been received. Any unspent grant funds are to be returned to OMA.

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 Reporting Requirements).

# Grants and GST

(a) In line with the Australian Taxation Office Ruling GSTR2012/2, 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 and this must be reflected in the invoice.

* 1. 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.
  2. If it is unclear whether the invoice should include GST, please contact the Office of Multicultural Affairs by email [tfhc.multiculturalaffairs@nt.gov.au](mailto:tfhc.multiculturalaffairs@nt.gov.au).
  3. Grants may be subject to tax under the provisions of the Income Tax Assessment Act. Tax is the responsibility of the grant recipient. Grants are GST exclusive

# Financial and reporting accountability requirements

On completion of the project/activity, the organisation must provide OMA with a full acquittal of grant funds within 12 weeks after the date of the activity (refer to the due date provided on the Funding Agreement) That is, the acquittal form provided by OMA in GrantsNT which includes:

1. an income and expenditure statement for the grant funding provided for your project/activity;
2. a written report detailing the results of the project/activity, including the extent to which the project objectives were achieved and any issues that affected the project; and
3. wherever possible include all copies of supporting documentation (i.e. promotional materials, invoices, receipts of grant funding spent and photos).

# Privacy statement

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

Information about successful applications may be publicly released by the Northern Territory Government for the purpose of promoting and reporting on the activity. Information may be distributed by:

1. media releases issued by the Minister for Multicultural Affairs or the Chief Minister of the Northern Territory; and
2. promotional material developed by the OMA and through government websites, including social media.

When declaring the application form as true, within your online Application Form, you consent to your personal information being provided to the Office of the Minister for Territory Families, Housing and Communities, Territory Families, Housing and Communities and other agencies for the purpose of promoting and reporting the outcomes of the grant.

You can access and update personal information you provide to OMA. If you need further information, please do not hesitate to contact us.

Office of Multicultural Affairs

Territory Families, Housing and Communities

Level 1, JAPE Building 2 (JHV2), 356 Bagot Road, Millner NT 0810

Postal Address: GPO Box 37037, Winnellie NT 0821

Tel: 8999 3894

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

# Duty of care

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

Grant recipients will acknowledge that the department 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.

# Insurance

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

# 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 Territory Families expressly disclaim any liability or responsibility for the accuracy of the information contained herein.