



**KATHERINE**  
TOWN COUNCIL

# COMMUNITY GRANTS

## 2019/20 Guidelines & Information

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# ABOUT THE PROGRAM

Funding through this Grant Program is available to assist community groups and major events within Katherine.

Applicants may apply for up to **\$2,000** for community groups or **\$5,000** for major events.

The application process will be as per the following criteria:

- The submission has demonstrated cost effectiveness and soundness
- The applicant group is contributing resources, within their capacity
- Other sources of funding are not readily available
- Benefits the whole or part of the community of Katherine
- Location and community access to the planned events and activities
- Enhance the development of community based initiatives

### **Conditions of the Grants:**

- Funds are not granted retrospectively.
- Funds may not be used for any other purpose without prior approval of Katherine Town Council.
- The grant recipient will advise Katherine Town Council of any changes within the organisation as soon as possible after they occur (for example, change of project date, executive personnel changes, contact details).
- The grant recipient will obtain all appropriate approvals/permits, insurance cover etc relating to the project for which the grant is awarded. A copy of the public liability insurance Certificate of Currency should be included with the grant application.
- The grant recipient will acknowledge the Katherine Town Council in all documentation and promotion of the funded project. A copy of the Katherine Town Council logo will be forwarded to all recipients upon request.
- Where there is a need for Council services in relation to the funded project, the grant recipient will ensure that the budget adequately covers the costs of these services.
- If the project runs over budget, Katherine Town Council is in no way responsible for meeting the shortfall.
- An evaluation form and financial acquittal is to be forwarded to Katherine Town Council within 3 months of completion of the project. This should provide a brief overview of the project.
- No organisation will receive further funding until all previous community grant monies have been satisfactorily acquitted.
- Details supplied by your organisation in your grant submission, including the name of the organisation, the amount, purpose and reasons for approval or non-approval may be published and used by the Katherine Town Council in any form and at any time.
- The total funding is limited and subject to annual variation by Council and as such, all applications will be assessed on relative merit. It is not possible to approve all requests for assistance, therefore grant funding should not be deemed automatic, nor should it be anticipated.

# BUDGET

Applicants need to declare all sources of income relevant to the project. These could include such things as grants from other funding agencies, sponsorship, admission or stallholder fees or fundraising activities.

It is important to note that 'in-kind' contributions are still recognised as income, providing that there is a corresponding entry in the expenditure column.

In the application budget section the total income of the project must equal the total expenditure of the project. Types of expenditure can include such things as:

- Professional wages and fees
- Insurance, including public liability (please note that this is classed as in-kind)
- Local travel and transport
- Materials and capital items
- Services including street permits
- Venue and equipment hire including charges for electricity
- Advertising and publicity

# APPLICATION ELIGIBILITY

## **To be eligible, the proposal must:**

- Take place within the Katherine Town Council local authority area
- Generally be one-off, as no guarantees of ongoing funding will be made.

## **To be eligible, the applicant must:**

- Be an incorporated group or organisation or be auspiced by another organisation that is incorporated and able to manage the grant on behalf of the applicant.
- A copy of a Certificate of Incorporation (registration number if certificate unavailable) or equivalent must be supplied.
- Consideration will also be given to purely volunteer groups and individuals.
- Be operating on a non-profit basis.
- Be able to demonstrate effective management skills and be financially accountable.
- Be able to make a reasonable contribution and/or attract other funding or sponsorship to the project.
- Provide details of other sources of funding sought and obtained.
- Provide details of all professionals to be employed on the project or appointed person or committee member.
- Provide a Certificate of Currency for appropriate Public Liability Insurance.
- Provide a summary of the applicants past history of successful grant applications and have completed the acquittal of previous grants

**The program does not fund:**

- Organisations that operate for commercial purposes.
- The cost of public liability insurance.
- Organisations that have not satisfactorily acquitted previous grant applications to Council by the due date.
- Projects or events that are run for commercial purposes.
- Ongoing operational or administrative costs.
- Uniforms.
- Retrospectively (i.e. for a project that is completed or already underway).
- Travel and accommodation outside of the Municipality – except where a judge and/or consultant that cannot be found locally – however, must be able to show value adding and upskilling to the community.
- Activities that are the primary responsibility of other funding agencies.

## WHO CANT APPLY?

**The following organisations are not eligible to apply:**

- Political organisations.
- Government departments – state or federal.
- For profit groups/commercial organisations.
- Individuals (unless auspiced by an incorporated body).
- Tertiary education institutions.

# HOW DO I APPLY?

- Complete all details in the Community Grant Application Form.
- Attach any supporting documentation, eg any written quotations, public liability insurance.
- Submit your application by close of business on the closing date.

**If you require assistance to fill out the application or need further information you can contact Katherine Town Council on 8972 5500 for advice.**

Applications may be lodged by any of the following means:

- E-Mail: [Contactus@ktc.nt.gov.au](mailto:Contactus@ktc.nt.gov.au)
- Fax: (08) 8971 0305
- Post: Katherine Town Council, PO Box 1071, KATHERINE NT 0851
- Hand deliver to: Katherine Town Council, Civic Centre, 24 Stuart Highway, KATHERINE NT 0850

# WHAT CAN I APPLY FOR?

It is important that your application details what this initiative will achieve in the long and short term. The following table details some examples of eligible and ineligible projects:

Examples of some eligible projects:	Examples of ineligible projects:
<ul style="list-style-type: none"><li>• inaugural events</li><li>• projects targeted at the community</li><li>• major events aimed at the community as a whole</li><li>• school fete with community engagement</li><li>• festival</li></ul>	<ul style="list-style-type: none"><li>• competition / membership fees</li><li>• overheads and service charges involved with running an organisation</li><li>• food items</li><li>• travel for teams or individuals to State or National competition and carnivals</li></ul>

# HOW WILL MY APPLICATION BE ASSESSED?

Late applications will not be accepted and Katherine Town Council can only assess applications that are complete, and submitted by the closing date. If your organisation fails to submit a complete application, it will not be assessed.

Applications will be assessed by a committee made up of Katherine Town Council Elected Members, staff and community representatives. The committee will provide the recommendations to an Ordinary Meeting of Council.

Funding is competitive and it is not possible to always fund all requests. Applications are assessed in line with this guideline. Preference will be given to those applications who do not currently receive Council funding.

Katherine Town Council's decision will be final and no correspondence will be entered into.

## HOW WILL I KNOW MY APPLICATION IS SUCCESSFUL?

Applicants will be notified of the result of their application by mail. If your application is successful, you will receive a Funding Agreement. Your organisation must comply with all conditions outlined in this Agreement. The Agreement will outline the level of funding approved and the approved initiative. Your organisation will be required to sign the agreement as indicated and return it to Katherine Town Council before the funds can be paid.

Grant Funding will be paid directly into your organisations, or your nominated incorporated association's, bank account. Your organisation will be required to keep records of the grant expenditure and may have to submit evidence if Katherine Town Council ask for this.

## WHAT IF MY ORGANISATION IS GST REGISTERED?

- The grant will be 'grossed up' by the GST amount.
- A tax invoice will need to be supplied by the successful organisation or a Statement by a Supplier form completed.
- It is your organisation's responsibility to pay the GST component to the Australian Taxation Office.