

Activate Darwin City Activation Grant Program Guidelines

Document title	Activate Darwin City Activation Grant Program Guidelines
Contact details	Department of the Chief Minister
Approved by	Events, Activation and Marketing Sub-Committee
Date approved	July 2020
Document review	Annually
TRM number	<NA if not required>

Version	Date	Author	Changes made
<1.0>	10 July 2020	Kostas Trikilis	First version

Contents

1. ABOUT THE PROGRAM.....	4
1.1. Activate Darwin	4
1.2. Introduction.....	4
1.3. Objective.....	4
1.4. Outcomes	4
1.5. Eligible Location	4
1.6. Types of Projects Supported.....	5
1.7. Eligible Project Period.....	5
2. Funding Available.....	5
2.1. Funding Tiers	5
2.2. Eligible Uses of Funding.....	6
2.3. Ineligible uses of Funding	6
3. Applying for funding.....	6
3.1. Applicant Eligibility Criteria	6
3.2. Application Process	6
3.3. Provision of quotes	7
3.4. Permissions and Approvals.....	7
3.5. Assessment.....	7
3.5.1. Assessment Criteria	7
3.5.2. Assessment Process	7
4. Successful Applications	7
4.1. Payment process.....	7
4.1.1. Minor Grant Payments	7
4.1.2. Major Grant Payments.....	8
4.2. Goods and Services Tax	8
4.3. Conditions of Funding	8
4.4. Acquittal of Funding.....	9
5. Useful Contacts and Links	9
6. APPENDIX A - MAP OF THE DARWIN CITY ZONE	10

1. ABOUT THE PROGRAM

1.1. Activate Darwin

Activate Darwin is an initiative of the Darwin City Deal, a partnership between the Commonwealth Government, Northern Territory Government and City of Darwin which will position Darwin as a vibrant and liveable tropical capital city, supported by a growing population and diversified economy.

Activate Darwin, the Darwin City Activation and Promotion Entity, was established in February 2019 to strategically coordinate revitalisation and activation projects. Activate Darwin is about engaging and motivating the community, businesses and visitors to bring new life, interest and vibrancy to the city.

The Objectives of Activate Darwin are:

- i. Reducing regulation and red tape, improving collaboration and partnership with businesses
- ii. Transforming public spaces to create vibrant, safe, activated and more enjoyable areas
- iii. Events, activation and marketing that supports the Darwin city identity.

1.2. Introduction

The Darwin City Activation Grant Program (the program) will provide funding assistance for city activation projects which may include events, workshops, public art or other activities that will encourage and increase visitation to Darwin City.

Applications for the Program will be accepted until the pool of funds is exhausted.

1.3. Objective

The primary objective of the Program is to enliven and reinvigorate Darwin's city centre.

1.4. Outcomes

The outcomes of the Program will be:

- To develop and support a curated program of activity across the city, including arts, events and improved streetscapes to enrich the experience of place.
- To facilitate high-quality place activations that contribute to social and economic vibrancy, improved liveability and a more enjoyable city.
- To foster creative and entrepreneurial activities which generate active, social and business engagement.
- To encourage involvement and build capacity in the community to contribute to the vitality of the city.
- To encourage creativity, innovation and diversity within the public realm in the city, including the delivery of exceptional, inclusive and green public places.

1.5. Eligible Period and Location

Projects funded through the Program must occur in the shoulder or low season (between the months of September to April) and have to be within the Darwin City area, which includes the Darwin Waterfront and Cullen Bay. A map is attached at Appendix A.

1.6. Types of Projects Supported

The Program will provide for a range of different projects.

Events and activities should be innovative, creative and artistic projects that will make the city more fun, attractive and vibrant.

As a guide funded projects could include (but are not limited to):

- Events and activations which may include music, art and physical activities
- Outdoor exhibitions and live performances
- Sound, screen or visual art installations and exhibitions
- Creative collaborations with business, retailers and property owners in the City
- Creative community engagement projects to activate the City
- Creative residencies in the city shops
- Short term installations within the City
- Marketing and promotion of events and/or activations in the City.

1.7. Eligible Project Period

Funded projects must be completed within 12 months of funding.

2. Funding Available

2.1. Funding Tiers

To support projects of various sizes and scales two funding streams will be available;

- Minor Grants under \$10,000
- Major Grants between \$10,001 - \$50,000.

Minor Grants

Minor Grants provide up to \$10,000 to support a project. The application process for Minor grants is streamlined with less eligibility requirements for applications and a shorter application form.

For Minor Grants, funding will be up to 100 per cent of eligible project costs.

Major Grants

Major Grants provide between \$10,001 and \$50,000 (excluding GST) to support projects that will have significant impact on Darwin's city.

The application process for Major grants requires strong evidence of planning. Depending on the amount, an audited financial statement for the project prepared by an independent auditor may also be required.

For projects that are over \$10,001 (excluding GST), the applicant will be expected to provide a matched or higher cash co-contribution.

2.2. Eligible Uses of Funding

Funding may be used for any costs that support the activity, excluding those listed in 2.3.

2.3. Ineligible uses of Funding

Activities that will not be considered for funding include:

- Any activity of a political nature
- Purchasing capital equipment (including hardware or software) or real estate
- Research or studio work that will be offered for academic assessment
- Retrospective funding for projects, functions, services or events that have already started or been completed or items that have already been provided or previously purchased
- Management or administration fees of the organisation or wages for staff
- The purchase of alcoholic beverages for an event/function.
- The aim of the Program is to value- add on events, not to fund events in their entirety.

3. Applying for funding

3.1. Applicant Eligibility Criteria

The Program is open to applications from Northern Territory individuals, groups and organisations.

Groups not legally constituted must identify an individual in the group to be legally and financially responsible for the grant. Individuals must be Australian citizens or have permanent residence status, be over 18 and a current resident of the Northern Territory.

For Grants over \$10 001 applicants are required to have an administering body, which takes on the legal and financial responsibility for the grant. The Administering body must endorse an application before submitting.

3.2. Application Process

If you have a project which supports the primary objective and the outcomes of the Program, it is recommended that you contact the Activate Darwin team before submitting an application.

Applications for the Program must be submitted online, through Grants NT; <https://grantsnt.nt.gov.au/>

Contact details:

Email: Activate.Darwin@nt.gov.au

Mail: Activate Darwin, GPO Box 4396, Darwin NT 0801

In Person: Activate Darwin Hub, Ground Retail Shop 2 and 3, 19 The Mall, **Darwin** (next door to RM Williams and opposite Cafe 21)

Phone: 8999 7513

Applications will be processed in the order they are received, with grants open until the pool of funds is exhausted.

3.3. Provision of quotes

Applicants should provide a minimum of one quote (preferably two) for any significant expenditure items in their grant application.

3.4. Permissions and Approvals

Approvals and evidence of support from property owners, project partners or relevant authorities such as the City of Darwin should be obtained before submitting your proposal.

3.5. Assessment

3.5.1. Assessment Criteria

The City Activation Grants are administered by the Activate Darwin team within the Department of the Chief Minister.

Applications will be assessed against the following criteria;

- How well the proposal meets the Program objectives
- Benefits to Darwin city
- Clear program plan, timeline of activities for project marketing, use of resources and budget
- Capacity and skills of the applicant and supporting facilitators/ participants and partners
- Project feasibility.

3.5.2. Assessment Process

All applications will be processed by the Activate Darwin team for project and applicant eligibility.

Minor Grant applications are assessed against the criteria by the Activate Darwin team. This assessment will take four weeks to be completed.

Major Grant applications are assessed against the criteria and endorsed by the Activate Darwin Advisory Board. This assessment will take between six and eight weeks to be completed.

4. Successful Applications

4.1. Payment process

Successful applicants will receive a letter with a Funding Agreement attached and instructions for the payment process.

Payments can take up to 30 days to process following the execution of the agreement and upon receipt of a tax invoice.

4.1.1. Minor Grant Payments

Minor grants will be paid in one instalment following the execution of the funding agreement (unless otherwise stipulated in the Funding Agreement).

4.1.2. Major Grant Payments

For Major grants, the grant payment will be split as follows (unless otherwise stipulated in the Funding Agreement):

- 75 per cent of the grant will be paid once the Funding Agreement has been executed.
- 25 per cent of the grant will be paid once the acquittal has been accepted by Activate Darwin.

4.2. Goods and Services Tax

GST is payable to applicants that receive funding through this program if they are GST registered with the Australian Tax Office (ATO) and can provide an Australian Business Number (ABN). For successful applicants that are registered for GST the funding amount will be increased by 10% after receipt of a Tax Invoice. Successful applicants that are not registered for GST will not have their funding increased by 10%.

4.3. Conditions of Funding

Successful applicants, and where appropriate, administering bodies, will be required to sign a funding agreement. Funds will only be provided once a completed Funding Agreement and Tax invoice is received.

If the activity or event does not occur within the agreed timeframe as set out in the Grant Funding Agreement the funding must be returned to the Northern Territory Government. A change of date or venue may be considered however must be negotiated with the Activate Darwin team in writing prior to the original proposed date of the event.

A request to vary funding must be submitted to the Activate Darwin team in writing for approval.

Applicants will need to carefully budget for their project, as the Department will not be held responsible for any applicant who has underestimated the cost of activities related to the project and incurs a loss.

Recipients of funding through the Program must acknowledge the assistance provided by Activate Darwin and the Northern Territory Government in all publicity and promotional material for the funding activity/event. Any information that you distribute that promotes or advertises the activity must have the Activate Darwin and Northern Territory Government logos. These marketing materials will be provided to the grant recipient once the grant agreement has been finalised.

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.

In response to Coronavirus (COVID-19) it is important that event organisers keep up to date with the latest [Directions of the Chief Health Officer](#) and any restrictions that relate to the types of activities that might be undertaken. Depending on the size of the event applicants will need to supply the below with their grant application:

- From 100 to 500 people - a complete COVID-19 safety checklist
- More than 500 people - an approved COVID-19 Event Safety Plan.

Successful applicants must have public liability insurance (minimum of \$10 million), legal status to manage the grant or an administering body to take legal and financial responsibility. For grants over \$25,000 (GST exclusive) the recipient must submit an audited financial statement for the grant.

The information you provide in your grant application is used to process and assess your application to determine the suitability of your program/initiative for financial assistance under the Program.

Information about successful applications may be publicly released by the Northern Territory Government for the purpose of promoting and reporting the outcomes of the grant.

4.3.1 Buy Local Policy

In accordance with its Buy Local policy, the Northern Territory Government is committed to the development of business and industry in the NT and supporting Territory enterprises. Except where it is impractical for technical reasons, projects should use labour available within the NT and source services, supplies and materials from within the NT.

4.4. Acquittal of Funding

Grant acquittal requirements are outlined in your funding agreement. On completion of the activity, recipients must provide a narrative report that demonstrates the projects benefit to Darwin City, financial acquittal and copies of any promotional materials, receipts, invoices, photos and or videos.

5. Useful Contacts and Links

Activate Darwin

<http://activatedarwin.nt.gov.au>

Coronavirus (COVID-19)

<https://coronavirus.nt.gov.au/>

Chief Health Officer Directions

<https://coronavirus.nt.gov.au/chief-health-officer-directions>

Darwin City Council (Event Planning Guide)

<https://www.darwin.nt.gov.au/explore/managing-an-event/event-planning-guide/overview>

6. APPENDIX A - MAP OF THE DARWIN CITY ZONE

