

Funding Guidelines

Community Places for People Grant Program

Purpose

The Local Government Community Places for People (CPP) grant program is managed by the Department of the Chief Minister and Cabinet. The purpose of the program is to enable regional and shire councils to apply for funding to establish more liveable spaces in their communities, and deliver initiatives that make public places attractive, comfortable, family-friendly and peaceful places to live and work.

Objectives

The objectives of the program are to:

- Create more liveable spaces in remote and regional communities.
- Assist in the maintenance of public amenities, parklands, recreational areas and community spaces.
- Support revitalisation and activation in communities, led by the regional or shire council.
- Support place-making initiatives and environmental management projects, shade structure installation, green space development, lighting and heat mitigation measures in public areas.
- Provide an economic injection into regions and support job creation and employment opportunities in communities.
- Support projects that will deliver spaces and streetscapes that are attractive, accessible, and safe for people to use and enjoy.
- Support the Northern Territory Government's strategies and policies.

Eligibility

- This program is only open for regional and shire councils established under the *Local Government Act 2019*.

Funding pool

- The funding pool under this program will be available for three years starting in 2022-23, 2024-25 is the final year funding will be available.
- The total amount of funding requested in any single application cannot exceed \$415 000.
- There will be one round of funding each year, with eligible councils restricted to a maximum of two applications that must be prioritised.
- Financial and/or in-kind co-contributions to the project from the council and other collaborative sources are encouraged.

Purposes for which grants will be considered favourably

For the development of applications, the following presents a guide with examples of the types of projects that would be eligible for approval, and is not an exhaustive list:

- Establishing water sensitive green spaces in communities, including parks, playgrounds and other community meeting places
- Increasing tree planting and native grasses and plants in public places
- Above and below ground irrigation
- Erecting shade structures or shaded outdoor seating areas
- Heat mitigation measures for public spaces such as mist sprays, fans and water bubblers
- Improvement to outdoor areas and street frontage including energy efficient lighting
- Community beautification such as street art, repainting, green walls, window boxes or community gardens
- Improving accessibility through improved footpaths, ramps and rails for disability access

Only project-ready initiatives will be funded. If the proposed project relies on pre-conditions (such as the acquisition of a section 19 lease under the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth)), then the application should not be submitted. The council must confirm there are no conditions that will hinder the progress of the project funding is being applied for.

Applications with components of an ongoing nature (e.g. salaries) will not be considered. The purchase of assets do not qualify unless it is directly related to the project eg irrigation equipment.

Projects designed with the principles of Crime Prevention through Environmental Design will be considered favourably.

Applications

The CPP program is subject to one round of funding per annum.

An invitation email to eligible councils to apply through GrantsNT will be automatically sent when the grant round opens. Councils will be given at least four weeks to develop and submit applications.

All applications are to be submitted online via GrantsNT. Online applications must be accompanied by at least one recent quote, excluding any GST component, and a detailed project plan and budget.

Administration and/or project management fees are not to be included in the amount of funding being requested.

The council must confirm the grant will not duplicate funding already provided from other sources and intended for the same purpose.

Incomplete applications will not be considered by the assessment panel and late applications will not be accepted.

Assessment considerations

The assessment of applications will include consideration of the following:

- Alignment with applicant's strategic priorities as outlined in annual plans.
- Local Authority endorsement/acceptance of the benefits of the project.
- Financial and/or in kind co-contributions to the project.
- Applicant's budget is aligned with the scope of the project.
- Supports local employment opportunities.
- Alignment to Northern Territory Government strategies and policies.

Assessment of grant applications will only be undertaken after the closing date. Applications will be assessed by a panel convened by the Department of the Chief Minister and Cabinet.

The grant assessment panel will assess funding applications in line with the above considerations. When final assessments are made, recommendations will then be forwarded to the Minister for Local Government for consideration.

Successful applications will be advised by the Minister for Local Government and unsuccessful applications will be advised by the Department of the Chief Minister and Cabinet.

Unsuccessful / late applications

The grant application process is competitive and the Minister's grant funding approvals are final and cannot be changed.

No applications will be held over for future assessment.

The Department of the Chief Minister and Cabinet will advise eligible entities in writing if their application(s) have been unsuccessful. GrantsNT will also indicate the application status as "unsuccessful".

Feedback on unsuccessful applications can be provided on request.

All requests are to be submitted in writing to the Department of the Chief Minister and Cabinet and emailed to lg.grants@nt.gov.au

Process for payments

Once approved by the Minister for Local Government, successful applicants will receive the following:

- a letter from the Minister advising that the grant has been approved;
- a letter of offer, acceptance and acquittal forms from the Department of the Chief Minister and Cabinet; and
- GrantsNT will also indicate the application status as "approved".

The letter of offer from the Department of the Chief Minister and Cabinet will detail any outstanding grant acquittals which must be submitted before any payment of the grant will be made.

Councils must sign the acceptance form with appropriate authorisation and return it via email to lg.grants@nt.gov.au, or submit it online through GrantsNT.

Funds management

- Grant funding must be fully expended within two years for the purpose for which grant funding was approved. Failure to do so may result in the Department of the Chief Minister and Cabinet requesting funds to be repaid.
- Provision of the completed acquittal form accompanied with copies of ledger entries, invoices, photos and any other relevant supporting documentation must be submitted with the acquittal.
- Financial co-contributions as advised in the original grant application must be reported as other income when acquitting the grant.
- All acquittals must be laid before a council meeting, for formal ratification and a copy of the minutes must be provided with the acquittal.
- An administration fee is not to be apportioned to the grant for acquittal purposes as this is considered to be in-kind contribution.
- All approved projects awarded under this grant must be procured in accordance with the *Local Government Act 2019* and *Local Government (General) Regulations 2021* and must comply with the Northern Territory Government “Buy Local” policy.
- The purpose for which grant funding is approved by the Minister cannot be changed.
- Any request for minor changes to the purpose or scope of the approved project must be made in writing to and emailed to lg.grants@nt.gov.au for consideration. Changes to the purpose or scope can only be made after written approval has been given to the council.
- If there are extenuating circumstances prohibiting an approved project to be undertaken and a change to the entire project is proposed, then the request must be made in the form of a new application detailing the reasons for the change and accompanied by quotes, project plan, budget and any other relevant supporting documentation.
- On completion of the approved project, unspent or surplus funds remaining must be returned to the Department of the Chief Minister and Cabinet.
- The Department of the Chief Minister and Cabinet reserves the right to request the full value of the grant to be returned if the eligible entity disposes of any asset acquired within four (4) years of the payment of the grant.
- Councils must acknowledge funding by the Northern Territory Government in all media announcements and events.

Contact details

If you require further information please email lg.grants@nt.gov.au or contact:

Manager Local Government Grants Program
08 8999 8820

Local Government Grants Officer
08 8999 8576