# NTAIC
Northern Territory Aboriginal
Investment Corporation

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## Grants Program Guidelines 2022 - 2025
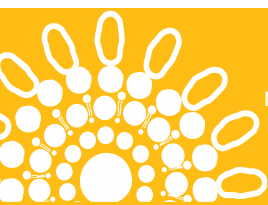
# Northern Territory Aboriginal Investment Corporation (NTAIC) Grants Program Guidelines (2022-2025)

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| **Opening date** | **This grant opportunity is open from 28 April 2023.**<br><br>These guidelines will apply to NTAIC grants processes commencing on and from this date. |
| **Enquiries** | The NTAIC Grants Unit can be contacted at Grants@ntaic.org.au or 1800 943 039<br><br>We strongly encourage applicants to talk to the grants team before submitting an application. |
| **Date guidelines released** | 28 April 2023 |
| **Version** | 1 June 2023 |
| **Type of grant opportunity** | Open non-competitive |

# Contents

# 1    NT Aboriginal Investment Corporation

**The NT Aboriginal Investment Corporation (NTAIC) Grants Program is designed to benefit Aboriginal peoples living in the Northern Territory (NT)**

This grant opportunity forms part of the underlying purpose for the establishment of the NTAIC, to plan and design these grants for the funding to create jobs, businesses and wealth for Aboriginal Territorians living in the NT, strengthen connection to culture and support self-determination for generations to come.

**The grant opportunity opens**

We publish the grant guidelines on the NTAIC Website

**You complete and submit a grant application**

You complete the application form and address all the eligibility and assessment criteria to be considered for a grant.

**NTAIC reviews all grant applications**

We assess your application against the eligibility and assessment criteria including an overall consideration of value with money.

**NTAIC provides advice to the Delegate to review applications**

NTAIC provides advice to the Delegate on the merits of each application.

For application under $250,000, the NTAIC CEO will be the delegate.

For application between $250,000 and $1m, the NTAIC Grants Committee will be the delegate.

For applications over $1m, the NTAIC Board will be the delegate.

**We notify you of the outcome**

We advise you of the outcome of your application. We intend to notify all successful and unsuccessful applicants shortly after the Delegate makes their decision.

**We enter into a grant agreement**

We will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature of the grant and will be proportional to the applicant's current risk rating.

**Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.

**Evaluation**

We may evaluate the specific grant activity and the past NTAIC Grants as a whole. We base this on information you provide to us and that we collect from various sources. We use this information to inform future policies and investments. We may ask you for information during the activity to assist with this.
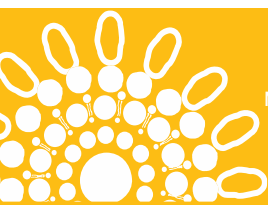
# 2    Introduction

The Northern Territory Aboriginal Investment Corporation (NTAIC) was established by amendments to the *Aboriginal Land Rights (Northern Territory) Act 1976* (ALRA) in December 2021. The NTAIC represents a new era of land rights for Aboriginal people in the Northern Territory (NT).

The NTAIC was formally established on 15th November 2022 as a Corporate Commonwealth Entity that will use Aboriginals Benefit Account (ABA) funding to create jobs, businesses and wealth for Aboriginal Territorians living in the NT, strengthen connection to culture and support self-determination for generations to come.

It is important that you read these program guidelines thoroughly, as they will assist you to understand the intent of the grants program, eligibility requirements and assessment process.

Reading and understanding these guidelines will enable you to address the requirements of the grants and prepare a stronger and more complete application.

## 2.1    The purpose of the NTAIC grant programs

The purpose of the NTAIC Grants Program is to promote self-determination and economic self-sufficiency of Aboriginal people living in the NT and to promote their social and cultural wellbeing.

The NTAIC Grants Program aims to ensure:

- funding is provided to Aboriginal people in the NT;
- Aboriginal Territorians are leading critical decision making regarding NTAIC Grants; and
- NTAIC Grants maximise strategic opportunities and drive economic, social and cultural outcomes.

These guidelines may be amended from time to time. Any alterations and addenda[1] to these guidelines will be published on the NTAIC Website.

## 2.2    Types of NTAIC Grant Programs

Currently there are two rounds of funding available:

- NTAIC General Grants; and
- NTAIC Innovation Grants.

For latest information or updates on these rounds, please check the NTAIC Website and download the latest version of these guidelines.

## 2.3    Aboriginal or Torres Strait Islander organisations and Individuals

The NTAIC Board has committed to increase funding to local NT based Aboriginal people and organisations. As such NTAIC Grants are only available to:

- Aboriginal or Torres Strait Islander Individuals living in the NT,

- Organisations with at least 51% ownership or control by Aboriginal or Torres Strait Islander people, and

- Partnerships, Joint Ventures, Consortia, or Auspicing arrangement with at least 51% board members/owners identifying as Aboriginal or Torres Strait Islander.

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[1] Alterations and addenda include but are not limited to: corrections to currently published documents; changes to close times for applications; Questions and Answers (Q&A) documents; and Frequently Asked Questions (FAQ) documents.
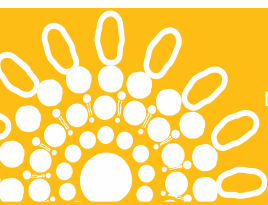
### 2.3.1 Verification

Individual applicants need to ensure that they can provide supporting documents that verify Aboriginal status.

For organisations, they may provide proof they are:

- ORIC Registered
- Supply Nation Certified (not just registered)
- NTIBN Certified
- If not registered under these bodies, they need to provide full details of their owners or board members, including individual Confirmation of Aboriginality.

In addition to the above, applicant organisations will also need to provide a list of their Board members or owners.

# 3      Grant amount and grant period

## 3.1      Grants available

The NTAIC has allocated an annual total of $60 million for NTAIC grants for each year from 2022–23 to 2024–25, at a total of $180 million over the three-year period.

NTAIC is offering two Grant Opportunity Types:

1. General Grants – Valued up to $500,000 per year to a maximum of 3 years (totalling $1.5m)
    i. Funding availability:
        a. 2022-23 - $50 million
        b. 2023-24 - $50 million
2. 2024-25 - $Innovative Grants – Valued above $1,500,000 with no annual limit.
    i. Funding availability:
        a. 2022-23 - $10 million
        b. 2023-24 - $10 million

There is no minimum funding request amount for General Grants.

There is no maximum amount of Innovation grant funding that can be applied for, however the total of all grants must not exceed the annual amount of available funds.

The NTAIC Board may consider applications outside the above funding parameters in special circumstances, for example where there may be a General Grant project that requires more than $500,000 in a financial year.

The grant opportunity will remain open until 30 June 2025 or until grants funds are exhausted or NTAIC, at its discretion, closes the funding round. You can apply at any time during this period, but funds are awarded on a first-come-first-served basis. If your application is submitted incomplete, you will have an opportunity to update the application, but may go to the end of the application list. An applicant may submit more than one application at a time, however any outstanding grants will be taken into consideration in the capacity assessment of the applicant.
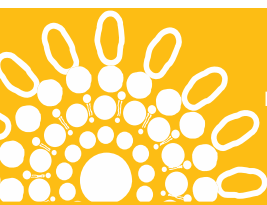
# 4    Eligibility criteria

Your application must satisfy all eligibility criteria.

Community groups that are ineligible to apply for NTAIC funding are encouraged to consider partnering with an eligible organisation.

## 4.1    Who is eligible to apply for a grant?

Eligible applicants must be from one of the following entity types:

- An Aboriginal individual or Aboriginal sole trader who has an Australian Business Number (ABN)
- An Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).*
- A company incorporated in Australia under the *Corporations Act 2001 (*Cth).
- An Incorporated association (incorporated under state/territory legislation, commonly with 'Association' or 'Incorporated' or 'Inc' in their legal name).
- An Incorporated cooperative (also incorporated under state/territory legislation, commonly with 'Cooperative' in their legal name).
- An Aboriginal organisation established through a specific piece of Commonwealth or state/territory legislation including public benevolent institutions.
- An Aboriginal incorporated trustee on behalf of a trust.
- A partnership, consisting of at least 51% Aboriginal Control.
- A joint, partnership or auspice (consortium) application under a lead organisation that is an eligible entity.

AND:

- Have at least 51% Aboriginal and Torres Strait Islander ownership and/or control; and
- Have a bank account with an Australian financial institution; and
- Where relevant, be registered for the purposes of GST; and
- If an individual, be a permanent resident of Australia and living in the NT (unless they are temporarily studying or working interstate or overseas, e.g. for a scholarship program); or
- If a non-individual, have operations based in the NT; or
- If a non-individual, cross-border entities with operations and cultural links to the NT by exception only.

AND:

- Have rectified, or are in the process of rectifying, any issues of previous non-compliance with existing Commonwealth funding agreements to the satisfaction of the Commonwealth; AND
- Be financially viable.
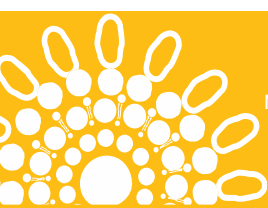
## 4.2    Auspicing Arrangements

An organisation or individual seeking grant funding may need the assistance of an established organisation to apply and to manage a NTAIC grant on their behalf. This process is referred to as auspicing. As such, an auspicing organisation will need to apply for the grant, specifying who they are applying and managing the grant on behalf of. The auspicing organisation will need to meet the above eligibility criteria.

Fees charged by an auspicing organisation may be considered by the NTAIC on a case-by-case basis.

## 4.3    Joint applications

Organisations may want to join together as a group to deliver a grant project. For joint (consortia) applications, you must appoint a 'lead organisation' to submit the application and to enter into a grant agreement with NTAIC if the application is successful.

If an applicant applies on behalf of a group of organisations (consortium) the application must include a letter of support from each participating organisation (apart from the lead applicant) involved in the activity.

If you are applying in a consortium, you will need to provide additional information and documentation (see Section **4** below).

## 4.4    Who is ineligible to receive a grant?

Applications from the following are unlikely to be successful:

- Individuals or unincorporated organisations that do not have an ABN.

- Entities that are based outside the NT and do not have an NT operational base (unless a cross-border entity with operations and cultural links to the NT by exception only).

- Applicants who are insolvent or have declared bankruptcy.

- Commonwealth, State/Territory and local government bodies or agencies (unless the local government body can demonstrate it is the only appropriate applicant for the project rather than an eligible entity which are listed above).

## 4.5    What qualifications, skills or checks are required?

All applicants must be able to demonstrate that they intend to and will be able to comply with all applicable laws if their application is successful. This includes maintaining all qualifications, permits, registrations and licences required for the lawful performance of the activity or service they will provide. This also includes, where relevant, mandatory requirements for:

- Working with Children checks

- Working with Vulnerable People registration

- Industry licenses or registration, and

- Australian Skills Quality Authority accreditation.

For proposals that relate to developing assets on Aboriginal land, such as land covered by the ALRA, a formal form of tenure must be obtained, such as a Section 19 lease under the ALRA.

You should work with your local Land Council and local Traditional Owners to obtain tenure and your proposal should confirm the lease is in place or the status of your application in securing a lease.
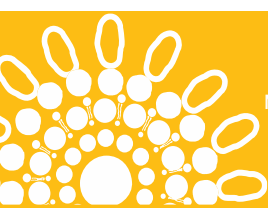
# 5  What the grant money can be used for

## 5.1  Eligible grant projects

A NTAIC Grant project must:

- align with the objectives of the relevant NTAIC Grant Program
- be delivered in the NT
- be for the benefit of Aboriginal peoples living in the NT, or based in the NT if temporarily studying or working interstate or overseas
- support the participation of NT Aboriginal organisations wherever possible
- promote employment of NT Aboriginal people wherever possible
- not be the responsibility of mainstream government funding (although projects that are the responsibility of mainstream funding may be considered if that funding is not immediately or soon available)

## 5.2  Eligible expenditure

You can only spend grant funds for agreed and/or eligible grant projects or project services as defined in your grant agreement, unless NTAIC otherwise agrees in writing to an alternative use.

You will be required to incur the expenditure on your grant projects or project services between the dates specified in your grant agreement.

## 5.3  What the grant money cannot be used for

You cannot use the grant for the following projects:

- Purposes that do not directly contribute to the outcomes of the project (see **Table 1** for NTAIC General Grants or **Table 2** for NTAIC Innovation grants), typically including, but not limited to payment of fines or loans, purchase of gifts, personal debts, or sitting fees.
- Expenses and projects for which Commonwealth, state, territory, or local government bodies are currently funding. However, if the project relates to an expansion of or a project to leverage additional government funding, then the project may be co-funded via a NTAIC grant.
- Critical infrastructure and housing for homelands. This means that for example water processors, solar upgrades or business projects on homelands may be considered eligible projects, however construction of housing or road projects would be ineligible.
- Funerals and ceremonies. The NTAIC recognises that funerals and ceremonies are an essential part of Aboriginal culture. These activities are funded by the Land Councils.  As such, applicants are encouraged to apply for funeral and ceremony financial assistance through their Land Council.
- On-going staffing or administration costs for an entity
- Retrospective costs such as costs for the preparation of the grant application, costs incurred before an application is approved.
- Costs for overseas travel.
- Costs such as wages for ongoing/permanent employees.
- Debt financing or financial investment purposes.
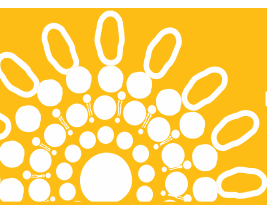
Please note: if you are planning a major project, funding for early project development, including feasibility studies or pilot phases, this may be considered in a stand-alone funding application.

# 6 NTAIC General Grants

There is no minimum amount of funding that can be applied for. Applicants can apply for a project grant of up to $500,000 per year up to 3 years ($1.5 million in total).

Examples of NTAIC General Grants are at Appendix A.

NTAIC General Grants Program fund projects, projects/services that:

- are delivered in the NT;
- are for the benefit of Aboriginal peoples; and
- are align with the objective and outcome/s of one of the four following categories (see **Table 1**):
    - **Business** related project
    - **Cultural** related project
    - **Community** related project
    - **Land and Country** related project
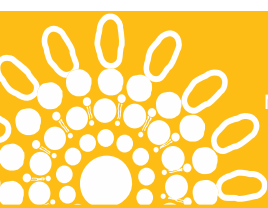
## 6.1      Eligible Initiatives

**Table 1 NTAIC Project Categories**

| Project Category | Objective | Outcomes |
|---|---|---|
| Business | To encourage and support Aboriginal peoples to develop and generate economic development and gain social benefits through small, medium or large business investments that will deliver positive outcomes for Aboriginal peoples living in the NT. | • An increase in the development of Aboriginal enterprises or businesses, including community or social enterprises.<br>• An increase in the number of Aboriginal people employed in full-time or equivalent positions. |
| Culture | To support and encourage proposals that enhance and contribute to cultural activities and responsibilities for Aboriginal peoples in the NT, including the next generation, by strengthening and supporting Aboriginal law and ceremony, the maintenance and recording of Aboriginal language(s) and enhanced cultural education, including on country, and leadership skills. | • Increased number of people participating in cultural, language or leadership activities.<br>• Increased community engagement through delivery of projects.<br>• Increased participation, number and diversity of projects relating to language and cultural preservation.<br>• Social connections, kinship and connections to country maintained. |
| Community | To encourage proposals and projects that improve education, health and wellbeing outcomes and community living for Aboriginal peoples in urban, rural and remote communities and homelands across the NT. | • Increased number of projects that improve the standard and quality of life in the community.<br>• Improved community facilities and infrastructure.<br>• Benefits to communities (including homelands) from facilities that support sporting and recreational activities.<br>• NTAIC grants used to leverage NT or Australian Government funds. |
| Land and Country | To enable Aboriginal peoples living in the NT to engage in land, sea and river management projects which assist in protecting and caring for Aboriginal land and country. | • An increased number of projects on country<br>• Supporting training and jobs in areas of sea and land use management.<br>• Increased environmental benefits, including carbon offsets, fire management, and biodiversity management. |
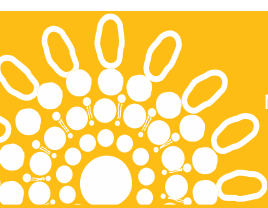
## 6.2 General Grants Assessment Criterion

You must address assessment criteria 1 to 3 in your application. All criteria are intended to have equal weighting under these guidelines.

### Criterion 1: Benefits to Aboriginal peoples in the NT

To demonstrate this, you must address:

- What project category the grant is aligned to (see **Table 1**).
- What project category benefits will be delivered.
- How the grant project will achieve benefits.
- Who will benefit.
- How the benefits will be measured and sustained over time.
- Proposed efforts to:
  - Provide Aboriginal employment opportunities (in projects where employment will be generated).

    **AND/OR**
  - Include Aboriginal organisations in your grant project and broader supply chain (if you are not an Aboriginal applicant).

### Criterion 2: The need for the proposed project within an Aboriginal community or communities

To demonstrate this, you must address and/or provide:

- Details of which key stakeholders (including the communities and individuals that will benefit) have been identified, consulted, can vouch for the need and are in support of the grant activity. For applications over $250,000 community letters of support will be required.
- Confirmation the grant project is not the immediate responsibility of mainstream funding sources (you may need to provide evidence to confirm this).
- A statement or statistics that describe the relevant social conditions or circumstances the grant project seeks to improve.

### Criterion 3: Capacity to deliver the proposed project

To demonstrate this, you must address:

- An outline or other evidence of your capacity to deliver this grant project, including to manage and acquit the grant. Your experience successfully delivering a similar project is good evidence.
- For corporations, an outline or other evidence of your governance arrangements.
- The key steps you will take to successfully implement this proposed project, including experience in delivering a similar project and whether staff have both capability and capacity.
- Evidence that the project is viable and costed.
- Your identification of risks and how you will manage these risks.
- How you will monitor performance.

In addition, if the grant application is for $250,000 or over – then following needs to be included in the application:

- A project management plan or business plan
- At least one letter of community support

# 7 NTAIC Innovation Grants

NTAIC Innovation Grants aim to attract and capture a better way of doing things.

NTAIC Innovation Grants are a separate funding stream which are intended to stimulate the growth and development of innovative new and emerging Aboriginal businesses or community projects that have potential to become sustainable and capitalise on growing markets and economic development opportunities in the NT, or to enable larger scale and sustainable new community development initiatives.

The business and community initiatives will likely require grant funding amounts above $1.5M, and there will be no funding cap applied for any single initiative.

It is highly recommended that applicants meet with and discuss the project with the NTAIC Grants Unit prior to application, this can be arranged by emailing grants@ntaic.org.au.

## 7.1 Eligible Initiatives

Initiatives that are funded through NTAIC Innovation Grants should align with the objectives and outcomes of the funding stream as outlined in Table 2.

### Table 2 – NTAIC Innovation Grants Objectives and Outcomes

| Objective | Outcomes |
|---|---|
| To stimulate the growth and development of new and emerging Aboriginal businesses or community initiatives that have potential to become sustainable Aboriginal business enterprises | <ul><li>Sustainable Aboriginal businesses, including community or social enterprises.</li><li>An increase in the number of Aboriginal people employed in full-time or equivalent positions.</li></ul> |
| To stimulate and enable large scale community development initiatives | <ul><li>Sustainable community benefit.</li><li>An increase in the number of Aboriginal people employed in full-time or equivalent positions.</li></ul> |
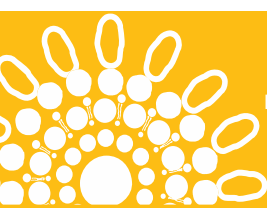
## 7.2 Innovation Grants Assessment Criterion

All applications must demonstrate how they meet the NTAIC Innovation Grants stream core assessment criteria set out in the table below. Each of the assessment criteria have equal weighting.

Applications for the NTAIC Innovation Grants will require applicants to complete an application form and submit a detailed business or project plan.

**Table 3 - NTAIC Innovation Grants stream core assessment criteria**

| Criterion | | How to demonstrate this |
|---|---|---|
| 1 | **Sustainability** | The applicant must address and provide:<br><br>- A Business Plan describing how the grant will be used, and what benefits will be delivered, including:<br>   - Who will benefit from the initiative<br>   - How the benefits will be measured and sustained over time.<br>   - A three-year Profit and Loss report and projected cash flow<br>   - Evidence of forward contractual pipeline of work<br>   - If related to infrastructure or an asset, evidence that there is a plan for future maintenance<br>   - Evidence of right to occupy/use the land for the intended purpose, including evidence of the support of Traditional Owners, native title holders or relevant significant community organisation (as appropriate) |
| 2 | **Capacity** | The applicant must provide:<br><br>- A Capacity Statement, and accompanying evidence, of the applicant's capacity to deliver the initiative, including to the applicant's governance and business structure to manage and acquit the grant.<br>- An outline of the key steps the applicant will take to successfully implement the proposed initiative, including how risks will be managed |
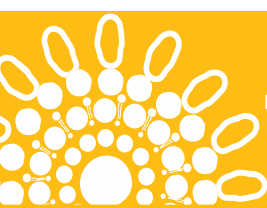
# 8    How to apply

Before applying, you must read and understand these guidelines, (and as applicable) the application form and the sample grant agreement.

Application forms are accessible through the NTAIC website: ntaic.org.au.

You must complete an application form to enable the NTAIC to have sufficient information to assess your proposed activity and to verify your details.

You can begin to prepare your application at any time, however it is recommended you contact the NTAIC Grants Unit at grants@ntaic.org.au once you have read these Grant Opportunity Guidelines. This step is recommended prior to starting an online application to ensure you understand the requirements and are ready to apply.

Please note: discussion with the NTAIC about a proposed grant activity **does not guarantee that your application will be approved and funded**. All applications will be assessed according to the assessment process undertaken by the NTAIC as outlined in these guidelines. The final decision on funding is made by the NTAIC delegate.

The process is non-competitive, which means your application will be considered on its merits and priorities for the NTAIC, but within the annual funding available.

### Step 1: Ensure that your proposed project aligns with the objective of NTAIC Grants Program.

Refer to these guidelines to ensure that your proposed activity addresses the overall objective of benefitting Aboriginal peoples living in the NT (see **Table 1** for General grants, or **Table 2** for Innovation grants).

### Step 2: Ensure you meet all eligibility criteria

Refer to 'Section 4: Eligibility criteria' for further information.
The NTAIC Grants Unit can provide general advice on eligibility.

### Step 3: Complete the application form ensuring you have addressed all assessment criteria

This includes:

1.  Providing all the information requested, including any attachments.

2.  Using the checklist at Appendix B to ensure your application is complete.

3.  Submitting your application online.

You will receive an electronic Submission Reference Number once your application has been successfully submitted. Please take note of this reference number as this is how your NTAIC Grant application is identified when the NTAIC Grants Unit fields any queries you have regarding your application.

## 8.1    NTAIC Office

The NTAIC Office is based in Darwin. NTAIC is an independent body that holds sole responsibility for all policy development and program management and delivery for all NTAIC programs.

## 8.2    NTAIC Grants Unit

The NTAIC has a Grants Unit that has the responsibility for the delivery and management of the NTAIC Grants Program.
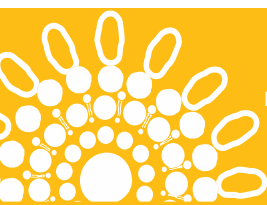
The Grants Unit is to provide high quality, professional grants management and administration services to our stakeholders that supports the outcomes of NTAIC and improves the lives of Indigenous Australians.

The NTAIC Grants Unit provides professional grant agreement administration services in accordance with the with the relevant Grant Opportunity Guidelines.

## 8.3     NTAIC Aboriginal Engagement Officers

NTAIC will have Aboriginal Engagement Officers based in Darwin, Arnhem, Katherine, Tennant Creek and Alice Springs, and regularly travel to surrounding communities. They are available to provide general information and assistance in the development of grant applications. Their contact details are available on the NTAIC's website.

## 8.4     Timing of grant opportunities

You can submit an application at any time while the relevant grant round is open. NTAIC is committed to providing outcomes of applications in a timely and transparent manner. For the latest meeting dates and expected notification timeframes will be regularly updated on the NTAIC's website.

## 8.5     Attachments to the application

Depending on the amount of funding applied for and relevant grant round, you may be asked to provide:

- Evidence of bank account details.
- Itemised indicative budget that is exclusive of Goods and Services Tax (GST).
- Project management plan or business plan for proposals over $250,000.
- Recent financial statements for non-government organisations who do not have a current grant agreement with NTAIC.
- Evidence of your organisation's Aboriginal Status If applying in a joint (consortia) application, a letter of support from each joint member.
- For Innovation Grants:
  - A three-year Profit and Loss report of the Applicant and/or a three-year projected cash flow of the project
  - Evidence of forward contractual pipeline of work or commitment
  - Evidence of right to occupy/use the land for the intended purpose, including evidence of the support of Traditional Owners, native title holders or relevant significant community organisation (as appropriate)

### 8.5.1  Budget of the Project

A budget using the template provided in the grant application form.

- The budget should include a breakdown of costs and funding for each financial year and reflect the amount of funding being requested in the application. You may also be required to provide recent quotes for capital items.
- Other financial or non-financial contributions should not be included as this information will be captured separately in the application form.
- All amounts must be GST exclusive.
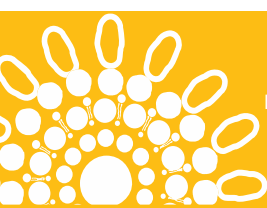
### 8.5.2  Bank account details

All applicants must provide evidence of bank account details, such as a copy of a current bank statement. Bank account must be in the name of the applying entity, and not a personal account.

### 8.5.3  Proposals over $250,000—Project Management Plan or Business Plan

Any **applications requesting over $250,000** that **are not** business/enterprise proposals must include a project management plan.

The level of detail required in the project management plan depends on the complexity of the project. For example, a plan for a complex project would include:

- Statement of objectives and expected outcomes.
- Project scope and components.
- Budget for the life of the project.
- Project timeline outlining when each milestone is to be completed.
- Risk assessment with mitigation strategies.
- Performance framework outlining how the project will be monitored and measured.
- Cost benefit analysis stating the benefits it will provide, including Aboriginal employment and Aboriginal enterprises/ organisations involved, if relevant.
- Stakeholder consultation plan outlining who has been consulted, the outcome of consultations and other proposed consultations.
- Letter/s of support from Traditional Owners or Elders or Indigenous Community that will benefit by the project.

Any **applications requesting over $250,000** and that **are** business/enterprise proposals must include a business plan. If you submit a business plan you will not be required to submit a project management plan unless a complex part such as major construction is included. In addition to the project management plan content above, the business plan must include:

- Information to demonstrate the viability and sustainability of the proposal and how it and the grant will be effectively managed.
- Actual and anticipated revenue (which may require market or customer analysis).

### 8.5.4    Consortium applications (including joint, partnership or auspice applications)

- We recognise that some organisations may want to join together as a group to deliver a grant project or services.

- In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth, though other parties may have obligations set out in the relevant funding agreement.

- The Applicant must advise the nature of the Consortium and provide a copy of any agreement entered into by the partners. Where no legal agreement has been entered into, the applicant must provide details of each partners entity, details of controlling Interests and shareholders of each partner and their entitlements in the Consortium. The application must include a letter of support from each of the partners.
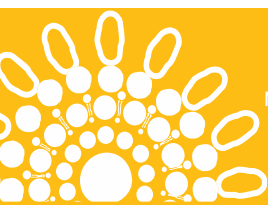
Each letter of support should include:

- Details of the partner organisation.
- An overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity or project/services.
- An outline of the relevant experience and/or expertise the partner organisation will bring to the group.
- The roles/responsibilities of the partner organisation and the resources they will contribute (if any).
- Details of a nominated management level contact officer.
- Any resources each party will contribute.
- You should have an arrangement in place with all parties prior to execution of the agreement.

## 8.6 Completing the Application Form

### 8.6.1 Key personnel

You should provide the names of key personnel in the application form. Key staff include Director/s, Chief Executive Officer, Finance Officer, and the Accountant or Auditor of the organisation.

### 8.6.2 Before lodging an application

Before lodging an application or signing a grant agreement, you must read and understand these guidelines.

It is recommended you look through the application form before starting it to ensure you are able to complete it. The form can be found on the NTAIC Website. It is also recommended that you speak to a member of the NTAIC Grants Unit before applying.

### 8.6.3 False or misleading information

You are responsible for ensuring your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). We will investigate any apparent false or misleading information which may exclude your application from further consideration.

### 8.6.4 Declaration in application form

In the application form you are asked to declare you understand and agree the information you have provided is true and correct and you have read, understood and agreed with the terms and conditions of the application. This declaration must be completed by the applicant or a person authorised to act on behalf of the applicant.

### 8.6.5 Submitting your application

You must submit your application form online. You will receive an electronic Submission Reference Number once your application has been lodged with NTAIC. You should keep a copy of your application, Submission Reference Number and any supporting documents.
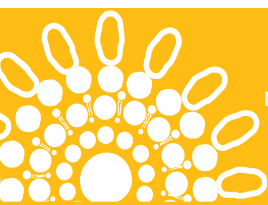
## 8.7     Questions during the application process

If you have any questions during the application process, including if you are unable to submit your application, please contact the NTAIC Grants Unit at grants@ntaic.org.au or 1800 943 039. The NTAIC will endeavour to respond to emailed questions within three working days.

## 8.8     Legal and financial advice

NTAIC does not provide legal or financial advice (including taxation) to applicants or grantees. Applicants or grantees should seek their own independent professional advice on financial and legal matters, including compliance with any statutory obligations.

## 8.9     Disability

Where possible and relevant, the proposed project should take into account the needs of Australians with disability including how the proposal supports one or more of the six policy outcome areas outlined in the *National Disability Strategy 2021-2031.*

## 8.10     Supporting equitable access, including gender equity

Where relevant, applications should include equitable access and opportunity for Aboriginal women as well as men in the proposed grant project. While this is not a specific assessment criterion, you may wish to include gender equity as part of your response to assessment criterion 1 'Benefit to Aboriginal peoples in the NT'.

# 9     The grant assessment process

## 9.1     Assessment of grant applications

We first review your application against the eligibility criteria to determine the completeness, compliance and eligibility of your application.  If your application does not meet the eligibility criteria, we will notify you. You may be asked to provide further information or clarification to enable your application to proceed to assessment.

We consider eligible applications through an open non-competitive grant process. The NTAIC assesses all applications against the assessment criteria and whether it provides value with relevant money. Key considerations in determining value with relevant money include cost, the quality and purpose of the grant project, intended outcomes, alignment with NTAIC objectives and relevant experience of the applicant.

The NTAIC Delegate then reviews applications and rates them as:

- Not Approved
- Approved with Changes, or
- Approved.

If you are an applicant who has already received ABA Open Grants funding we may assess your application against the assessment criteria and also consider your previous performance, demonstrated capability to deliver the activity, and/or other information which has been made available to the NTAIC, NIAA or ABA Advisory Committee.
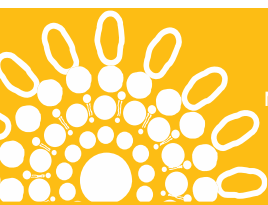
### 9.1.1 The use of additional information in assessment

The NTAIC and its Delegate may draw on sources other than your application to verify claims in your application, which may include but are not limited to:

- Information from within the NTAIC and NIAA available through the normal course of business such as knowledge about your previous performance.
- Information about you or your application from other Commonwealth, state, territory or local government agencies, whether or not you nominated them as a referee.
- Representatives from an Indigenous community or organisation, or subject-matter experts, who are on an assessment panel, whether or not you nominated them as a referee.
- Recommendations from Aboriginal and Torres Strait Islander local and regional decision-making groups and organisations.

For information on how the NTAIC and NIAA treats personal and confidential information, please see Sections 15 and 16 below.

## 9.2 Who will assess applications?

Assessment panels will be established by NTAIC and include staff with relevant knowledge. The panel will assess your application against the assessment criteria. Assessment panels may seek expert advice from outside of NTAIC when assessing applications.

To maintain probity, staff involved in developing proposed grant projects or project services with applicants will not be involved in assessing the application.

NTAIC will then provide assessment advice on each proposal to the NTAIC Delegate for its consideration. The assessment advice will be based on the merits of the application including consideration of the assessment, risk and value with relevant money; priority areas of need; and availability of funding.

### 9.2.1 The NTAIC Grants Committee

The NTAIC Grants Committee is established under Section 65 of the ALRA to:

- provide guidance to the NTAIC CEO on the performance NTAIC Grants Program;
- assesses applications for $250,000 and above;
- approve or decline applications between $250,000 and up to $1,000,000; and
- provide recommendations to the NTAIC Board on Applications of $1,000,000 and above.

The NTAIC Grants Committee consists of eight (8) members approved by the NTAIC Board, six members from local Land Councils and two (2) NTAIC Directors.

## 9.3 Who will approve grants?

The NTAIC Board has determined that Grants will be approved by the following Delegates (decision-maker):

1. NTAIC CEO – for applications up to $250,000
2. The NTAIC Grants Committee – For applications between $250,000 up to $1,000,000.
3. The NTAIC Board – for applications $1,000,000 and above.

The Delegate approves grants, after considering the assessment undertaken by the NTAIC Grants Unit and/or recommendations of the NTAIC Grants Committee and the availability of grant funds.
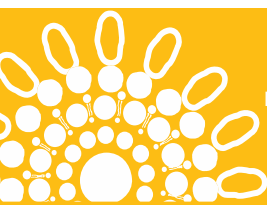
The decision-maker's decision is final in all matters, including the approval to negotiate grant conditions, and grant funding amount to be awarded.

# 10    Notification of application outcomes

NTAIC will notify all applicants of the outcome of their application, including whether their application was successful, unsuccessful or ineligible, via the email address nominated on the application form.

## 10.1    Feedback on your application

If your application is unsuccessful, you may seek feedback on your application through contacting the NTAIC Grants Unit on grants@ntaic.gov.au.

# 11    Successful grant applications
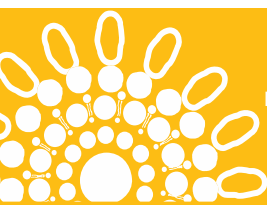
## 11.1    The grant agreement

If you are successful, to take up the grant you must enter into a legally binding grant agreement with the NTAIC. Under the NTAIC Grants this may be through a letter of offer or standard grant agreement, or another form of agreement specified by the NTAIC.

The type of grant agreement and its mandatory terms and conditions will depend on the size and complexity of your funded project project(s), as well as the level of risk associated with the project(s). Sample grant agreements are available on the NTAIC website.

The grant agreement will provide a detailed description of the funded project(s) and associated specific terms and conditions, which will include some or all of the following:

- project start and end dates
- expenditure items
- key performance indicators and/or other performance reporting requirements
- financial reporting requirements
- mandatory requirements for Working with Children checks
- Working with Vulnerable People checks
- mandatory requirements to comply with applicable work health and safety obligations including those provided under Commonwealth work health and safety legislation
- insurance requirements including compliance with the *Work Health and Safety Act 2011* (Cth) to cover your obligations in relation to the grant funding to be delivered
- compliance with the Australian Privacy Principles as set out in Schedule 1 of the *Privacy Act 1988*. Further information about privacy and confidentiality is also included at Section 16 of this document
- requirements to maintain the confidentiality of any information deemed by the NTAIC or the grantee to be confidential, and
- record keeping requirements.

Unless otherwise agreed in writing, you must incur expenditure of the grant only on the expenditure items in the grant agreement between the project start and end date. The agreement may in fact specify dates for the expenditure of certain expenditure items.

To give integrity to the preference to fund suitable Aboriginal organisations, your grant agreement may also contain conditions that your organisation must maintain a specified percentage of Aboriginal ownership, control, management or employment and be able to provide evidence of this, on request. You may also be required to notify the NTAIC if you have a change in circumstances that means you no longer meet these conditions.

You will work with NTAIC Grants Unit to manage the grant agreement effectively.

NTAIC will execute a grant agreement with you before we make any payments. There is no guarantee of funding until both parties have executed a grant agreement, and the NTAIC is not responsible for any of your expenditure until a grant agreement is executed.

If you choose to start your grant projects or project services before you have an executed grant agreement, you do so at your own risk (including incurring financial costs that may not be covered by the grant agreement).

If you fail to meet the terms and conditions of the grant agreement, the NTAIC may terminate the agreement.

## 11.2    Management of Debt and Underspend

A previous debt or underspend of an ABA grant may influence the outcome of an application, including an awarded grant amount.

## 11.3    Negotiation of funded projects

Before a grant agreement is entered into, NTAIC will, consistent with the content of your application, negotiate the scope of the project and the terms and conditions with you. Relevant community stakeholders may also be involved in these negotiations to ensure the activity is tailored to meet local community or regional need.

If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be offered to a different applicant.

## 11.4    Execution of the grant agreement

You will have 30 days from the date of a written offer to execute the grant agreement with the NTAIC in writing. During this time, we will work with you to finalise the agreement.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, NTAIC may extend the 30-day agreement negotiating period between offer and signing.

## 11.5    Specific legislation, policies and industry standards

You are required to be compliant with all relevant laws and regulations.

## 11.6    How we pay the grant

Funding will be paid in accordance with the terms and conditions of the grant agreement.

NTAIC may make an initial payment on execution of the grant agreement. Subsequent payment of funding, whether quarterly, biannually or annually, is dependent on you complying with the grant agreement requirements, including satisfactory progress against performance and financial reporting milestones. You will also be required to report how you spent the grant funds during the period of the grant activity or at the completion of the grant activity.
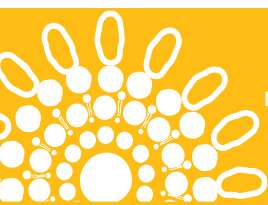
The funding provided by the NTAIC will not exceed the total funding amount set out in the funding agreement. If your expenditure exceeds the amount granted you must pay this additional expenditure yourself.

## 11.7    GST

Payments will be Goods and Services Tax (GST) inclusive unless you are not registered for GST or certain exceptions set out in the GST legislation apply. Subject to those exceptions, we will add GST to your grant payment and issue you with a Recipient Created Tax Invoice.

Unless otherwise indicated by the NTAIC, all figures quoted in grant documentation will be GST exclusive.

Grants may be assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on taxation matters.

## 11.8    Grant agreement variations

The NTAIC recognises that unexpected events may affect the implementation of your project, or the project may not be achieving results consistent with the grant agreement. In these circumstances, either you or the NTAIC can request a variation to the grant agreement, which may include:

- changing key performance indicators
- extending the timeframe for completing the grant
- changing some grant projects, and
- reducing funding.

If either the NTAIC or you want to propose changes to the grant agreement, either party must put to the other its concerns, issues and proposed changes in writing before the grant agreement end date.

You should not assume that a variation request will be approved. The NTAIC will consider your request based on factors such as:

- how it might affect the grant a project's intended outcome(s), and
- availability of program funding.

All decisions to vary a grant agreement must be mutually agreed to between you and the NTAIC before a variation is provided for the parties to execute, and variation to projects, milestones and timelines should not occur before execution.

If the project scope from the original application changes, the proposed variation will need to go back to the NTAIC Delegate for approval.
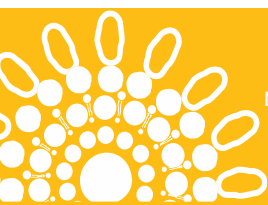
# 12 Risk and compliance

In managing risk and compliance, NTAIC will work with you to achieve the intended outcomes of the grant project. The risk management approach will focus management effort where risk levels are high and supports consistent application of appropriate grant controls based on assessed risks.

The type of grant agreement and its terms and conditions will depend on the nature of the project and the level of risk involved at both the **organisation** and **project** levels.

As a principle, higher risk projects will typically be subject to increased controls and greater oversight. The intent of this is to work with organisations to manage risks. Conversely, low risk projects will be subject to less oversight and management, which may include a single annual payment and reduced reporting.

## 12.1 Non-compliance

The NTAIC will work with you to achieve the intended outcomes of the project. In circumstances of non-compliance with the grant agreement, the NTAIC will consider an appropriate response in accordance with the ALRA and the grant agreement.

# 13 Announcement of grants

Once your grant is executed, it will be listed on the NTAIC website within 21 calendar days after the grant execution date.

# 14 How we monitor your grant project

The NTAIC uses a number of approaches to monitor grant projects. These include:

- On-the-ground monitoring, predominately through the NTAIC Staff or agents.
- Periodic grantee reporting on the performance of projects against key performance indicators.
- Financial reports.
- Where necessary, compliance visits and records inspections.

## 14.1 On-the-ground monitoring

The NTAIC uses an active 'on-the-ground' strategy to monitor the grantees and their projects primarily through the NTAIC Staff or agents. This can involve site visits, discussions with community members and recipients of the project's services, and ongoing contact with the grantees.

A priority is active engagement to assist with early identification and treatment of activity delivery risks and other issues as they arise.

## 14.2 Key performance indicators

NTAIC in conjunction with the grant recipient, will set key performance indicators for each project to measure progress against identified outcomes. These will be set out in the grant agreement.

The grant recipient will be assessed against the key performance indicators over the course of the funded project.
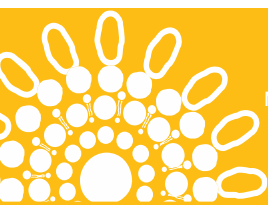
## 14.3     Performance reports

Under the grant agreement, you will be required to periodically report on the overall progress and performance of your project, and against the key performance indicators in your grant agreement.

The frequency and content of reporting requirements will depend on the funded activity and will be contained in the grant agreement. NTAIC will also source a range of data and information to inform its judgement.

In completing performance reports, you are encouraged to be open about the status of the project, any service delivery risks and issues, and to provide data to support any claims made. This instils confidence in your management reporting systems and allows us to better work with you to improve performance, if necessary.

NTAIC may also request further information or action from you to support monitoring in line with the conditions outlined in the grant agreement.

## 14.4     Financial reports

Under the grant agreement, financial reports are required from grant recipients as evidence that funds have been expended for the purposes as per the grant agreement and so any underspend or overspend can be managed.

The annual value of the grant and the risk assessment of the grantee and the activity determine the financial reporting requirements. The default financial reporting requirement is one report per year, which may be increased where there is a higher grant value and higher risk. Financial reporting requirements will be specified in the grant agreement.

## 14.5     Keeping us informed

You should let NTAIC know if anything is likely to affect your grant project or organisation by contacting NTAIC's contact officer listed in your grant agreement as soon as possible.

We need to know of any relevant changes to your organisation, to your individual circumstances if you are an individual grantee or to your organisation's business projects, particularly if they affect your ability to complete your grant project, carry on business and pay debts due.

You must also inform us of any changes to the following:

- name
- addresses
- nominated contact details
- bank account details
- ABN
- GST registration or status
- Aboriginal status of your organisation, or
- obligations to the ATO, including if you or your organisation has an outstanding and overdue ATO debt.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.
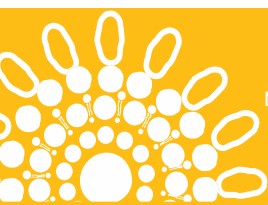
## 14.6    Compliance visits and record keeping

We may visit you during or after the completion of your grant project to review your compliance with the grant agreement. If necessary, we may also inspect, copy or remove and retain the records you are required to keep according to the grant agreement. We will provide you with reasonable notice of any compliance visit. You must comply with the record keeping requirements as set out in the grant agreement.

## 14.7    Evaluation

We may evaluate the grant project to investigate how well the outcomes and objectives have been achieved and to ensure the project has achieved value with relevant money.

We may use information from your application and performance reports for this purpose. We may also interview you or ask you for more information to help us evaluate how effective your grant project has been in achieving its outcomes and objectives.

Quality evaluation will help NT Aboriginal peoples and communities to see whether they are getting the results they expect from the NTAIC. It will help determine to what extent outcomes have involved local people in driving change, and if or how projects or projects individually or collectively produce or enable long-term impact. It may assist government with future investment decisions.

## 14.8    Acknowledgement of funding

If you make a public statement about a grant project funded under the program, you can acknowledge the financial support by NTAIC. Contact info@ntaic.org.au for logos and media materials.

# 15    Probity

The NTAIC will make sure that the grant opportunity process is fair, according to these published guidelines, incorporates appropriate safeguards against fraud, unlawful projects and other inappropriate conduct.

These guidelines may be changed from time-to-time. When this happens, the revised guidelines will be published on NTAIC website.

## 15.1    Enquiries and feedback

If you would like to make a complaint about a grant process, please email complaints@ntaic.org.au.

If you do not agree with the way the NTAIC has handled your complaint, you may wish to contact the Commonwealth Ombudsman. The Ombudsman will not usually investigate a complaint unless the matter has first been raised directly with the NTAIC.

The Commonwealth Ombudsman can be contacted on:

> Phone (Toll free): 1300 362 072
> Email: ombudsman@ombudsman.gov.au
> Website: ombudsman.gov.au
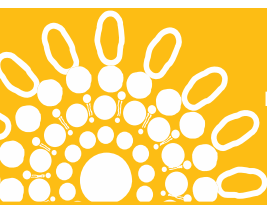
## 15.2    Conflicts of interest

Conflicts of interest can affect the performance of the NTAIC Grants. There may be an actual conflict of interest, a perceived conflict of interest, or a potential conflict of interest, if the NTAIC's staff, any member of the NTAIC Board or NTAIC Grants Committee, panel or adviser and/or you or any of your personnel, including subcontractors has:

- A professional, political, commercial or personal relationship with a party who or is perceived to be able to influence the application selection process.

- A relationship with or interest in an organisation or individual, which is likely to interfere with or restrict the successful applicants from carrying out the proposed projects fairly and independently.

- A relationship with, or interest in, an organisation or individual from which they will receive personal gain because the organisation or individual receives an NTAIC grant under.

- A similar set of circumstances that may create an actual, potential or perceived conflict of interest.

You will be asked to declare, as part of your application, any actual, perceived or potential conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

NTAIC will make the final decision on what is determined as an actual, potential or perceived conflict of interest.

If you later identify an actual conflict of interest, a perceived conflict of interest, or a potential conflict of interest, you must inform NTAIC in writing immediately and provide further information to the satisfaction of NTAIC.

Committee members and other officials including the decision maker must also declare any conflicts of interest.

The NTAIC CEO, NTAIC Grants Committee members and other officials including the members of the NTAIC Board as the ultimate decision maker must also declare any conflicts of interest.
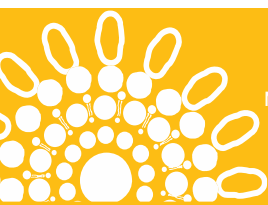
# 16    Privacy and confidentiality

## 16.1    Personal information

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with your project, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by NTAIC would breach an Australian Privacy Principle as defined in the Act. We handle personal information in accordance with the *Privacy Act 1988* and the Australian Privacy Principles. Personal information we collect will be used for the purposes of selecting applicants, assessing and administering grants. We may disclose personal information about grant applicants and grantees to other entities as set out further below, or where disclosure is otherwise authorised under the Privacy Act.

The NTAIC's Privacy Policy contains information about how you can access the personal information held by the NTAIC and seek correction of the information. It also explains how you can make a complaint about a breach of the Australian Privacy Principles. You can access the Privacy Policy on our website at ntaic.org.au.

## 16.2    Confidential Information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the three conditions below:
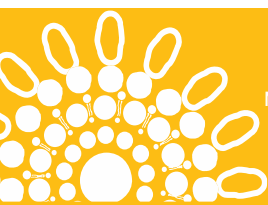
1.  you clearly identify the information as confidential and explain why we should treat it as confidential,

2.  the information is commercially sensitive, and

3.  revealing the information would cause unreasonable harm to you or someone else.

## 16.3    How we use personal and confidential information

The NTAIC may use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes giving information to the Australian Taxation Office and other government agencies for compliance purposes.

We may reveal personal and confidential information to:

*   NT Grants Committee, as a review panel and Delegate. This may also include NTAIC officials, community representatives and/or subject matter experts, and other Commonwealth employees and contractors to help us manage the program effectively.

*   Employees and contractors of the NTAIC so we can research, assess, monitor and analyse our funded programs and projects.

*   Employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery.

*   Other Commonwealth, state, territory or local government agencies in our program reports and consultations.

*   The Auditor-General, Ombudsman or Privacy Commissioner.

*   The responsible Minister or Parliamentary Secretary.

*   A House or a Committee of the Australian Parliament.

We may share the information you give us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws.
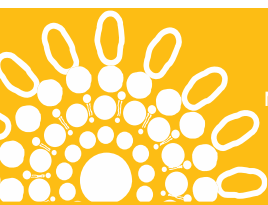
The grant agreement will include any specific requirements about special categories of information collected, created or held under the grant agreement.

## 16.4    Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the _Freedom of Information Act 1982_ (FOI Act).
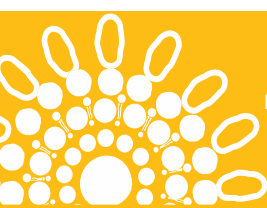
Under the FOI Act, members of the public can seek access to documents held by the Australian Government Corporations. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All freedom of information requests must be referred to the Freedom of Information Coordinator in writing, via info@ntaic.org.au.

# 17   Glossary

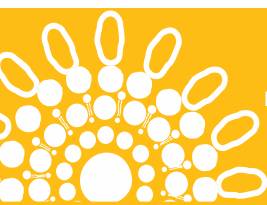| Term | Definition |
|---|---|
| ABA | Aboriginals Benefit Account |
| accountable authority | The Accountable Authority is the NTAIC Board. |
| ALRA | _Aboriginal Land Rights (Northern Territory) Act 1976_ |
| assessment criteria | Are the specified principles or standards, against which applications are intended to be assessed. These criteria are also used to assess the merits of proposals. |
| decision maker | The person who makes a decision to award a grant. |
| eligibility criteria | Refer to the criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria. |
| Commonwealth entity | A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See Subsections 10(1) and (2) of the PGPA Act. |
| Control | Control refers to the people in your organisation that have decision-making authority over strategic direction or governance. For most entities, this will mean your Board or Management Committee. Depending on the legal entity type, control may mean:<br><br>• **Directors and Secretary –** Company Limited by Shares, Company Limited by Guarantee, Cooperatives<br>• **Management Committee and Public Officer –** ORIC-Registered Indigenous Corporations, Incorporated Associations<br>• **Proprietor/partner –** Sole traders, actual person partnerships<br><br>**Note:** For trusts, the trustee will typically be one of the legal entities above. |
| _Corporations Act 2001_ | An act of the Commonwealth that sets out the laws dealing with business entities in Australia at federal and interstate level. It focuses primarily on companies, although it also covers some laws relating to other entities such as partnerships and managed grant funding schemes. Incorporation can be applied for through the Australian Securities and Investment Commission (ASIC) website. |

| Term | Definition |
|---|---|
| *Corporations (Aboriginal and Torres Strait Islander) Act 2006* | The law that establishes the role of the Registrar of Aboriginal and Torres Strait Islander Corporations, now called the Registrar of Indigenous Corporations, and allows Indigenous Australian groups to form corporations. The *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act) replaced the *Aboriginal Councils and Associations Act 1976* (ACA Act). Under the CATSI Act, laws governing Indigenous corporations have been modernised while retaining special measures to meet the specific needs of Indigenous Australians. Incorporation can be applied for through the Office of the Registrar of Indigenous Corporations (ORIC) website. |
| grant | A beneficial payment in accordance with the NTAIC Grants Program. |
| grant project/s | Refers to the project/tasks/services that the grantee is required to undertake. |
| grant agreement | Sets out the relationship between the parties to the agreement and specifies the details of the grant. |
| grant opportunity | Refers to the specific grant type or process where an NTAIC grant round is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process. |
| grant program | A 'program' carries its natural meaning and is intended to cover a potentially wide range of related projects aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities. |
| grantee | The individual/organisation which has been selected to receive a grant. |
| Land Council | There are four Land Councils in the NT, established by the ALRA:<br><br>- Anindilyakwa Land Council (ALC)<br>- Central Land Council (CLC)<br>- Northern Land Council (NLC), and<br>- Tiwi Land Council (TLC). |
| Management | Persons with the responsibility for the day-to-day operation of the funded organisation. It includes:<br><br>• the CEO (or equivalent)<br>• the people occupying the highest positions in relation to:<br>- service delivery;<br>- finances;<br>- operations (e.g. property, ICT); and/or<br>- human resources. |
| NIAA | National Indigenous Australians Agency. |

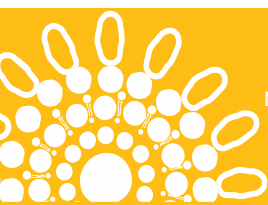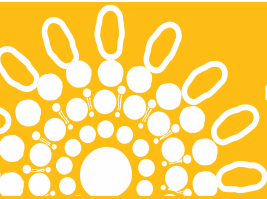| Term | Definition |
|---|---|
| Owners | Depending on legal entity type, "Owners" may be based on your:<br><br>• **Members –** ORIC-registered Indigenous corporations, companies limited by guarantee, incorporated associations<br>• **Shareholders –** companies limited by shares, cooperatives<br>• **Proprietors/partners –** Sole traders, actual person partnerships<br>• **Beneficiaries –** trusts<br><br>If you are a for-profit entity, ownership relates to those who draw a financial benefit from the entity (other than a salary/wage). For not-for-profits, "benefit" is a broader term that may include social/cultural benefits or maintaining an asset or rights (including native title). |
| PGPA Act | The _Public Governance, Performance and Accountability Act 2013_ is a piece of Commonwealth legislation that establishes a coherent system of governance and accountability for public resources, with an emphasis on planning, performance and reporting.<br><br>The PGPA Act applies to all Commonwealth entities and Commonwealth companies, including the NIAA and NT Land Councils. |
| selection criteria | Comprise eligibility criteria and assessment criteria. |
| selection process | The method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria. |
| value with relevant money | Value with relevant money in this document is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.<br><br>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:<br>• quality of the project proposal and projects<br>• fitness for purpose of the proposal in contributing to government objectives<br>• absence of a grant is likely to prevent the grantee and government's outcomes being achieved, and<br>• potential grantee's relevant experience and performance history. |
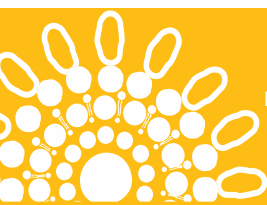
# Appendix A. NTAIC General Grant Examples

NTAIC staff will assess applications against the assessment criteria. In progressing applications for decision, the grant value and complexity of the project will be taken into consideration, with different approval processes for higher value, complex projects and a simplified process for low value, simple projects.

The table below shows a matrix of the assessment process along with examples of projects which may fit into each of the assessment categories and where grant approval responsibility lies within the NTAIC.

| Total grant Value (Excl. GST) | Assessment and approval framework and indicative examples |
|---|---|
| **Nil to $249,999** | **Assessment process:** NTAIC CEO recommendation following staff assessment of the application. <br><br> **Approval by:** NTAIC CEO <br><br> **Indicative examples of projects:** <br><br> • Sponsor or convene a cultural/community event. <br><br> • Replace a vehicle for an existing community organisation. <br><br> • Co-funding to build security fence around community store. <br><br> • Start up a new literacy project Purchase of assets to start up a new bush camp program |

| Total grant Value (Excl. GST) | Assessment and approval framework and indicative examples |
|---|---|
| **$250,000 to $999,999** | **Assessment process:** NTAIC CEO recommendation following staff assessment of the application. <br><br> **Approval by:** NTAIC Grants Committee <br><br> **Indicative examples of projects:** <br><br> • Equipment for existing business with pipeline of contracts and a contribution from business towards the equipment is feasible. Examples: <br>    - New fleet of boats for existing tour operations <br>    - Purchase new grader for existing civil works operations. <br><br> • New bus for existing remote community organisation. <br><br> • Solar energy system at local community store <br><br> • Upgrades to land management infrastructure for existing ranger group. <br><br> • Hold an existing cultural festival. <br><br> • Phased upgrade HR systems for an Aboriginal organisation <br><br> • Start-up costs and initial plant/equipment for new fishing business |
| **$1,000,000 and over** | **Assessment process:** NTAIC Grants Committee and CEO recommendation following staff assessment of the application. <br><br> **Approval by:** NTAIC Board <br><br> **Indicative examples of projects:** <br><br> • Phased construction of new multi-purpose office building <br><br> • Construction of a large cultural camp <br><br> • Art centre renovations and extensions <br><br> • Purchase of land or property |

NTAIC
Northern Territory Aboriginal
Investment Corporation