



NTAIC
Northern Territory Aboriginal
Investment Corporation

Grants Program Guidelines

Opening date:

1 July 2024

These guidelines will apply to the following NTAIC grants streams:

- Community Quick Response Grants
- Community Impact & Innovation Grants
- Business Start-Up Grants
- Business Growth Grants

Enquiries

The NTAIC Grants Unit can be contacted at grants@ntaic.org.au

1800 943 039

Date guidelines released:

1 July 2024

These guidelines may be changed from time to time.

For the latest information on NTAIC's Grants Program, please check the NTAIC website www.ntaic.org.au where the latest version of these guidelines are available to download.

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INTRODUCTION

Purpose of NTAIC's Grants Program

The objective of NTAIC's Grants Program is to:

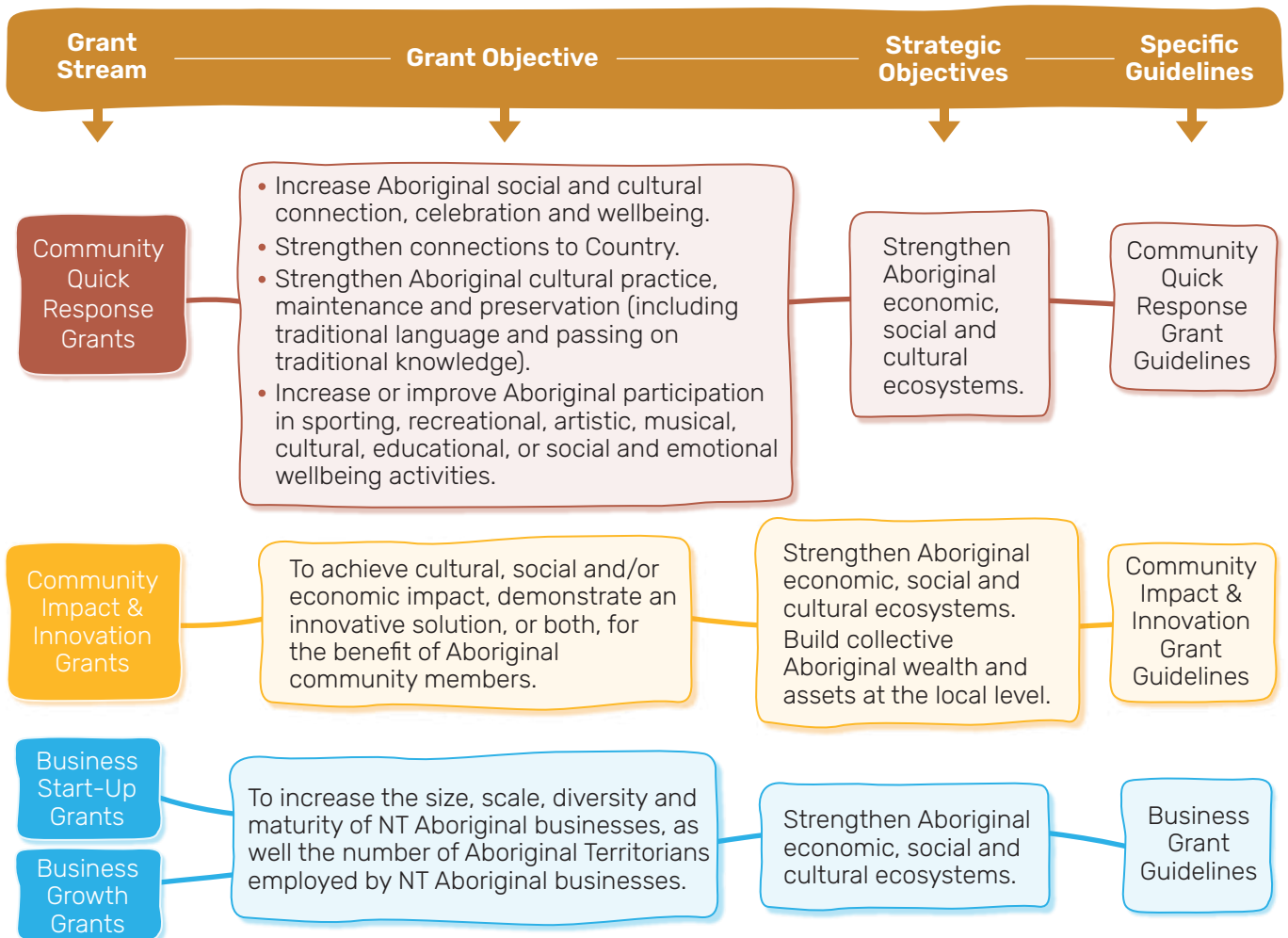
- Strengthen Aboriginal economic, social and cultural systems.
- Build collective Aboriginal wealth and assets at the local level.

For further details on NTAIC's strategic objectives and priorities as they relate to our grants, see our Strategic Investment Plan.

About these Common Grants Guidelines

These Common Grants Guidelines set out the processes and requirements that you need to follow when applying for opportunities in NTAIC's Grants Program.

NTAIC's Grants Program is split into several grant streams. These Common Grants Guidelines apply to each of the grant streams set out below. Each grant stream has its own specific guidelines, which you should read together with these Common Grants Guidelines.



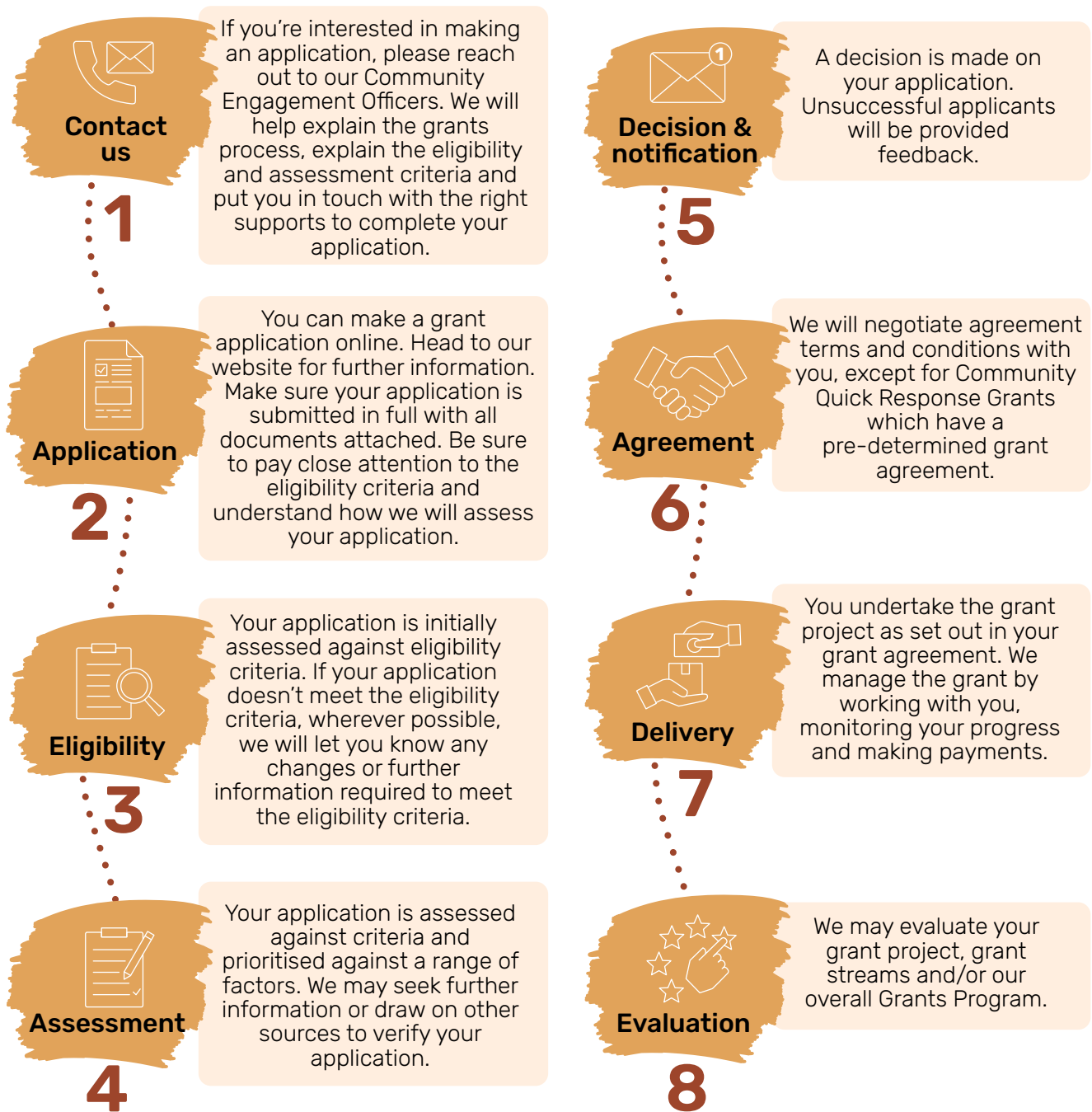
Any alterations and addenda to these guidelines will be published on the NTAIC website.

Guidelines for each grant stream set out applicable amounts, duration and other relevant details.

We encourage you to familiarise yourself with the specific guidelines and the NTAIC website, and in particular, note:

- The maximum and minimum amounts of funding available in each grant stream.
- The application period dates during which you can submit your application (as NTAIC generally does not extend the application period past the stated end date).
- The timings indicated for notification of grant application outcomes if your application is successful.

NTAIC GRANT APPLICATION PROCESS



STEP 1: CONTACT US

If you're interested in making an application, give NTAIC a call. We can help explain the grants process, explain the eligibility and assessment criteria and put you in touch with the right supports to complete your application. Contact details for our Community Engagement Officers are on the NTAIC website.

It's important to keep in mind that discussion or support from NTAIC to prepare or submit an application does not guarantee that your application will be approved and funded.

STEP 2: APPLICATION

2.1 How to make an application

You can make a grant application online. Head to our website for further information.

Your application must be submitted in full, including all necessary attachments and supporting documentation. Each of the specific guidelines for your grants stream includes a link to a checklist of the relevant documents that you will need to submit.

Once an application is received, we'll keep in contact to let you know how your application is going.

If your application is incomplete, we will contact you to give you an opportunity to update the application. Your application is not considered to be submitted unless and until you complete your application in full and include all necessary attachments and supporting documentation, and it is determined that you meet the eligibility criteria.

You may submit more than one application at a time for the different grant streams, however any outstanding grants will be taken into consideration in the assessment of your application.

2.2 Auspicing arrangements

People and organisations seeking grant funding may need help from an established organisation to apply for and to manage an NTAIC grant on their behalf. This is called auspicing.

An auspicing organisation will need to apply for the grant and provide details of who they are applying and managing the grant on behalf of. The auspicing organisation must be an Aboriginal organisation otherwise eligible to apply for NTAIC grant funding under our Grants Guidelines.

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

2.3 Joint applications

NTAIC does not accept joint applications, unless otherwise stated in specific guidelines for a grant stream.

STEP 3: ELIGIBILITY

An eligibility assessment of grant applications is carried out by NTAIC's Grants Unit. NTAIC staff who support you to complete or submit your application will not be involved in assessing your application.

3.1 Eligibility assessment

We'll conduct an eligibility assessment to see if your application meets the eligibility criteria. If your application doesn't meet the eligibility criteria, wherever possible, we will let you know any changes or further information required to meet the eligibility criteria. Your application is not considered to be submitted unless and until you meet the eligibility criteria.

3.2 Eligibility criteria

To be eligible for NTAIC grant funding, your application must:

- Be completed in full and attach all necessary attachments and supporting documentation.
- Meet the eligibility criteria set out in the relevant grants stream guidelines.
- Not seek grant funding for an ineligible grant applicant or purpose.

3.3 Ineligible grant applicants

Applications from the following are ineligible for NTAIC grant funding:

- Applicants with a previous debt or underspend or outstanding acquittal of any Aboriginal Benefits Account (ABA) or NTAIC grant.
- Applicants who are insolvent or have declared bankruptcy.
- Applicants who are not compliant with their incorporating legislation or other applicable laws and regulations (both your organisation/business and key personnel).
- Applicants who are found to have deliberately provided false information in an application to NTAIC for grant funding.
- Commonwealth, State/Territory and local government bodies or agencies.

3.4 Ineligible grant purposes

Applications for the following grant purposes are not eligible for NTAIC grant funding:

- Any ineligible purposes specified in the specific guidelines for the NTAIC grants stream under which the application is made.
- Purposes that do not directly contribute to the outcomes of the project, typically including, but not limited to payment of fines or loans, purchase of gifts or personal debts.
- Expenses that have been or will be grant funded by another source.
- Expenses and projects for which Commonwealth, state, territory, or local government bodies are currently funding. However, if the project relates to innovation, increasing impact or leveraging additional government funding, then the project may be co-funded via an NTAIC grant.
- Funerals and ceremony. These activities are funded by the Land Councils. Applicants are encouraged to apply for funeral and ceremony financial assistance through their Land Council.
- Ongoing staffing or administration costs for an entity, unless otherwise stated in the relevant grant stream guideline.
- Costs for the preparation of the grant application or costs incurred before an application is approved.
- Costs for overseas travel.
- Debt financing or financial investment purposes.
- Activities with a high risk of injury or harm (psychological, physical, cultural).

3.5 Confirmation of Aboriginality

As part of your application, NTAIC may require supporting documentation verifying Aboriginality.

STEP 4: ASSESSMENT

Assessment of grant applications is carried out by NTAIC's Grants Unit. NTAIC staff who support you to complete or submit your application will not be involved in assessing your application.

4.1 Assessment criteria and factors

Your application will be assessed with regard to the standard criteria and priority factors identified below.

A. Standard assessment criteria

NTAIC will assess your application based on the following:

- The assessment criteria set out in the specific guidelines for the relevant NTAIC grants program under which the application was made.
- **Risk** involved at both the **applicant** and **project** levels.
- Availability of grant funds.
- Compliance, or ability to comply with all applicable laws, regulations and mandatory requirements if your application is successful.
- **Previous grant funding received** from NTAIC and other funders, including under the former ABA Grants Program.
- **More appropriate funding** sources.

Your application will be rated on whether it 'fully meets', 'partially meets' or 'do not meet' the standard criteria.

B. Priority factors

In addition to the standard criteria, NTAIC may prioritise applications based on the following factors:

- **Equity:** Delivery of outcomes across geographic regions of the NT and in areas of NTAIC underinvestment, and provision of grant funding to applicants with varying organisational resources and capacity.
- **Leveraged Funding:** Demonstrated co-funding or other secured funding for the grant project (including your contribution, in-kind or cash).
- **Innovation or Impact:** Greatest opportunity to deliver sustained and/or scalable innovation or impact to Aboriginal Territorians beyond NTAIC grant funding.

These priority factors are only used to determine whether your application should be prioritised for grant funding over other applications under consideration. These factors are not used to assess your suitability to receive grant funding.

4.2 Additional Documentation or Information

NTAIC may seek additional information or clarification from you to assist in assessing your application. We will let you know how long you have to respond. If there are unreasonable delays in responding, NTAIC may continue to assess your application (without the additional information or clarification).

NTAIC may also draw on other sources to verify claims in your application, which may include:

- Information from public registers and credit reporting agencies.
- Information from within the NTAIC 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 Aboriginal 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.

Wherever possible, we will give you an opportunity to clarify any concerns or questions raised if your application is at risk of not being funded.

STEP 5: DECISION & NOTIFICATION

NTAIC's Grants Unit will provide assessment advice on your application to the relevant decision-maker for its consideration. To ensure probity, any NTAIC staff who provide support in developing your application will not be involved in the assessment of your application.

Decision-makers for grant funding are as follows:

Grant Stream	Decision-maker
Community Quick Response Grants	NTAIC CEO
Community Impact & Innovation Grants	NTAIC Board
Business Start-Up Grants	NTAIC CEO
Business Growth Grants	NTAIC CEO

After considering the assessment undertaken by the NTAIC Grants Unit, the decision-maker can:

- Approve your application in principle, subject to negotiation of a grant agreement.
- Approve your application in principle with changes or conditions, subject to negotiation of a grant agreement.
- Not approve your application.

The decision-maker's decision is final in all matters, including any conditions and grant funding amount to be awarded.

NTAIC will notify you of the outcome of your application via the email address nominated on the application form.

5.1 Reapplication for unsuccessful applicants

NTAIC will provide feedback to unsuccessful applicants on the reasons why their application was unsuccessful. Where it is possible for you to address feedback given, NTAIC will provide an opportunity for you to resubmit your application or to submit a new application.

If a resubmitted application does not contain material changes addressing the feedback given, you will be advised of this and given a further opportunity to improve your application. If any subsequent application still does not contain material changes addressing the feedback given, it will not proceed for further assessment or decision. NTAIC will advise you of this outcome.

STEP 6: AGREEMENT

6.1 Agreement before guaranteed payment

If your application is successful, you will need to enter into a grant agreement with NTAIC. A signed **grant agreement** with NTAIC is required before we will make any payments of grant funding. There is no guarantee of funding until both parties have signed the grant agreement.

If you choose to start your grant project before you have an executed grant agreement, you do so at your own risk (including incurring financial and other costs should an agreement not be reached, or costs are not covered by the grant agreement).

We will tell you how long you have to accept the grant offer by NTAIC. If there are unreasonable delays in finalising a grant agreement, NTAIC may withdraw or amend its grant offer to you.

6.2 Conditions

Your application may be approved in principle, subject to you meeting certain conditions. These conditions may include but are not limited to:

- Evidence, such as qualifications, permits, registrations, checks and licences required for the lawful performance of the grant project.
- For applications that relate to developing assets on land, applicants must provide evidence of their right to use the land for the project purpose.
- Sourcing and/or evidence of co-funding from third parties.
- Feasibility, independent evaluations, or other evidence of project viability.

6.3 Agreement terms

The type of grant agreement and its terms and conditions will depend on the size, complexity and intended outcomes of your grant project, as well as the level of risk associated at both the **applicant** and **project** levels.

For Community Quick Response Grants, NTAIC's online application includes the terms and conditions on which we will provide grant funding, should your application be successful. As part of the application, you will be asked to acknowledge and accept these terms and conditions. You should read the application form carefully before signing, as these terms and conditions will be countersigned by NTAIC and become legally binding if your application is approved.

For all other grants, agreement terms and conditions will be consistent with the amount of the grant, the scope of the grant project, risk factors and any conditions approved by the decision-maker. To understand the types of terms and conditions contained in NTAIC's grant agreements, including how we will monitor your grant project, see our template agreements available on our website.

6.4 Publication of grants

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

Information about your grant may also be published on the Australian Government's GrantsConnect platform.

NTAIC may also promote your grant on the NTAIC website and other forms of media.

STEP 7: DELIVERY

7.1 Monitoring delivery of your grant

NTAIC uses a number of approaches to monitor grants depending on the level of risk.

You may be required to provide:

- Periodic reporting on grant delivery against key performance indicators that are identified in the grant agreement.
- Evidence that funds have been expended for the purposes identified in the grant agreement, such as through financial reports.
- Performance and financial reporting to acquit the grant.

NTAIC may also monitor how your grant is going as part of our community and stakeholder engagement activities, such as community visits by NTAIC staff.

7.2 Compliance

Where necessary, NTAIC may also carry out a compliance visit, where NTAIC staff visit you during or after completion of your grant project to formally 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.

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

This may include varying your agreement if:

- Unexpected event(s) are impacting grant delivery.
- Results or outcomes from grant delivery are not consistent with what is identified in the grant agreement.

Examples of variations may include:

- Changing key performance indicators.
- Extending the timeframe for completion.
- Reducing funding.

7.3 Keeping us informed

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

STEP 8: EVALUATION

We may conduct an evaluation of individual grant projects, grant streams and/or the overall Grants Program to help ensure grant funding is being allocated to achieve meaningful objectives and outcomes for Aboriginal Territorians. This may include process, outcome and/or economic evaluation of your grant.

We may use information from your application and grant reporting 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.

Terms and conditions relating to evaluation of your grant will be set out in your grant agreement.

OTHER THINGS YOU NEED TO KNOW

9 PROBITY

9.1 Conflicts of interest

NTAIC Board and Committee members, staff and others acting on our behalf have an obligation to declare and manage conflicts of interest – whether actual, perceived or potential – including when assessing or deciding on a grant application. This includes conflicts of interest relating to:

- Professional, political, commercial or personal relationships with a party who or is perceived to be able to influence the application selection process.
- Relationships with, or interests 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.
- Relationships with, or interests in, an organisation or individual that may receive a personal gain as a result of an organisation or individual receiving a NTAIC grant under this Grants Program.
- Any other relevant set of circumstances that may create an actual, potential or perceived conflict of interest.

As part of your application, we ask that you also declare any actual, perceived or potential conflicts of interest that you or key management personnel for your organisation have (or may have to the best of your knowledge). This includes, for example, directors, CEOs, founders, shareholders or partners (where the organisation is a partnership legal structure). If you do not believe you have any conflict of interests, this should also be declared to us.

Your responsibility to declare conflicts of interest is an ongoing responsibility. You must inform us in writing if you later identify any conflict of interest and provide further information to the satisfaction of NTAIC.

An application is considered incomplete and ineligible if the conflict of interest declaration is not complete.

9.2 Complaints

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 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: www.ombudsman.gov.au

10. PRIVACY & CONFIDENTIALITY

10.1 Collection and use of personal information

Personal information collected from you by NTAIC during the grant application and assessment process will be used for the purposes of assessing and administering grants. [NTAIC's Privacy Policy](#) is located on NTAIC's website and has more detail about the way NTAIC manages personal information. It also contains information about how you can access the personal information held by NTAIC, seek correction of the information, or make a complaint about a breach of the Australian Privacy Principles.

10.2 Confidential information

We will treat the information you give us as sensitive and confidential if it meets all of the three conditions below:

- You clearly identify the information as confidential and explain why we should treat it as confidential.
- The information is commercially sensitive.
- Revealing the information would cause unreasonable harm to you or someone else.

10.3 Disclosure of personal information and confidential information

We may disclose your personal and confidential information to:

- The NTAIC Board, as a review panel and decision-maker. 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 outside the NTAIC Grants Unit 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, compliance, 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.

10.4 Freedom of information

All documents in the possession of NTAIC, 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 NTAIC. 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.