

Community Impact & Innovation Grants Supporting Documentation **Checklist**

Applicant refers to the organisation that is submitting the grant application.

NTAIC will enter into a grant agreement with the applicant.

1. Personal identification

- Applicants must provide a copy of personal identification for each nominated authorised person.

2. Confirmation of Aboriginality

If an applicant is not registered with the Office of the Registrar of Indigenous Corporations (ORIC), does not hold NT Indigenous Business Network (NTIBN) Certification or does not hold Supply Nation Certification, applicants must provide:

- Full details and individual Confirmation of Aboriginality for directors/board members or shareholders/members who identify as Aboriginal (depending on the structure of your organisation).

3. Evidence of bank account details

- Applicants must provide evidence of bank account details, such as a copy of a current bank statement.

The bank account must be in the name of the applying entity, and not a personal account.

4. Evidence of right to develop assets on land

- If the grant project involves developing assets on land, applicants must provide evidence of their right to use the land for the project purpose. Applicants must provide **one** of the following documents:

- Section 19 lease under the *Aboriginal Land Rights Act 1976* (ALRA);
- Land title deed in the name of the applicant;
- Property lease in the name of the applicant; **or**
- Indigenous Land Use Agreement (ILUA).

5. Evidence of auspice arrangement (for auspice applications only)

If the applicant is applying on behalf of another organisation or group of people (under an auspice arrangement), the applicant must provide **both**:

- A copy of the relevant Auspice Agreement; **and**
- A letter from the auspicee that authorises the applicant to apply for the grant funding.

Please note that NTAIC also requires supporting documentation listed at items 1, 2 and 3 for the organisation or group of people for whom the applicant is applying.

6. Evidence of financial health

Applicants must provide **both**:

- Historical financial statements** (includes a balance sheet and income statement) for the past two years, or since you commenced operations (if less than two years), preferably prepared by an accountant; **and**
- Two business contractual arrangements** (dated within the last three months) which validate proof of payment and demonstrate you are an “Applicant of Good Standing”. Examples include: utilities, phone, rent, car repayments, bank statements, etc.

7. Letters of support from the community

- Applicants must provide **at least two** letters of support for the proposed project. Letters of support **must**:
 - Be from Traditional Owners, Elders or an Aboriginal Community member that will benefit from the project.
 - Be independent from the applicant (i.e. not from the Applicant’s Board or family members);
 - Have a signature and date; **and**
 - Include contact information for all people identified in the letter.

8. Formal quotes

- Applicants must provide formal itemised quotes for items that the grant money is proposed to be used for.

The quotes must be **no more than six months old** from the date of your application.

- Items less than \$30,000 (GST exclusive): one quote.
- Items between \$30,001 and \$100,000 (GST exclusive): two quotes.
- Items between \$100,001 and \$500,000 (GST exclusive): three quotes.

9. Evidence of insurances, qualifications, permits, registrations and/or licenses

Depending on the project scope, applicants must upload copies of relevant insurances, qualifications, permits, registrations and/or licenses to facilitate lawful performance of the activity or service through the grant funding. Examples include: Working with children clearances or Ochre Cards.