



COMMUNITY FUNDING PROGRAM  
**GUIDELINES**

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# COMMUNITY FUNDING PROGRAM

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The Community Funding Program (CFP) Guidelines outline the administration of the CFP including the eligibility, application and assessment process.

The Guidelines support the City of Palmerston Community Funding Policy and Sponsorship Policy.

City of Palmerston actively supports initiatives which benefit the Palmerston community and support delivery of the Community Plan. The CFP provides funding to support community initiatives through the following funding opportunities:

- Grants
- Sponsorship
- Environment and Sustainability Initiatives
- Representation Support
- Annual School Awards
- Graffiti Removal

Applications are open all year round and are limited to one successful application per individual, business or organisation per financial year.

All payments under the CFP are GST free.

## CFP principles

- Open and transparent governance, as well as ensuring Council is financially sustainable.
- Achieving the Outcomes of Council's Community Plan.
- Developing vibrant, engaged and more resilient communities.
- Distributing funds in an equitable, transparent, and sustainable manner.

## Application Process

- Requests for funding under the CFP are to be made via City of Palmerston's website. Webforms are available on the CFP webpage.
- Application must be completed in full, including provision of supporting documentation.
- Once a complete application is received, it will be assessed by City of Palmerston to determine if it is eligible, suitable, and viable to fund.
- Depending on the complexity of the application and the amount requested, this process may take up to six (6) weeks.
- City of Palmerston will notify applicants on the outcome of their application via email.
- Successful applicants will receive a letter of outcome and a funding agreement, which must be signed and returned to City of Palmerston.
- Funds will be released once all documentation has been signed and returned.

# COMMUNITY GRANTS

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## Aim

To encourage and support new projects and activities that build on social cohesion for the Palmerston community.

## Available Funding

- \$500 and over.

## Eligibility

- Applicants are a registered community, not-for-profit or incorporated organisation.
- An unincorporated organisation can have their application supported by an auspice organisation, provided they are an incorporated community group or not-for-profit organisation.

## Supporting Documentation

All grant applications are required to provide the following supporting documentation:

- Evidence of registration as a community group, not-for-profit, or incorporated body.
- Evidence of appropriate Certificate of currency for applicable insurances.
- Minutes of the Committee meeting that document the decision to apply for CFP funding.
- A detailed budget, including all income and expenditure including in-kind contributions.
- Copies of quotations for all products and services listed in the budget.

In addition to the above, any grant applications for amounts over \$10,000 are also required to provide:

- A copy of the organisation's most recent audited financial statement.

If applying in partnership with an auspice organisation, applications must also include a letter or written agreement from the auspice organisation stating that they accept legal and financial accountability for the grant.

## Assessment

Each application is considered against the Community Grants Assessment Criteria below:

1. Community benefit
2. Value for money
3. Capacity to deliver and previous experience
4. Promotion and acknowledgement
5. Risk management
6. Project sustainability.

Further details about the assessment criteria are provided on page 9.

## Acquittal

All grant recipients are required to provide a grant acquittal once their activity is complete. What is required as part of the acquittal will depend on the value of funding provided. Grant acquittals are due within three (3) months of project completion.

- All grant recipients are required to acknowledge City of Palmerston's support for their activity and provide proof of acknowledgement. For example, this may include a screenshot of a social media post.
- For grants under \$2,000, the acquittal must include an outcomes report. No financial acquittal report is required.
- For grants over \$2,000, the acquittal must include an outcomes report and a financial report.
- Acquittal outcome reports are to be submitted on the form provided and include photos of the activity or project.

There may be progress reporting requirements for multi-year grant agreements. Specific details will be included in the funding agreement.

# ENVIRONMENT AND SUSTAINABILITY INITIATIVE

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## Aim

To support environmental and sustainability initiatives that demonstrate impact in one or more actions within the City of Palmerston Sustainability Strategy.

## Available funding

- \$20,000 or under.

## Eligibility

- Applicants are a registered community, not-for-profit or incorporated organisation.
- An unincorporated organisation can have their application supported by an auspice organisation, provided they are an incorporated community group or not-for-profit organisation.
- No financial contribution is required for not-for-profit organisations; all other entities will be required to make a 50% financial contribution.

## Supporting Documentation

All environment and sustainability initiative applications are required to provide the following supporting documentation:

- Evidence of registration as a community group, not-for-profit, or incorporated body.
- Evidence of appropriate Certificate of currency for applicable insurances.
- Minutes of the Committee meeting that document the decision to apply for CFP funding.
- A detailed budget, including all income and expenditure including in-kind contributions.
- Copies of quotations for all products and services listed in the budget.
- Details of alternate funding sources to a minimum of 50% of the total activity costs to demonstrate financial commitment.

In addition to the above, any grant applications for amounts over \$10,000 are also required to provide:

- A copy of the organisation's most recent audited financial statement.

If applying in partnership with an auspice organisation, applications must also include a letter or written agreement from the auspice organisation stating that they accept legal and financial accountability for the grant.

## Assessment

All environment and sustainability initiative applications are assessed based on community impact and environmental merit, and alignment to City of Palmerston's Sustainability Strategy.

## Acquittal

All environment and sustainability initiative grant recipients are required to provide a grant acquittal once their activity is complete. What is required as part of the acquittal will depend on the value of funding provided. Grant acquittals are due within three (3) months of project completion.

- All grant recipients are required to acknowledge City of Palmerston's support for their activity and provide proof of acknowledgement. For example, this may include a screenshot of a social media post.
- For grants under \$2,000, the acquittal must include an outcomes report. No financial acquittal report is required.
- For grants over \$2,000, the acquittal must include an outcomes report and a financial report.
- Acquittal outcome reports are to be submitted on the form provided and include photos of the activity or project.

There may be progress reporting requirements for multi-year grant agreements. Specific details will be included in the funding agreement.



# SPONSORSHIP

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## Aim

To support events, initiatives, or projects that provide significant recognition, foster economic development, and promote growth within the City of Palmerston.

## Available funding

- \$500 and over.

## Eligibility

- Applicants are a registered community, not-for-profit or incorporated organisation.
- An unincorporated organisation can have their application supported by an auspice organisation, provided they are an incorporated community group or not-for-profit organisation.
- Requests from commercial entities will generally not be considered, unless deemed to have merit by the Chief Executive Officer and subsequently presented to Council for consideration.

## Supporting Documentation

All sponsorship applications are required to provide the following supporting documentation:

- A copy of the sponsorship package outlining the levels and categories of sponsorship.
- Evidence of registration as a community group, not-for-profit, or incorporated body.
- Evidence of appropriate Certificate of Currency for applicable insurances.

In addition to the above, any grant applications for amounts over \$10,000 are also required to provide:

- A copy of the organisation's most recent audited financial statement.

If applying in partnership with an auspice organisation, applications must also include a letter or written agreement from the auspice organisation stating that they accept legal and financial accountability for the grant.

## Assessment

Each sponsorship application is assessed based on community impact, overall merit, and alignment to City of Palmerston strategies.

## Acquittal

All sponsorship recipients are required to acknowledge City of Palmerston's support for their activity as per the sponsorship package level and provide proof of acknowledgement. There may be progress reporting requirements for multi-year grant agreements. Specific details will be included in the funding agreement.

There may be progress reporting requirements for multi-year grant agreements. Specific details will be included in the funding agreement.

# REPRESENTATION SUPPORT

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## Aim

To support opportunities where Palmerston residents can represent the community within the Northern Territory, nationally or internationally.

## Available funding

- \$250 per individual.
- Up to \$2,000 per team.

## Eligibility

- Applicants must be Palmerston residents.
- Teams must be Palmerston based.

## Supporting Documentation

All individual representation support applications are required to provide the following supporting documentation:

- Proof of selection for representation, either from the club or event organiser.
- Proof of residential address.
- Details of the competition or event.
- Outline of expenses associated with undertaking the representation, e.g. travel costs, registration fees, uniform costs.

All team representation support applications are required to provide the following supporting documentation:

- Proof of selection for representation, preferably from the event organiser.
- Proof of team/club base address.
- Details of the competition or event.
- Outline of expenses associated with undertaking the representation, e.g. travel costs, registration fees, uniform costs.
- List of team members noting which are Palmerston based.

## Assessment

Each representation support application is assessed based on eligibility.

## Acquittal

All representation support recipients are required to acknowledge City of Palmerston's support for their activity and provide proof of acknowledgement. For example, this may include a screenshot of a social media post. No acquittal outcomes report is required, although City of Palmerston appreciate receiving an update from recipients.

# OTHER FUNDING

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## Graffiti Removal

City of Palmerston will support initiatives for graffiti removal requested by community organisations.

Up to \$500 is available.

All graffiti removal applications are required to provide the following supporting documentation:

- A signed declaration of consent from the owner of the property/infrastructure to remove the graffiti.
- Proof of registration as a community, not-for-profit, or incorporated body.
- Evidence from a Palmerston business to support indicative costs for materials.

Proof of removal of the graffiti is required within three months of project completion. For example, this may include photos of the location before and after the graffiti was removed.

## Annual School Awards

City of Palmerston provides \$100 per annum to schools within the Palmerston Local Government Area for the purpose of a “City of Palmerston Community Service Award”.

Schools will be contacted with application details annually in July.

# GRANT ASSESSMENT

Each application will be marked against the assessment criteria with the total score being out of 25. Applications which receive a score lower than 10 will be deemed not to meet the criteria.

## Appendix A – Community Grants Assessment Criteria

CRITERIA	DESCRIPTION
Community benefit	Project outcomes and their alignment to the City of Palmerston Community Plan and strategies.
Value for money	Level of co-contribution, other funding sources, in-kind support or specialist knowledge or skills offered by the applicant.
Capacity	Relevant experience of the applicant in performing similar or comparable projects. Level of detail in the project plan.
Promotion and acknowledgement	Clear plan for the acknowledgement of City of Palmerston's contributions.
Risk Management	Level of risk associated with the project, and how any risk has been proactively managed.

## Appendix B – Scoring Matrix

SCORE	DESCRIPTION
5	Requirements are addressed to a very high standard in all areas. Response demonstrates superior capability, capacity and experience relevant in similar project delivery.
4	Requirements are addressed to a high standard in all areas. Response demonstrates very good capability, capacity and experience relevant in similar project delivery.
3	Requirements are addressed to a good standard in all areas. Response demonstrates fair capability capacity and experience relevant in similar project delivery.
2	Requirements are addressed to an acceptable standard. Response demonstrates acceptable capability, capacity and experience similar project delivery.
1	Requirements are not fully met. Response demonstrates marginal capability, capacity and experience, relevant to project delivery.
0	Requirements are not met. Response does not demonstrate capability, capacity and experience, relevant to project delivery.

# FREQUENTLY ASKED QUESTIONS

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## What will not be considered for funding?

1. Activities outside the Palmerston municipality.
2. Ongoing or general operating costs such as salaries, electricity, rent payments, insurance, uniforms etc.
3. Requests for reimbursement of funds already spent.
4. Activities that are the core responsibility of other levels of government.
5. Activities that duplicate other local service responses.
6. Activities whose predominate purpose is fundraising.
7. Activities where there is no expressed consent from the landowners.
8. Activities run in Palmerston Schools that do not provide broader community benefit.
9. Community initiatives or events that generate financial profits for commercial companies or individuals.
10. Alcohol or gambling related activities.
11. Travel costs including accommodation and flights (excluding for representation support).
12. Prize money, prizes or trophies, competitions (excluding for annual school awards).
13. Payment of debts and loans.
14. Activities which are considered to be a requirement under an existing agreement with another organisation.

## Where can I acknowledge Council's support?

- Acknowledgements can be posted on social media platforms, in public newsletters or on your organisation's website. If using City of Palmerston's logo, please ensure you use the correct image which will be sent to successful applicants who require it.
- City of Palmerston can be tagged in socials using:
- If you require further support or information, please contact our Marketing and Communications team at [marcomms@palmerston.nt.gov.au](mailto:marcomms@palmerston.nt.gov.au)

## What is an auspice organisation?

- An auspice organisation can assist smaller unincorporated groups with grant funding.
- An eligible organisation agrees to apply for and manage a grant on behalf of another group.
- The auspice organisation accepts responsibility for the legal and financial requirements of the project along with acquittal requirements.

## Where can I find copies of Council's publications?

Click [HERE](#) to access a list of City of Palmerston's publications.

## Who can I ask for help with my application?

If you require further support or information, please contact our Community Funding Program team at [CFP@palmerston.nt.gov.au](mailto:CFP@palmerston.nt.gov.au)