



Coomalie Community Grants Program GUIDELINES

1. About the Coomalie Community Grants Program?

Council's Coomalie Community Grant Program aims to support community stability, advocacy, sustainability and community wellbeing and resilience.

These Guidelines detail the requirements for the Council's Coomalie Community Grants Program.

The total of Community Grants available will be determined by Council annually as per the Shire Plan and associated annual budget. The following amounts of funding available are determined by Council's Coomalie Community Grants Program Policy available on Council's Website.

The following funds are available for each program:

- Coomalie Community Grants - Each application is for a maximum of \$1500
- Individual Representations Grants are for a maximum of \$250 per individual.
- Team Representation Grants are for a maximum of \$1,500 per team.
- Community Initiatives are managed by Council, with projects originating from community requests associated with Council's social infrastructure.

2. Coomalie Community Grants

Key Dates and Information

Applications Close: **31st January 2026**

Assessment Panel: **February**

Council Decision: **February Ordinary Council Meeting**

Council anticipates that it will hold at least two rounds of grants annually, within the financial year, depending on the availability of funding.

Up to \$1500 will be provided for eligible organisations and individuals who have identified a need within the Coomalie Council that aligns with Councils Strategic Plan 2023-27. All applications will be assessed by the Community Grants Assessment Panel after the closing date. Successful applicants will be notified after Council endorses the panels recommendation.

Eligibility

- be an incorporated not-for-profit organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient (DGR) that provides services or can deliver projects within the Coomalie Council area
- have no outstanding debt to Council
- hold a bank account
- Schools who can demonstrate the project/event will have a wider community benefit.
- Individuals formally representing the Coomalie Region, NT or Australia in a structured education or sporting event.

Ineligible Applications

- Applications from unincorporated organisations unless they are auspiced through a similar incorporated organisation.
- Government agencies
- Religious organisations unless there is a clear outline of Coomalie community benefits
- Commercial business entities
- Political groups

Examples of eligible projects	Examples of ineligible projects
<ul style="list-style-type: none">• Civic events• Social or cultural activities targeted at the general community• Major events aimed at the community as a whole• Equipment to support sport and recreation for various aged groups• Equipment to support recording of oral history of residents• Advertising, promotional and publicity costs• Printing of materials	<ul style="list-style-type: none">• Buying equipment for a government agency service• Overheads and service charges for the administration of an organisation• Insurance for a community event• Projects that have commenced• Projects or events that will be held outside of the Coomalie Council area• Recurrent expenses including ongoing salaries and wages and administrative and operating costs (including travel for staff and volunteers)• Payment of debt• Insurance costs• Projects or equipment purchases that occur prior to the receipt of funding

2.2 Representation Support

Council may decide to support individuals or teams based in the Coomalie Shire and representing Coomalie, Northern Territory or Australia in sporting and other challenges, activities and events within the Northern Territory, interstate and internationally.

1. Funding will be from the Community Grants Program allocation and considered a donation.
2. Pre-determined amounts of support will be available to individuals and teams.
3. Individuals may request up to \$250 to assist their representation. All team members may request individually however, where an individual is successful, that individual is ineligible to receive additional funding as part of a team application.
4. Teams may request up to \$250 per competing team member, up to the total value of \$1,500 to assist team representation. A list of competing team members is to be included with the team application. Where a team application is successful, a member of that team is ineligible to also apply as an individual.
5. Requests are to be made in writing, with description of purpose and need of financial or in-kind support and must fulfill all criteria in 4.1 above.
6. Requests for Representation funding will be via Application, where the application meets eligibility.
7. Representation eligibility:
 - 7.1 Individuals must be Coomalie residents; or
 - 7.2 Teams must be Coomalie based.
8. Supporting documentation must include evidence of competition/activity/event participation.

3. Assessment Criteria

Applications will be scored against the following assessment criteria:

1. The social benefit of your project for the community (5 points)

You should demonstrate these criteria by:

- Increased community participation
- Increased physical and social activity.
- Improving community engagement, connections, and social inclusion
- Opportunities to transfer skills and knowledge to others.
- The extent to which the project fill a void in existing community activities
- Supporting or protecting local heritage and culture

2. Your capacity to deliver the project (5 points)

You should demonstrate this by identifying:

- your track record managing similar projects
- Your readiness to commence the project
- Sound project planning to manage and monitor the project
- Ability to acquit and report on the success of your project

4. Application Process

The opening and closing times for the grant rounds will be advertised in the Stop Press newsletter; on Councils Website and promoted on social media. Applications arriving after the closing date will not be accepted.

1. Download an application form from the Council website www.coomalie.nt.gov.au
2. Address each question in as much detail as you can provide. Be sure to consider these guidelines and the Shire and Strategic Plan.
3. Once you have completed the form and have all relevant supporting documentation, email your application to community.grants@coomalie.nt.gov.au
4. All applications will receive a confirmation email.
5. Applications will be assessed by the Grants Assessment Panel under these guidelines and the Coomalie Community Grants Policy, located under publications on the Councils website. The assessment panel will make a recommendation to Council who will carry a motion to award the grant funds.
6. Applicants will be notified of the result of their application by email. If your application is successful, you will receive a letter of offer. Signatories must comply with all the conditions outlined in the letter of offer. Grant funding will be paid directly into the nominated bank account from the application form.

5. Acknowledgement of Council Support

Successful applicants are required to acknowledge Coomalie Council's in all documentation and promotions of the funding activity. support publicly in all written/printed material.

Use of Council Logo

Use of Coomalie Council Logo is permitted and must be in line with the Council's guidelines and style guide for logo usage. Approved projects will be provided with the Councils logo.

6. Organisations with GST registration

- The grant will be grossed up by the GST amount.
- A tax invoice will need to be supplied by the successful applicant or a statement by a supplier form completed.
- It is your organisations responsibility to pay the GST component to the Australian Tax Office.

7. Repayment of Community Grant

If an organisation is awarded a Community Grant and does not use the grant as set out in these terms and conditions the organisation must repay in full to Coomalie Council.

If an organisation is successful in their application for a Community Grant and the organisation is no longer in a position to manage, conduct or implement the grant program specified in its successful application, Coomalie Council in its discretion may either:

- Provide the grant to the same organisation, but for a different eligible project; or
- Provide the grant to another organisation.

Council's discretion in this matter will be delegated to the Chief Executive Officer.

In the event the Grant is provided to another organisation, the original organisation must repay any funding paid to the organisation back to Coomalie Council.

8. Acquittal

Successful applicants are required to complete a short acquittal form within three months of the completion of the project/activity. Council would also like to include any photos you may have of your project/event in reports and newsletters. These acquittals must be received no later than 12 months after the receipt of funding.

9. More Information

To discuss your application or for any questions related to the Coomalie Community Grants please contact Council on (08) 8976 0058 or at community.grants@coomalie.nt.gov.au