

# Northern Territory Recreational Fishing Grants Scheme

Terms and conditions

Effective 18 March 2024

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## 1. Program objective

The NT Recreational Fishing Grants Scheme (NTRFGS) is funded by the Northern Territory Government's \$50 million RecFishing Futures Program and administered by the Fisheries Division of the Department of Industry, Tourism and Trade. Recognising the social and economic value of recreational fishing, the scheme offers grant funding for community projects that grow and support recreational fishing in the Territory.

In 2024, the NTRFGS will offer grant funding to eligible organisations for projects and activities that directly improve recreational fishing experiences and opportunities in the Territory.

The objectives of the NTRFGS are to:

- improve recreational fishing experiences in the Territory
- create enhanced recreational fishing opportunities
- open new opportunities for recreational fishing by developing infrastructure for fishing related visitation
- support the promotion of best practice and/or sustainable fishing and stewardship
- support a vibrant, accessible and inclusive recreational fishing community.

## 2. Funding priorities

The program will prioritise projects that satisfy the NTRFGS objectives and preference those which also address any or all of the following (in no particular order of priority):

- a) Projects put forward by, or in partnership with, Traditional Owner organisations.
- b) Projects and events that can demonstrate high levels of financial or in-kind (e.g. time) contributions.
- c) Projects delivered through partnerships between like-minded 'not-for-profit' organisations, or between a 'not-for-profit' organisation and Local Government Council.
- d) Projects that benefit the Territory's regional and remote areas.

## 3. Program participation

Participation in the NTRFGS is governed, in order of priority determined by the Department, by the following documents:

1. these terms and conditions; and
2. any other guidelines or instructions for the NTRFGS provided by the Department of Industry, Tourism and Trade (the Department) for the NTRFGS.

## 3.1. Types of grants

Projects must fit into the one of the following two categories.

### 3.1.1. Category 1: Small Grant Projects

Primarily educational, capacity-building and participation activities, including fishing events, fishing classes, educational materials and equipment.

### 3.1.2. Category 2: Priority Large Grant Projects

Strategic infrastructure projects that increase or improve access to fishing locations and/or create new recreational fishing opportunities.

## 3.2. Time Limits

The due date for applications in the 2024 grant round is as published on the [NT Government NTRFGS website](#). No applications for participation in the NTRFGS will be accepted:

- i. once all the annual funds allocated for the NTRFGS have been committed, or
- ii. after the due date for applications, whichever comes first.

## 4. Eligibility criteria

### 4.1. Recipients

**Eligible Recipients must be:**

- a) a Territory Enterprise
- b) incorporated bodies
- c) fully compliant with its obligations under its governing legislation (for example, the *Corporations Act 2001*, *Australian Charities and Not-for-profits Commission Act 2012 (Cth)*, *Corporations (Aboriginal and Torres Strait Islander) Act 2006*, *Local Government Act 2019*, *Associations Act 2003*).
- d) not have any outstanding acquittal from a previous Territory recreational fishing grant fund
- e) able to complete the project in 12 months.

### 4.2. Excluded recipients

**Excluded Recipients are:**

- a) entities operating outside the Territory, such as national/peak organisations
- b) unincorporated bodies
- c) 'for-profit' organisations who are not partnered with a 'not-for-profit' organisation
- d) Local Government Councils who are not partnered with a 'not-for-profit' organisation
- e) universities
- f) Territory Government agencies, including government schools
- g) recipients proposing projects on private land with no public access.

### 4.3. Eligible projects

**Eligible Projects may be:**

- a) infrastructure to facilitate new or improved recreational fishing access opportunities, such as camps, shelters, boat ramps and amenities
- b) fishing platforms, shelters, boat ramps and seats or structures at land-based fishing locations
- c) fish-cleaning or wash-down facilities
- d) best practice recreational fishing education programs
- e) projects to improve education, awareness and participation in recreational fisheries research and management
- f) fish habitat restoration projects
- g) research programs (such as fish tagging or fisher research) where a clear need can be demonstrated
- h) family fishing days, fishing clinics programs, Gone Fishing Day events
- i) projects or events to promote safe, inclusive, accessible, and sustainable recreational fishing in the Territory, such as shows, fishing guides or maps with a focus on safe fishing, accessible fishing, inclusive fishing and/or sustainable fishing.

The Department in its absolute discretion will decide whether or not to fund projects or activities that were previously funded under the NTRFGS.

### 4.4. Project or activity assessment criteria

Eligible Projects will be assessed by the NTRFGS committee against the following criteria:

- a) Meets the Objectives of the NTRFGS
- b) Aligns with components of the Northern Territory Recreational Fishing Development Plan
- c) Demonstrates tangible financial and in-kind support, such as money, labour, promotion, expertise, materials and equipment, and is available to deliver the project or activity
- d) Demonstrates effective planning and use of resources through a viable budget
- e) Evidence of community and/or stakeholder collaboration and support or involvement
- f) Addresses a well-substantiated community need
- g) Projects must be 'not-for-profit'.

The Department can in its absolute discretion prioritise eligible recipients and/or eligible projects that meet the funding priorities of the Program at Section 2, over those applications that don't.

#### 4.4.1. Required documentation

To meet the above requirements you may be asked to provide documentation that includes:

- the Financial Statements of the organizations applying for Category 2 grants (see Section 3.1.2)
- a plan to promote awareness of the project
- evidence you have sought quotes for goods and services to be purchased, preferencing quotes from the Territory, and including:
  - at least one quote for capital works less than \$2,500.
  - at least three quotes from different organizations for any budget item over \$2,500, including capital works.
- letters of support for the Project and the Recipient from any project partners, and relevant recreational fishing stakeholders.
- any required approvals to undertake the Project, for example for projects on private land, secure long-term open public access agreements are required.

#### 4.5. Multiple projects or activities

If a recipient is seeking funding for more than one project or activity, a separate application is required for each project or activity.

Each application is considered on its individual merits. It is not always possible to fund all applications. Funding is not automatic and should not be anticipated.

#### 4.6. Excluded projects

**Excluded Projects** are:

- a) projects that do not substantially align with and further the objectives of the NTRFGS
- b) projects commenced or completed prior to a Funding Agreement being signed by both parties. No retrospective applications will be considered.
- c) projects depending entirely on a recreational fishing grant, with no financial or in-kind contributions
- d) 'for-profit' projects (for example, commercial business ventures)
- e) projects on private land, unless secure, long-term public access agreements can be demonstrated
- f) projects that do not have the landowner's permission
- g) projects that require ongoing government funding or have ongoing operational costs, such as electricity, water or other utilities, unless it can be demonstrated that the recipient can meet or arrange for these future costs
- h) fishing competitions
- i) lobbying, activist activities or animal rights campaigns
- j) projects with management fees where the project is on council land.
- k) Funding for goods already purchased, overseas travel, motor vehicles, boats, non-urgent repairs or maintenance.

## 5. Application process

Applications must be made via **GrantsNT** by filling out the online application form and where requested uploading supporting documentation.

## 6. Assessment process

### 6.1. Assessment

The Department will conduct due diligence checks at its discretion to confirm the eligibility of recipients and projects or activities.

Assessment of grant applications will only be undertaken after the closing date. Grant applications will be assessed against the criteria outlined at Section 4.4 and decisions made based on the information supplied in the application and the accompanying support material.

#### 6.1.1. Assessment Committee

An Assessment Committee with representatives from the Fisheries Division, recreational fishing peak bodies, and the Recreational Fishing Advisory Committee will convene to evaluate all applications against the grant objectives, assessment criteria and funding priorities. Additional specialist advice from other agencies may be sought if necessary. Recommendations for approval are made to the Chief Executive Officer of the Department.

All decisions are final and there is no appeal process associated with this grants scheme.

#### 6.1.2. Notification

You will receive a formal letter notifying you of the outcome of your application by email. If your application was not eligible, you will be advised the reasons for this decision.

You can obtain feedback on your application by emailing [fisheries.grants@nt.gov.au](mailto:fisheries.grants@nt.gov.au) or call 08 8999 2144.

Some applications may meet the published criteria but be unsuccessful as the NTRFGS may receive more applications than can be supported from available funding.

## 7. Successful applications

If your application is approved for grant funding, you will receive:

1. letter of offer
2. NTRFGS Grant Funding Agreement outlining the terms and conditions of funding
3. NTRFGS Acquittal form
4. The Territory Government logo to be prominently featured on all promotional materials associated with grant arrangements

### 7.1. Grant agreement

Applications that are approved to participate in NTRFGS will be provided with a grant agreement detailing all the terms on which the grant is to be made, including that the funds will be paid which may be by way of reimbursement on receipt of satisfactory evidence upon completion of the project or activity.

## 7.2. Funding

The Department will in its absolute discretion determine whether an Eligible Project can receive funding under NTRFGS.

The Department will reimburse up to a maximum funding limit of actual expenditure on eligible project costs.

Recipients must be able to self-fund the balance of eligible project costs not funded by the Department and all ineligible project costs required to complete the project in its entirety.

Funding limits are stipulated in the below table:

Application Type:	Funding limits for Eligible Projects:
Category 1: Small Grant Projects	<ul style="list-style-type: none"> <li>Maximum per project: \$15 000</li> </ul>
Category 2: Priority Large Grant Projects	<ul style="list-style-type: none"> <li>Maximum per project: \$100 000</li> </ul>

## 7.3. Grant period

The Eligible Recipient must complete all works within the period agreed to under the signed Grant Agreement or any subsequent variation to it (if relevant). Recipients must commence the project or activity within three (3) months of the date of signing the NTRFGS Grant Funding Agreement.

# 8. General Terms and Conditions

## 8.1. Program definitions

**Assessed or assessment** is the point in time where the submitted application is reviewed by the Department for eligibility under the NTRFGS. For absolute clarity, the Department:

- has discretion on the assessment priority of a submitted application
- will not hold or pause an application from being assessed at the Recipients request

**Department** means the Northern Territory Government Department of Industry, Tourism and Trade.

**NTRFGS** means Northern Territory Recreational Fishing Grants Scheme.

**Quote** means a written quotation, agreement or contract for the conduct of the Eligible Projects or activity between an Eligible Recipient and a supplier.

**Territory Enterprise** is a business that satisfies all of the following:

- is a legal entity, with or without a registered business name, and
- holds a valid Australian Business Number, and
- operating in the Northern Territory - the enterprise is currently engaged in productive activities (ie production of goods or delivery of Suppliers) within the NT, and
- significant permanent presence - the enterprise maintains an office, manufacturing facilities or other permanent base within the NT, and
- employs Northern Territory residents.



**Funding Agreement** means a contract on the terms of the funding being awarded between the Department and Eligible Recipient.

### 8.1.1. Partnering for projects

A partnership approach, where two organisations partner up to deliver a project funded through the NTRFGS, is a way of supporting project success, and strengthening the Territory's capacity to achieve the objectives of the NTRFGS.

A partnership means all organisations partnering in the project are contributing tangible financial and in-kind support. As required by Section 4.4.1, all partners in a project must provide letters of support for the Project outlining their contributions to the Project.

## 8.2. Goods and Suppliers Tax (GST)

Funding under a grant agreement may be subject to GST. If your organisation is registered (or required to be registered) for GST, it may have to pay GST on the funding payment if it makes a supply in return for that funding.

The NTRFGS Agreement sets out the terms in relation to GST. Funding provided under a NTRFGS Grant Funding Agreement will be inclusive of GST, with GST calculated using the GST rate at the date of funding provided. Note that in your initial grant application, your funding request must exclude GST, and the GST-inclusive amount will be calculated during the subsequent grant award process.

If the recipient ceases to be registered for GST, the recipient must immediately notify the Territory in writing, and must repay an amount equal to 1/11<sup>th</sup> of the funding, less the actual GST incurred by the recipient.

It is the organisation's responsibility to understand its obligations with respect to GST and to ensure that any GST component of the grant is remitted to the Australian Tax Office.

## 8.3. Program changes

The Department reserves the right to:

- vary these terms and conditions, the eligibility criteria or any other documented rule or procedure relating to the NTRFGS at any time;
- accept or reject an application for participation in the NTRFGS and/ or an application for funding in its absolute discretion;
- cease the NTRFGS at any time should Northern Territory Government policy change, in which case no further Vouchers will be issued.

## 8.4. Approvals and permits

If an applicant secures funds to develop infrastructure, it is the applicant's responsibility to hold maintain during the course of the NTRFGS (and will provide to the Department copies upon request), all relevant business, occupation and related permits, licenses and insurance coverage required to undertake work in connection with the NTRFGS including but not limited to public liability insurance, workers compensation, professional Indemnity and all other relevant insurances to cover its usual business risks.

## 8.5. Due diligence, audit and compliance with law

Recipients acknowledge:

- a. the Department will, in addition to anything specifically referred to in these Terms and Conditions, conduct such due diligence enquiries as it sees fit in order to ensure the integrity of the NTRFGS and that the allocated funding is to be used strictly in accordance with the intent of the relevant Government policy;
- b. and accept that the Department will seek from and share information with other Northern Territory Government agencies, as well as external professional advisers in order to assess eligibility;
- c. the Department reserves the right to conduct an Audit at any time before, during and after approval of works or before, during and after acquittal or attempted acquittal of the funding agreement, as well as within twelve months after the NTRFGS ends; and
- d. that it is a condition of participation in the NTRFGS that participants comply with all relevant laws, including the *Payroll Tax Act 2009* and *Taxation Administration Act 2007*.
- e. Without limitation, that participants ensure they are aware of their obligations under the *Independent Commissioner Against Corruption Act 2017* (the Act) and that none of their officers, employees, and/ or members engage in improper conduct as that term is defined in the Act.

## 8.6. Privacy

In this section, a reference to “you” is a reference to a participant.

The Department is bound by the *Information Act 2002 (NT)* and will only ever use information in accordance with the Northern Territory Government’s Information Privacy Principles. These principles are available at [www.infocomm.nt.gov.au/privacy/information-privacy-principles](http://www.infocomm.nt.gov.au/privacy/information-privacy-principles) or by contacting the Information Commissioner Northern Territory on 1800 005 610.

Eligible Recipient should read the Department’s [Privacy Policy<sup>1</sup>](#) and by providing information to the Department under the NTRFGS, you agree to the following Privacy Statement:

‘Information collected as part of the NTRFGS application process is collected in accordance with the NTRFGS’s terms and conditions and for the purposes of assessing eligibility, audit, monitoring, evaluation and reporting.’

By applying to participate in the NTRFGS, you consent to the Northern Territory Government:

- a. storing information, including personal information (such as names and personal contact details);
- b. using the information, including personal information for the purposes mentioned under the paragraph above;
- c. transferring some of this information, including personal information, outside of the Northern Territory (but not outside Australia) for the purpose storing it; and
- d. releasing non-sensitive information, de-identified data in accordance with the Northern Territory Government’s open data policy.

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<sup>1</sup> <https://industry.nt.gov.au/publications/business/policies/privacy-policy>

If you have provided personal information of another individual to the Northern Territory Government, you warrant that you:

- a. have informed the person to whom the personal information relates that the personal information will be provided to the Northern Territory Government; and
- b. the Northern Territory Government's intended use of this personal information; and
- c. that you have obtained consent from all such persons to allow the Northern Territory Government to use and disclose their personal information in this manner.

## 8.7. Interpreter services

If you have difficulty with the English language and would like an interpreter, please contact the [Interpreting and Translating Service NT](#) on 08 8999 8506 or 1800 676 254, or the [Aboriginal Interpreter Service Darwin](#) on 1800 334 944.

## 8.8. Release and indemnity

By applying to participate and as a continuing obligation throughout any period of participation in the NTRFGS, the Recipient declares and warrants to the Department that they have read, understood and fully accept these Terms and Conditions and fully release and indemnify the Department against any loss or damage he / she / it / they may suffer of any nature whatsoever (including without limitation personal injury or death) caused or contributed to by participation in the NTRFGS, the conduct of any works or otherwise.

## 8.9. Feedback or compliant

Disputes and complaints relating to applications for NTRFGS can be made by emailing the Department at [fisheries.grants@nt.gov.au](mailto:fisheries.grants@nt.gov.au).

## 8.10. Contact us

Contact the Department by emailing [fisheries.grants@nt.gov.au](mailto:fisheries.grants@nt.gov.au) or call 08 8999 2144.