

Guidelines to seek a variation due to COVID-19

NT Arts Grants Program – Grant Recipients

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1	13/05/2020	Kieren Grassmayr	First Version
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3	15/05/2020	Susan Kirkman	Approved

Acronyms	Full form
NT	Northern Territory
COVID-19	Coronavirus

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1. Background

The Northern Territory Government recognises that this is an unprecedented time and that many organisations and individuals are under significant pressure.

The NT Government's position regarding the management of grants and funding arrangements in response to the COVID-19 pandemic was approved 1 April 2020 with the objective to provide funding stability for organisations and will be reviewed 1 July 2020.

The Department of Tourism Sport and Culture recognise that grant recipients may have difficulty meeting deliverables in their funding agreements and is committed to being as flexible as possible.

2. Eligibility

Arts NT offers flexibility through a variation process on a case by case basis, subject to approval, to grant conditions and reporting. Only current grant recipients (applicants that have been awarded a grant) can request a variation. Organisations seeking variations must provide Board endorsement. Please contact Arts NT directly if your funding agreement is held by an auspicing body.

The following types of variations available for each program are listed below. Prior to submitting a variation you must contact Arts NT. All calls made from within the NT can be made using the Toll Free number: 1800 678 237 or (08) 8999 8981.

Leading Arts Organisations

<p>Contact: Kerry Digby, Manager Arts Development Programs Phone: 08 8924 4036</p>	<ul style="list-style-type: none"> • Flexible requirements meeting audience, visitation and participation Key Performance Indicators. • Flexibility to redirect funds to an alternative deliverable which remains aligned to funding program / category objectives and the funding purpose as outlined in the funding agreement. • Flexibility to vary timelines for deliverables. • Flexibility to vary reporting due dates including 'On Notice' requirements. • Flexibility to provide early midyear payments to eligible organisations.
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Venues and Facilities

<p>Contact: Georgia Thomas, Senior Manager Policy and Programs Phone: 08 8999 6053</p>	<ul style="list-style-type: none"> • Flexible requirements on meeting audience, visitation and participation Key Performance Indicators. • Flexibility to redirect funds to an alternative deliverable which remains aligned to funding program / category objectives and the funding purpose as outlined in the funding agreement. • Flexibility to vary timelines for deliverables. • Flexibility to vary reporting due dates including 'On Notice' requirements. • Flexibility to provide early midyear payments to eligible organisations.
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Arts Projects

<p>Contact: Kerry Digby, Manager Arts Development Programs Phone: 08 8924 4036</p>	<ul style="list-style-type: none"> • Flexibility to vary timelines for deliverables and reporting due dates. • Flexible requirements meeting audience, visitation and participation Key Performance Indicators on the Project. • Financial reporting requirements for all funding agreements up to and including \$25,000 remain an Income and Expenditure Statement signed by a person who is duly elected or appointed pursuant to the Constitution or Memoranda of Articles of the Recipient, and who has been duly authorised by the Recipient to do so, certifying that the funding has been expended on the Project.
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Professional Development

<p>Contact: Danielle Cullen, Arts Development Officer Phone: 08 8999 8986</p>	<ul style="list-style-type: none"> • Flexibility to redirect funds to an alternative deliverable which remains aligned to funding program / category objectives and the funding purpose for the Project as outlined in funding agreement. • Flexibility to vary timelines for deliverables and reporting due dates. • Professional Development grants are provided under a Self-Acquittal clause. This clause specifies that grant recipients must retain evidence of receipt and expenditure of funding for 12 months from the project completion date, and if requested by the Department of Tourism, Sport and Culture, provide copies of these documents within 14 days of such a request.
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Creative in Residence

<p>Contact: Kerry Digby, Manager Arts Development Programs Phone: 08 8924 4036</p>	<ul style="list-style-type: none"> • Flexibility to redirect funds to an alternative deliverable which remains aligned to funding program / category objectives and the funding purpose for the Project as outlined in the funding agreement. • Flexibility to vary timelines for deliverables and extend reporting due dates. • Relaxing the financial reporting requirements for funding agreements over \$25,000 from endorsed Audited Financial Statements to an Income and Expenditure Statement signed by a person who is duly elected or appointed pursuant to the Constitution or Memoranda of Articles, and who has been duly authorised by the Recipient to do so, certifying that the Funding has been expended on the Project. • Reporting requirements for funding agreements under \$25,000 remain an Income and Expenditure Statement signed by a person who is duly elected or appointed pursuant to the Constitution or Memoranda of Articles of the Recipient and who has been duly authorised by the Recipient to do so, certifying that the funding has been expended on the Project.
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Creative Fellowships

<p>Contact: Shay Vigona-Goudge, Arts Development Officer Phone: 08 8999 8932</p>	<ul style="list-style-type: none"> • Flexibility to vary timelines for deliverables until 30 June 2021 for activities due to be completed in 2020. • Flexibility to redirect funds to an alternative deliverable which remains aligned to funding program / category objectives and the funding purpose for the Project as outlined in your agreement. • Flexibility to vary reporting due dates. • Relaxing the financial reporting requirements for funding agreements over \$25,000 from endorsed Audited Financial Statements to an Income and Expenditure Statement signed by a person who is duly elected or appointed pursuant to the Constitution or Memoranda of Articles, and who has been duly authorised by the Recipient to do so, certifying that the Funding has been expended on the Project. • Reporting requirements for funding agreements under \$25,000 remain an Income and Expenditure Statement signed by a person who is duly elected or appointed pursuant to the Constitution or Memoranda of Articles of the Recipient and who has been duly authorised by the Recipient to do so, certifying that the Funding has been expended on the Project.
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Strategic Arts Projects

<p>Contact: Shay Vigona-Goudge, Arts Development Officer Phone: 08 8999 8932</p>	<ul style="list-style-type: none"> • Flexibility to vary timelines on deliverables until 30 June 2021 for activities due to be completed in 2020. • Flexibility to vary reporting due dates. • Flexibility to redirect funds to an alternative deliverable which remains aligned to funding program / category objectives and the funding purpose for the Project as outlined in the funding agreement. • Relaxing the financial reporting requirements for funding agreements over \$25,000 and under \$100,000 from Board endorsed audited financial statements to an Income and Expenditure Statement signed by a person who is duly elected or appointed pursuant to the Constitution or Memoranda of Articles of the Recipient and who has been duly authorised by the Recipient to do so, certifying that the Funding has been expended on the Project. • Reporting requirements for funding agreements under \$25,000 remain an Income and Expenditure Statement signed by a person who is duly elected or appointed pursuant to the Constitution or Memoranda of Articles of the Recipient and who has been duly authorised by the Recipient to do so, certifying that the Funding has been expended on the Project.
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Regional Museums Grant Support Program

<p>Contact: Kieren Grassmayr, Acting Manager of Policy and Strategic Projects</p>	<ul style="list-style-type: none"> • Flexibility to vary timelines for deliverables and extend reporting due dates of the Project.
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<p>Phone: 08 8924 4142</p>	<ul style="list-style-type: none"> • Flexible requirements on meeting audience, visitation and participation Key Performance Indicators. • Relaxing the financial reporting requirements for funding agreements over \$25,000 from Board endorsed Audited Financial Statements to an Income and Expenditure Statement signed by a person who is duly elected or appointed pursuant to the Constitution or Memoranda of Articles of the Recipient, and who has been duly authorised by the Recipient to do so, certifying that the Funding has been expended on the Project. • Reporting requirements for funding agreements under \$25,000 remain an Income and Expenditure Statement signed by a person who is duly elected or appointed pursuant to the Constitution or Memoranda of Articles of the Recipient and who has been duly authorised by the Recipient to do so, certifying that the Funding has been expended on the Project.
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Arts Trail Regional Stimulus Grants Support Program

<p>Contact: Kieren Grassmayr, Acting Manager of Policy and Strategic Projects Phone: 08 8924 4142</p>	<ul style="list-style-type: none"> • Flexibility to vary timelines for deliverables. • Flexible requirements on meeting audience, visitation and participation Key Performance Indicators. • Flexibility to vary reporting due dates including audited financial statements due date. • Relaxing the financial reporting requirements for funding agreements under \$10,000 <u>from</u> Board endorsed Audited Financial Statements <u>to</u> an Income and Expenditure Statement signed by a person who is duly elected or appointed pursuant to the Constitution or Memoranda of Articles of the Recipient and who has been duly authorised by the Recipient to do so, certifying that the Funding has been expended on the Project. • Reporting requirements for funding agreements over \$10,000 remain as Board endorsed Audited Financial Statements or a Special Purpose Financial Report which clearly identifies the total Funding amount received and the expenditure of the Funding; and be undertaken by a qualified auditor with appropriate professional registration.
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Strategic Initiatives

<p>Contact: Kieren Grassmayr, Acting Manager of Policy and Strategic Projects Phone: 08 8924 4142</p>	<ul style="list-style-type: none"> • Flexibility to extend timelines for deliverables. • Flexible requirements on meeting audience, visitation and participation Key Performance Indicators. • Flexibility to extend reporting due dates. • Relaxing the financial reporting requirements for funding agreements over \$25,000 and up to \$100,000 <u>from</u> Board endorsed Audited Financial statements <u>to</u> an Income and Expenditure Statement signed by a person who is duly elected or appointed pursuant to the Constitution or Memoranda of Articles of the Recipient and who has been duly authorised by the Recipient to do so, certifying that the Funding has been expended on the Project.
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3. Reporting and Acquittal

Any variations to acquittal dates or program deliverables will be detailed in the Notice of Variation or your amended agreement funding schedules. If you have any questions regarding variations please make contact with the Arts NT representative for your program as listed above.

4. How to apply for a variation on GrantsNT

Please submit your variation request on the GrantsNT or Grants Tracker platforms where the original application was submitted. Only Grant recipients (applicants that have been awarded a grant) can request a variation. If you are an individual grant recipient with an administering body, then the administering body must submit the variation on your behalf.

1. Login at <https://grantsnt.nt.gov.au>
2. Select Profile
3. Select Applications. Then click on Awarded Grants.
4. Click on the Application # link

NORTHERN TERRITORY GOVERNMENT GrantsNT Grant Search Help 1 Susan White 2 Demonstration Inc

Awarded Grants Home > Manage > Awarded Grants

Applicati 3 Awarded Grants Reporting Acquittal Payments Invitations Correspondence Requests for Info

Awarded Grants

Filter awarded grants.

Application Number

Application #	Grant / Round	Project Service Title	Funding Date Range	Actions
PreApp00001	For Training LW Preapproved Round for training pre-approved	Road Maintenance	11/01/2019 to 7/02/2019	

4

« ← 1 → »

- Once this section has opened, click on Variations on the left hand menu bar

NORTHERN TERRITORY GOVERNMENT GrantsNT Grant Search Help Susan White Demonstration Inc

Awarded Grant Home > Manage > Awarded Grants > Awarded Grant

Details

Project Details

Title
Road Maintenance

Description
test

Funding Date Range
11th January 2019 to 7th February 2019

- Click the Apply for a variation button on the bottom right

NORTHERN TERRITORY GOVERNMENT GrantsNT Grant Search Help Susan White Demonstration Inc

Awarded Grant Home > Manage > Awarded Grants > Awarded Grant > Variations

Variations

Below are a list of all the variation requests for this application.

Filter by Variation Number

Filter by variation number

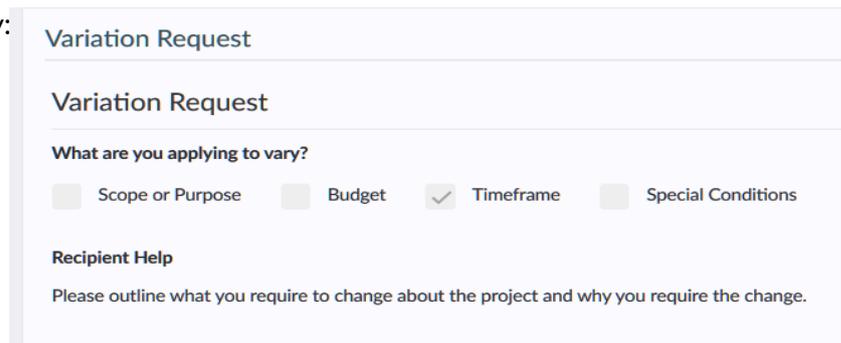
Variation ID	Requested By	Requested Variations	Submitted Date	Status	Actions
No variations have been requested.					

« ← 1 → »

1 + Apply For A Variation

7. Select what you are applying to vary:

- Scope or purpose
- Budget
- Timeframe
- Special conditions



Variation Request

Variation Request

What are you applying to vary?

Scope or Purpose Budget Timeframe Special Conditions

Recipient Help

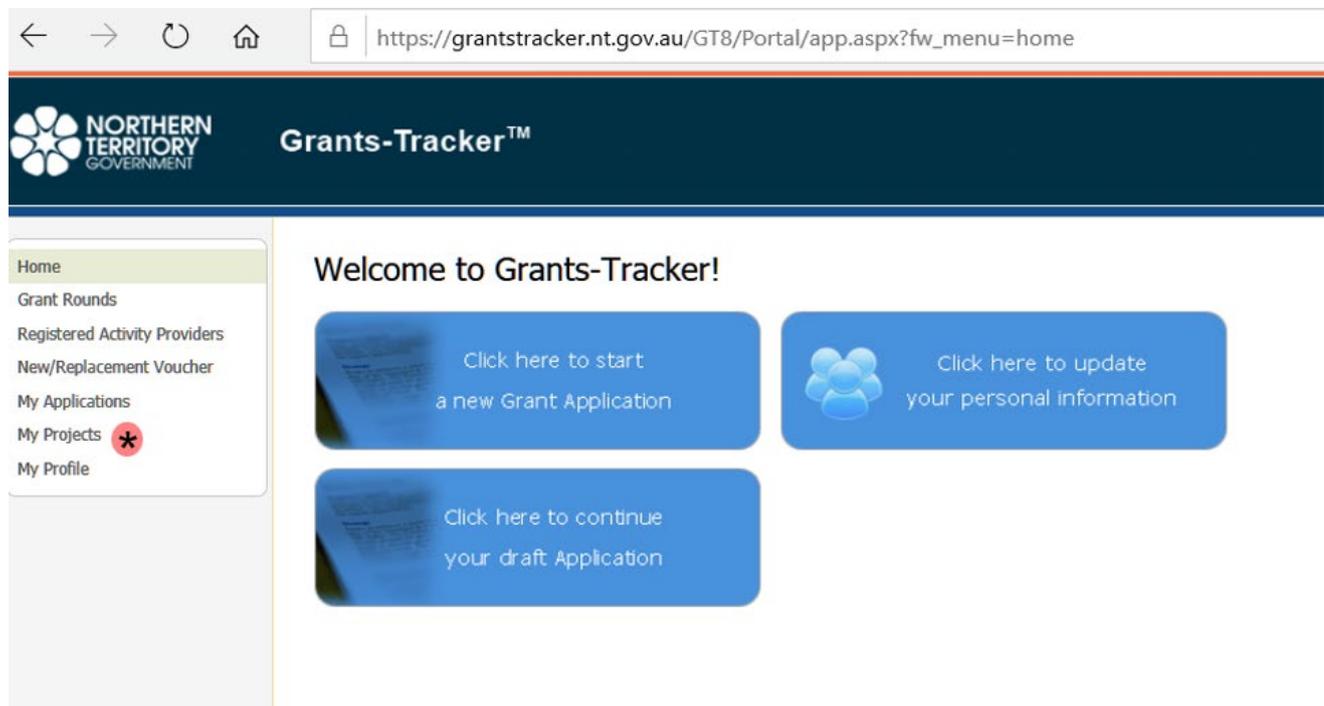
Please outline what you require to change about the project and why you require the change.

Note: Please select special conditions if it is a combination of two or more of these items.

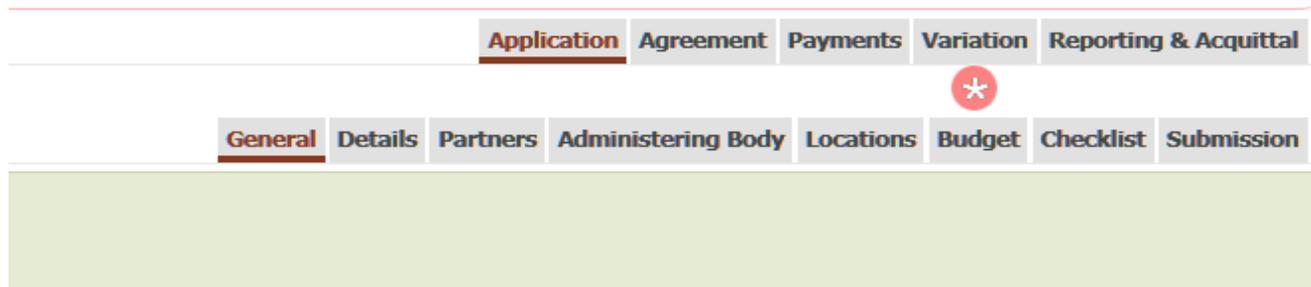
8. Provide a succinct description of the request under the heading, Request Details and describe key program areas and budgets affected by COVID-19. Please include any changes to key participants and timeframes and include what funding has been expended to date.
9. Submit attachments including a revised program and budget in the Request documents sections.
10. Finally remember to press submit.

5. How to apply for a variation on Grants Tracker

1. Login at <https://grantstracker.nt.gov.au>
2. Select My Projects on the left Menu Bar



3. Select the grant activity you need to create the variation request for from your list of projects.
4. On the menu you will see the Variation Tab



5. Click on the Variation Tab

6. Once the Variation Tab is opened click on New Variation on the bottom right

Application Agreement Payments **Variation** Reporting & Acquittal

Agreement Variations

Initial Agreement

Project Start Date

Project End Date

Amount Approved \$4,700.00

Variation

Variations [Export Listing]
[New Variation]

ID	Date Received	Project Start Date	Project End Date	Date Approved	Complete	Delete
1	1147400	4-Apr-2017	6-Apr-2018			← →

10, 20, 50, 100, **500** ← →

7. Click on the Activity ID number

Agreement Variations

Initial Agreement

Project Start Date

Project End Date

Amount Approved

Variation

Variations

ID	Date Received
1	1147400

8. Click on **[Edit]** on the right side of the screen

9. Fill out each Tab – General, Objectives, Performance Indicators, Special Conditions, Budget and Submission

10. Press submit in the Submission Tab.