

Immediate Work Grants 2020 - Application Form

Form Preview

Eligibility

* indicates a required field

This new \$10 million Immediate Work Grants program will help stimulate the economy and keep Territorians in jobs.

It's part of the Territory Government's Jobs Rescue and Recovery Plan in response to Coronavirus (COVID-19).

The program is only open to eligible Not-For-Profit organisations in the Northern Territory as defined in the program's [Terms and Conditions](#).

Grants of up to \$100,000 will be given to Northern Territory (NT) not-for-profit and community organisations to engage local businesses to do repairs, renovations and upgrades to their premises and facilities. These are for permanent physical improvements to land (that has a building on it) and/ or buildings.

The first \$50,000 will be paid as a grant without your organisation needing to co-contribute.

The NT Government will also match any renovation costs that exceed \$50,000 on a dollar-for-dollar basis up to a maximum total of \$100,000.

IMPORTANT NOTES:

- 1. Your organisation can only apply ONCE and your full request for support must be included in this one application. In other words, if you do not use up the full eligible grant amount available to you, no further applications will be accepted for additional funds.**
- 2. Once all available funding has been committed (\$10 million), any further applications received will be held on a waiting list. Those applicants will be contacted in the event that further funding becomes available.**

Are you eligible?

I am an authorised representative of an eligible Not-For-Profit organisation as defined under the Immediate Work Grants' Terms and Conditions *

Yes No - ineligible - do not continue

I consent to my personal information being shared between/ with relevant NT Government and external agencies/ advisers/ bodies for the purposes of ascertaining and validating my eligibility under this program and for spot audit purposes as defined under the terms and conditions *

Yes No - ineligible - do not continue

Which category are you applying for? *

Monitoring and evaluation of Immediate Work Grants

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These questions are for research and evaluation purposes only. Your answers are not used as part of your registration and will remain confidential.

How did you hear about the Immediate Work Grants? *

- | | | |
|---|--|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> TV | <input type="checkbox"/> Friend/ family/ acquaintance |
| <input type="checkbox"/> Social media | <input type="checkbox"/> Radio | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Internet search engine | <input type="checkbox"/> Press Release/ Announcement | |

Your not-for-profit organisation services the following sectors *

- | | | |
|--|---|--|
| <input type="checkbox"/> Alcohol & Other Drugs | <input type="checkbox"/> Environment | <input type="checkbox"/> Mental Health |
| <input type="checkbox"/> Carers | <input type="checkbox"/> Gambling | <input type="checkbox"/> Recreation & Sport |
| <input type="checkbox"/> Children & Families | <input type="checkbox"/> Health | <input type="checkbox"/> Senior's Services |
| <input type="checkbox"/> Community | <input type="checkbox"/> Housing | <input type="checkbox"/> Volunteer |
| <input type="checkbox"/> Culturally & Linguistically Diverse | <input type="checkbox"/> Indigenous | <input type="checkbox"/> Women's Services |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Law & Justice | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Employment & Adult Education | <input type="checkbox"/> Men's Services | <input type="checkbox"/> Other: <input type="text"/> |

Choose all that apply

If the Immediate Work Grants wasn't available... (select from the drop down menu below) *

Applicant's details

Not-for-profit organisation name *

Organisation Name

Legal entity name (not trading name). If a Trust, you must give the name of the Trustee of the Trust and attach a copy of the entire trust deed further below in this application form

Incorporation Number *

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register |
|---|
| ABN |
| Entity name |
| ABN status |
| Entity type |
| Goods & Services Tax (GST) |

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Not-for-profit organisation's contact phone number *

Include area code if a landline. Must contain 10 characters eg 0889995511

Not-for-profit organisation's email *

If approved your voucher/s will be sent here.

Not-for-profit organisation's website

Must be a URL.

Authorised Contact

The Department will use the below details to make contact with you, should we require further information or documentation. This is also the person responsible for this application.

Applicant Contact *

Title

First Name

Last Name

Position *

Phone Number *

Include area code if a landline

Email *

Must be an email address.

Approval to participate

Important note: if your organisation is not up to date with its legal obligations (AGM, annual return, etc.), your application will not be assessed until it is compliant.

Has the Board authorised works and co-contribution where works exceed \$50,000? *

Yes

No - ineligible

Evidence of approval by Board *

Attach a file:

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Eg. Minutes of meeting or other relevant evidence.

Works

* indicates a required field

Minimum Grant Amount means the sum of \$10 000 (exclusive of GST) per Contract.

Maximum Grant Amount means the sum of \$100 000 (exclusive of GST), broken down as follows:

- (a) up to \$50 000 without co-contribution; or
- (b) up to \$100 000 with dollar for dollar co-contribution for any amount above \$50 000 and up to the Maximum Grant Amount.

Eligible Works are renovations, improvements, repairs and maintenance services that are intended to permanently improve the structure, fittings or fixtures, or the general condition of the Property and which will be permanently fixed to the Property.

Eligible Works must be consistent with the Program's policy intent and objective and be for an Approved Purpose. Further, Eligible Works must demonstrate value for money consistent with the Eligible Charitable or other purposes beneficial to the community.

Excluded Works means the works excluded under Clause 1.2.2 in the [Terms and Conditions](#), as well as security improvement works as defined under Biz Secure and Alcohol Secure programs.

Eligible Works must only commence **after** an application has been **approved** by the Department and **MUST be completed within six calendar months of the date of issue of the Voucher**.

If you are unsure about what works qualify under this definition, please review the [Terms and Conditions](#) or email immediatework@nt.gov.au.

Property details

Eligible Property's physical address *

Address

This is where works are carried out. If no search results are found, Please click 'Can't find your address?'

Do you own the Eligible Property or are you a tenant with a lease agreement? *

- Owned (including perpetual crown lease)
- Leased - you will need to upload a copy of the lease

Lease

Upload a copy of the current lease agreement *

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Attach a file:

Does your tenancy agreement state that you are allowed to carry out works to the property (Landlord's permission)? *

- Yes No

If you answer 'no', you will need to upload your landlord's formal approval of the works.

If you answered 'yes', please provide the relevant Clause number in the lease

Must be a number

Upload formal approval from the landlord to carry out works on the property *

Attach a file:

Scope and cost of works

In this section, list all improvement works you intend to apply for in this application.

I have a valid written quotation(s) from an Eligible business(es) as per the terms and conditions *

- Yes
 No - obtain itemised quotation(s) before you apply

If the business is not registered under the Jobs Rescue and Recovery Plan as an Eligible Business, they will need to register before your application is approved for works to go ahead.

Are these works aimed at improving the safety and security of your business? *

- No Yes

Have Eligible Works in this application commenced? *

- No
 Yes - ineligible - do not continue

As per the program's Terms and Conditions, Eligible Works must not commence until after an application has been approved by the Department and a voucher issued.

How many works are you applying for under this application? *

- One Two

In other words, are you submitting 1 or 2 quotations under this application?

What category do the improvement works belong to? *

- | | | | |
|--|--|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Air conditioners - Installation | <input type="checkbox"/> Electrical/switchboard/ cabling | <input type="checkbox"/> Painting | <input type="checkbox"/> Sheds |
| <input type="checkbox"/> Antenna installations | <input type="checkbox"/> Fencing | <input type="checkbox"/> Paving | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Asbestos removal | <input type="checkbox"/> Flooring (sanding/ polishing) | <input type="checkbox"/> Pest control | <input type="checkbox"/> Stonemasonry |

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- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Benchtop/ vanity top installations | <input type="checkbox"/> Flooring (tiling/ carpeting) | <input type="checkbox"/> Phone/ Internet/ radio installations | <input type="checkbox"/> Tree lopping |
| <input type="checkbox"/> Cabinet making/ joinery | <input type="checkbox"/> Garage door/ gate installation | <input type="checkbox"/> Plastering | <input type="checkbox"/> Underground services |
| <input type="checkbox"/> Cabling | <input type="checkbox"/> Gas fitting | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Upholstery |
| <input type="checkbox"/> Carports/ Shade structure/ Sheds | <input type="checkbox"/> General repairs | <input type="checkbox"/> Powdercoating | <input type="checkbox"/> Wall tiling |
| <input type="checkbox"/> Cement rendering | <input type="checkbox"/> Insulation | <input type="checkbox"/> Pump repairs | <input type="checkbox"/> Waste water treatment |
| <input type="checkbox"/> Concreting | <input type="checkbox"/> Irrigation services | <input type="checkbox"/> Refrigeration repairs | <input type="checkbox"/> Waterproofing |
| <input type="checkbox"/> Concrete re-surfacing | <input type="checkbox"/> Kitchen renovations/ repairs | <input type="checkbox"/> Repairs & maintenance | <input type="checkbox"/> Water tank installation |
| <input type="checkbox"/> Decking | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Roofing | <input type="checkbox"/> Window dressing (blinds/ curtains/ shutters/ awnings/ fly screens) |
| <input type="checkbox"/> Driveway installation/ repairs | <input type="checkbox"/> Locksmith services | <input type="checkbox"/> Sandblasting | <input type="checkbox"/> Window tinting |
| <input type="checkbox"/> Earthworks | <input type="checkbox"/> Metal fabrication | <input type="checkbox"/> Shade structure | <input type="checkbox"/> Windows - Glazier |

Works 1

Works 1 - Total cost of improvement works (ex GST) *

\$

DO NOT INCLUDE GST. This is the combined value of goods/ materials and labour.

Works 1 - Expected start date *

NOTE: works must NOT commence before the application is approved.

Works 1 - Expected completion date *

This can not be before the Expected start date.

Upload your preferred quotation for works 1 *

Attach a file:

The quotation must have the correct business details and be fully itemised.

Does the total cost of works 1 exceed \$50,000? *

Yes No

Works 1 exceeding \$50,000

Upload additional quotations required on works above \$50,000 *

Attach a file:

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If you have chosen the higher price quotation, please provide an explanation (no more than 50 words)

Word count:

Must be no more than 50 words.

In line with the terms and conditions, the department must ensure that works represent value for money and reserves the right to reject the proposed works.

Does the nominated business require a milestone payment? *

Yes

No

Request for a milestone payment must be clearly stated on the quote.

Milestone Payment - Works 1

Request for a milestone payment must be clearly stated on the quote.

A voucher for a Milestone Payment cannot exceed 50% of the total value of the eligible grant amount and the value of works must be over \$50,000.

Amount of required milestone payment (excluding GST) *

\$

Do NOT include GST. Cannot exceed 50% of the total value of the eligible grant amount

Works 1 - Nominated Eligible Business

Nominated Business who will be carrying out improvement works 1 *

Organisation Name

If the business is not registered and on the website your application will not be assessed.

Nominated Business ABN (refer to your quotation) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register | |
|---|----------------------------------|
| ABN | |
| Entity name | |
| ABN status | |
| Entity type | |
| Goods & Services Tax (GST) | |
| DGR Endorsed | |
| ATO Charity Type | More information |
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| Tax Concessions | |
| Main business location | |

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Must be an ABN.

Nominated Business Address *

Address

If no search results are found, Please click 'Can't find your address?'

Nominated Business Phone Number *

Must contain 10 characters and include area code if a landline

Nominated Business Email *

Must be an email address.

Works 2

Works 2 - Total cost of improvement works (ex GST) *

\$

DO NOT INCLUDE GST. This is the combined value of goods/ materials and labour.

Works 2 - Expected start date *

NOTE: works must NOT commence before the application is approved.

Works 2 - Expected completion date *

This can not be before the Expected start date.

Upload quotation for works 2 *

Attach a file:

Does the total cost of works 2 exceed \$50,000? *

Yes No

Works 2 exceeding \$50,000

Upload additional quotations required on works above \$50,000 *

Attach a file:

If you have chosen the higher price quotation, please provide an explanation as to why you have chosen the higher priced quotation for works

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Word count:

Must be no more than 50 words.

Does the nominated business require a milestone payment? *

Yes No

Request for a milestone payment must be clearly stated on the quote.

Milestone Payment - Works 2

Request for a milestone payment must be clearly stated on the quote.

A voucher for a Milestone Payment cannot exceed 50% of the total value of the eligible grant amount and the value of works must be over \$50,000.

Amount of required milestone payment (excluding GST)

\$

Do NOT include GST. Cannot exceed 50% of the total value of the eligible grant amount

Works 2 - Nominated Eligible Business

Nominated Business who will be carrying out improvement works 2 *

Organisation Name

If the business is not registered and on the website your application will not be assessed.

Nominated Business ABN (refer to your quotation) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register | |
|---|----------------------------------|
| ABN | |
| Entity name | |
| ABN status | |
| Entity type | |
| Goods & Services Tax (GST) | |
| DGR Endorsed | |
| ATO Charity Type | More information |
| ACNC Registration | |
| Tax Concessions | |
| Main business location | |

Must be an ABN.

Nominated Business Address *

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Address

If no search results are found, Please click 'Can't find your address?'

Nominated Business Phone Number *

Must contain 10 characters and include area code if a landline

Nominated Business Email *

Must be an email address.

Declaration

* indicates a required field

Unattested Declaration under the Oaths, Affidavits and Declarations Act

I (insert full name) *

Must be an authorised representative of the organisation

solemnly and sincerely declare

- I have read, understood and agree to comply with the [Terms and Conditions](#) of the Jobs Rescue and Recovery Plan's Immediate Work Grants.
- I have read, understood and agree to the [Privacy Statement](#).
- I understand and accept that our organisation (and other joint owners, if any) can only apply once to the Immediate Work Grants, whether we have received the maximum grant amount under this application or not.
- I understand and accept that our organisation can only benefit once from this grant under the one application, whether we have applied for/ received the full available grant amount or not.
- Our organisation is the owner or tenant of the property (as defined in the [Terms and Conditions](#)) that is the subject of this application and the property is lawfully used for business purposes only.
- No other application for a voucher under the Immediate Work Grants has been made by any other person in relation to the property.
- All works included in the quotation will be conducted on the property.
- I have made all due diligence inquiries about the business providing the quotation that we deem necessary or desirable.
- I have undertaken appropriate due diligence regarding the works to be undertaken on the property, and are satisfied either:
 1. that a building permit, occupancy certification, and/ or other approval under the *Building Act* is not required for those works; or

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2.that a building permit or other approval is required under the *Building Act* for those works, and I have obtained that building permit.

- Our organisation is not 'Related' to the business which gave us the quote (see definition in the [Terms and Conditions](#)).
- No offer of cashback or any other benefit (whether monetary or not) has been made to our organisation by the business whose quotation we have included in this application or any third party as a condition of acceptance of a quotation during the course of the Program.
- I understand the processes contained in the [Terms and Conditions](#).
- I will advise the Department immediately if any of the information and details provided in this application change during the course of the program.
- I accept that to maintain the integrity of the program, the Department and/ or other government agencies will carry out spot audits of grant recipients and service providers throughout the duration of the program and for 12 months after it has ended; we agree to provide all requested documents and information in relation to this application and make our premises/ property available for inspection.
- I understand the dispute resolution processes, accept that the relationship under this grant is between our organisation and the quoting business, and agree to indemnify the Northern Territory Government against any loss or damages sustained under or in connection to works undertaken as part of this program.

This declaration is true and I know that it is an offence to make a declaration that is false in any material particular. *

Confirm

This declaration is made at *

Location or town the declaration is made at, eg. Darwin, Alice Springs, etc.

Name *

| Title | First Name | Last Name |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Date of birth *

Must be at least 18 years of age.

Position title *

Must be a principal of the business applying ie. Director, Sole Trader, Partner etc.

Date of declaration *

Must be a date.