

GRANTS POLICY

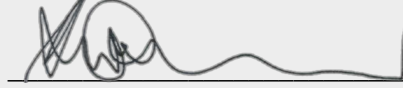
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Version: V003

Date Authorised by the MC: Tuesday 24, March 2026

Signature of Chairperson/

Deputy Chairperson:



INTRODUCTION

1. This document has 5 sections:
 - A. Applications eligible to be assessed;
 - B. Determination of eligible grant applications;
 - C. Criteria for approving grant applications;
 - D. Terms and conditions of grants;
 - E. Monitoring of Medium and Large Grants;
 - F. Records and audit.

A. APPLICATIONS ELIGIBLE TO BE ASSESSED

2. Grant applications are categorised according to size:
 - 2.1 **Small Grants:** up to \$25,000. – Schedule Two
 - 2.2 **Medium Grants:** \$25,001 up to \$100,000 – Schedule Three
 - 2.3 **Large Grants:** \$100,001 or more. – Schedule Four
 - 2.4 **Multi Year Grant:** Grants extending between 1-3 years – Schedule Four
3. Grant Application Forms are determined by the MC and can be revised by the MC at its discretion and shall be available on the GEAT website and Angurugu Office.
4. No grant application shall be approved that does not conform with the Eligibility Criteria set out in paragraph 5 below to the satisfaction of the MC (or its delegate).
5. The MC (or its delegate) may allow applicants to provide further information or amend their applications to comply with the eligibility criteria.
6. Schedule One sets out mandatory **Eligibility Criteria** applicable to all grant applications:
7. In the case of Large Grants and Multi Year Grants no grant funds may be paid to or on behalf of grant applicant(s) until BOTH such applicant(s) and the GEAT have formally executed a Memorandum of Funding Agreement in terms acceptable to the MC.

B. DETERMINATION OF ELIGIBLE GRANT APPLICATIONS

Preparing a report to the CGC/MC

8. The CGC (or the delegate of the MC where appropriate) in considering if a grant application satisfies the Eligibility Criteria, shall in addition to any other material consider:
 - 8.1 For Small Grants the application form at **Schedule 2**.
 - 8.2 For Medium Grants, the application form at **Schedule 3**.
 - 8.3 For Large Grants and Multi Year Grants, the application form at **Schedule 4**.

Approving Small Grants

9. The CGC shall meet monthly or on an as required basis to determine Applications for all Grants.
10. The CGC may approve or choose to refer a Small Grant application to the MC (or its delegate) for determination.
11. The MC (or its delegate) shall table the minutes of CGC meetings at the MC meeting next following a CGC meeting at which Small Grant application (s) are considered.

Approving Medium Grants

12. The CGC shall review all applications for Medium Grants and decide whether it supports the application(s) on a Community and Cultural basis.
13. If the CGC does not support the application (s), the application will be rejected by the MC.
14. If the CGC supports the application, it shall be referred to the MC for determination.
15. If the MC does not support the application, it shall reject the application.

Approving Large Grants and Multi Year Grants

16. The CGC shall review all applications for Large Grants and Multi Year Grants and decide whether it supports the application(s) on a Community and Cultural basis.
17. If the CGC does not support the application (s), the application will be rejected by the MC.
18. If the CGC supports the application, it will be referred to the MC for determination.
19. If the MC does not support the application, the application will be rejected.
20. Prior to its determination of a Large or Multi Year application the MC may refer the application to the RC to:
 - a. request an independent risk assessment of the financial viability and capacity of the applicant to deliver the work the subject of the grant:
 - b. request independent legal advice regarding compliance with the Eligibility Criteria; and
 - c. upon receipt of both legal and financial advice, make a recommendation to the MC for determination of the application at the next scheduled MC Grants Workshop.

21. The MC shall (where appropriate) determine the application after considering the CGC and RC's recommendations.

Notification to Applicants

22. The MC (or its delegate) shall give notice informing applicants of the outcome of its deliberations.
- 22.1 In the case of Applicants for Small Grants notice may be given by telephone or email of the success or otherwise of the application duly recorded in GEAT Inc's business records;
- 22.2 In the case of rejected Medium Grant, Large Grant or Multi Year Grant applications, notice must be given in writing of the decision of the MC to reject such application(s).
23. In the case of successful Medium Grant applications, the MC or its delegate shall give written notice to the applicant and at the discretion of the MC may require the applicant to comply with paragraph 20.
24. In the case of Large Grant or Multi Year Grant applications, where the decision of the MC is not to reject such applications, the MC shall give written notice to and request the applicant to enter into good faith negotiations with the MC to finalise the terms of the Memorandum of Funding Agreement.
25. The MC must approve a Memorandum of Funding Agreement at a meeting of the MC held following finalisation of the terms of the Memorandum of Funding Agreement.
26. Determinations by the CGC and MC are final and cannot be reviewed.
27. Neither the CGC nor MC can retrospectively approve applications.

C. CRITERIA FOR APPROVING GRANT APPLICATIONS

28. A grant application can only be approved if the CGC/MC is satisfied that:
- 28.1 The applicant conforms to the Eligibility Criteria;
- 28.2 The grant application discloses compliance with Schedule 1;
- 28.3 It is appropriate for the applicant to receive the grant.

D. TERMS AND CONDITIONS OF GRANTS

General terms and conditions applicable to all grant applications

29. Grant funds can only be used for the purposes stated in the grant application.
30. All applicants shall be taken to agree to be bound by the terms and conditions stated on the grant application form and Schedule 1.
31. Payment of grants must follow the **Financial Management and Accounting Policy**.

Specific terms and conditions applicable to all grant applications

32. The MC shall impose the specific terms and conditions on grant applications as are relevant to the types of activities and limitations described in Schedule 5.

E. MONITORING OF LARGE AND MEDIUM GRANTS

33. The MC or its delegate shall for the purpose of monitoring the proper use of Large Grants and Multi Year Grants (and Medium Grants where applicable) examine compliance via visual inspection of the execution of the work the subject of the grant.

F. RECORDS AND AUDIT

Record keeping

34. The MC shall maintain financial and operational records and registers summarising all approved grants, funding terms, project milestones and payment dates, and undertake financial and operational audits in compliance with the **Financial Management, Accounting and Investment Policy and the Corporate Affairs Policy**.

SCHEDULE ONE - ELIGIBILITY CRITERIA - PARAGRAPH 5

| No. | Criteria | Explanation |
|-------|--|--|
| i. | Available Grants Budget | The Grants Budget for the financial year has not been expended. |
| ii. | Applicant | The application is made by: <ul style="list-style-type: none"> • an Individual who meets the definition of Anindilyakwa People (Small Grants only); or • a Community Organisation (all grants); or • a Corporation (all grants). |
| iii. | Charitable purpose | The grant is for a Charitable Purpose . |
| iv. | Completed application form | The applicant has lodged the applicable application form to the MC (or its delegate) |
| v. | Supporting documents – Large Grants and Multi Year Grants | The applicant must provide a completed Application Form and all the supporting documents required by the Application Form, attached as Schedule 3 |
| vi. | Medium Grants | The applicant must provide, at the discretion of the MC (or its delegate), all or part of the supporting documents required for Large Grants (Item v.) and a completed Application Form, as attached Schedule 2. |
| vii. | Small Grants | The applicant must provide, at the discretion of the MC (or its delegate) a completed Application Form, as attached Schedule 1. |
| viii. | Previous non-compliance | Any grant applications may be refused where the applicant that has previously failed to comply with funding agreements or any relevant law. |
| ix. | Applications for Grants for more than 3 years | No grant application seeking funding for more than 3 years will be approved. |

SCHEDULE TWO- APPLICATION FORM – SMALL GRANTS

Completed applications should be submitted to GEAT in person or via email. You must also submit any supporting documents with your application. GEAT staff can discuss with you the type of documents to provide.

Any approved funding may be paid directly to the service provider and not to the applicant. GEAT does not give out cash.

Funeral contributions are payable in arrears and shall be acquitted up to the contribution amount.

APPLICATION FORM – SMALL GRANTS

Completed applications should be submitted to GEAT in person or via email. You must also submit any supporting documents with your application. GEAT staff can discuss with you the type of documents to provide.

Any approved funding may be paid directly to the service provider and not to the applicant. GEAT does not give out cash.

Funeral contributions are payable in arrears and shall be acquitted up to the contribution amount

Date of application: _____

1. APPLICANT DETAILS

Applicant name: _____

Phone number: _____

Address: _____

Email: _____

Applicant type: Community Organization ORIC Corporation

2. GRANT DETAILS

Charitable purpose: Health Education Social or Public Welfare Religion Culture

Grant title: _____

Project dates: _____

Amount of funds requested: \$ _____

Description of project or support required from GEAT: _____

Description of the use for the GEAT Funds being requested: _____

APPLICATION FORM – SMALL GRANTS

Is the Applicant receiving

any other support? Yes No

Name of Organisation: _____

Government agency: _____

Amount: \$ _____

Detail Supporting documents provided: _____

Applicant signature: _____

INTERNAL USE

Application number: _____

Eligibility check and report form completed: Yes No

Check completed by: _____

CGC decision: Approved Not approved

Approved grant amount: \$ _____

Date of CGC meeting: _____

CGC meeting number: _____

Applicant notified: Yes No

Notified by: _____

Date notified: _____

Notification method: Verbal Written

Copy of the file note or correspondence attached? Yes No

Payment method: Purchase order number/s: _____

Vouchers issued and values: \$ _____

Grant paid (all invoices): Yes No

Application and all relevant documents filed in GEAT cloud: Yes No

Date Application closed: _____

SCHEDULE THREE - APPLICATION FORM - MEDIUM GRANT

Use this form to apply for Medium Grants from \$25,001 up to \$100,00. Applicants are required to read the GEAT Grants Policy before applying for a Grant to ensure the applicant and project is eligible for funding from GEAT.

APPLICATION FORM – MEDIUM GRANTS

Use this form to apply for Medium Grants from \$25,001 up to \$100,000. Applicants are required to read the GEAT Grants Policy before applying for a Grant to ensure the applicant and project is eligible for funding from GEAT.

Date of application: _____

1. APPLICANT DETAILS

Applicant name: _____

ABN: _____

Contact Person: _____

Phone number: _____

Postal Address: _____

Email: _____

Applicant type: Community Organization ORIC Corporation

2. PROJECT DETAILS

Charitable purpose: Health Education Social or Public Welfare Religion Culture

Project title: _____

Project dates: _____

Project Description: _____

Project Recipients: _____

Project Benefits for _____

Community: _____

APPLICATION FORM – MEDIUM GRANTS

3. PROJECT FUNDING

Total estimated project cost: \$ _____

Attach supporting detailed Budget: Yes No

Attach quotes for major expenditure: Yes No

Total of quotes: \$ _____

Less applicant contributions: \$ _____

Less contributions from other organisations or government assistance payments: \$ _____

Total funding requested: \$ _____

Provide details of all contributions being received or applied for:

| Name of organizations or government agency | Value of contribution | Approved or pending | Funding Term |
|--|-----------------------|---------------------|--------------|
| | | | |
| | | | |
| | | | |
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Details of any in-kind support required from GEAT: _____

4. PROJECT PAYMENT PROCESS

GEAT preferred payment method: Quarterly in arrears, based on actuals
 Quarterly in advance, based on estimates and adjusted on actuals.

Applicant alternative payment proposal: Bi-annual in arrears, based on actuals.
 Bi-annual in advance, based on estimates and adjusted on actuals.
 Annual payments will only be made in arrears on actual acquittals.

Note: whilst your payment preference will be considered it is not guaranteed.

APPLICATION FORM – MEDIUM GRANTS

Aquittal process: Payments in Arrears, for each nominated period will be paid on a Tax Invoice, supported by actual acquittals.

Payments in Advance, for the first nominated period will be paid on a Tax Invoice supported by budget estimates.

Payments for the remaining periods will be the same as the first period less any adjustments of actual acquittals from the previous period.

Payment for the last period will be made in Arrears on a Tax Invoice, supported by actual acquittals.

4. PROJECT REPORTING

Project description, participants and Community benefit reports:

Annually Bi-annually Quarterly Other

Project deliverables: Detail KPIs and deliverables for the project. Supporting documents attached.

Acknowledgement GEAT's support:

Webiste Social Media Use of GEAT logo
 Program advertising Signage at events Other

6. TERMS & CONDITIONS

1. Grant funds can only be used for the purposes stated in this application.
2. Successful applicants of Medium Grants may be required to enter into a Memorandum of Funding Agreement prepared by GEAT.
3. Successful applicants may be required to publicly acknowledge the support provided by GEAT through recognition on printed materials, websites, signage at events or any other method determined by GEAT.
4. Grant funds will not be provided in cash.
5. GEAT will preferably purchase the requested goods/services on behalf of the applicant or pay suppliers from whom tax invoices have been received.

APPLICATION FORM – MEDIUM GRANTS

6. If paying suppliers is not possible or practical, Medium Grants can be paid direct to the applicant, subject to the following acquittal process:
- the supplier's tax invoice; or
 - a report with documents that supports the expenditure.
 - proof of delivery.
7. Applicants that are required to enter into a funding agreement will be paid in accordance with the terms and conditions of the agreement.
8. The Charitable Grants Committee (CGC) must visually inspect the proper use of grants, and the Corporate Affairs Committee (CAC) must assess the compliance with funding terms and conditions of the agreement. Both Committees must provide reports to the GEAT Management Committee.

7. AGREEMENT & DECLARATION

- I certify that the statements in this application are true.
- I have read the GEAT Grants Policy before applying for a Grant.
- I have read and accept the terms and conditions set out in this application.

I have been authorised by: _____
to make this application.

Signed: _____ Name: _____

Position: _____ Date: _____

INTERNAL USE

- All sections of the application are complete
- Application has been signed by an authorised person
- A detailed project budget is attached
- Quotes for major expenditure are attached

Completed applications must be submitted to GEAT by one of the following methods:

In person: Shop 1, GEAT Building, Lot 490 Angurugu NT 0822

Email: accounts@geat.com.au

SCHEDULE FOUR - APPLICATION FORM - LARGE GRANTS AND MULTI YEAR GRANTS

Use this form to apply for Large Grants and Multi Year Grants that total over \$100,000 during the period of the grant. Applicants are required to read the GEAT Grants Policy before applying for a Grant to ensure the applicant and project is eligible for funding from GEAT.

APPLICATION FORM – LARGE GRANTS

Use this form to apply for Large Grants and Multi Year Grants that total over \$100,000 during the period of the grant. Applicants are required to read the GEAT Grants Policy before applying for a Grant to ensure the applicant and project is eligible for funding from GEAT.

Date of application: _____

1. APPLICANT DETAILS

Applicant name: _____

ABN: _____

Contact Person: _____

Phone number: _____

Postal Address: _____

Email: _____

Applicant type: Community Organization ORIC Corporation

2. PROJECT DETAILS

Charitable purpose: Health Education Social or Public Welfare Religion Culture

Project title: _____

Project dates: _____

Multi year period: _____

Project Description: _____

Supporting Documents: Business Plan Project Timeline Indigenous Employment Plan

Project Recipients: _____

Project Benefits for _____

Community: _____

APPLICATION FORM – LARGE GRANTS

3. PROJECT FUNDING

Total estimated project cost: \$ _____

Attach supporting detailed Budget: Yes No

Attach quotes for major expenditure: Yes No

Total of quotes: \$ _____

Less applicant contributions: \$ _____

Less contributions from other organisations or government assistance payments: \$ _____

Total funding requested: \$ _____

Provide details of all contributions being received or applied for:

| Name of organizations or government agency | Value of contribution | Approved or pending | Funding Term |
|--|-----------------------|---------------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |

Details of any in-kind support required from GEAT: _____

4. PROJECT PAYMENT PROCESS

GEAT preferred payment method: Quarterly in arrears, based on actuals
 Quarterly in advance, based on estimates and adjusted on actuals.

Applicant alternative payment proposal: Bi-annual in arrears, based on actuals.
 Bi-annual in advance, based on estimates and adjusted on actuals.
 Annual payments will only be made in arrears on actual acquittals.

Note: whilst your payment preference will be considered it is not guaranteed.

APPLICATION FORM – LARGE GRANTS

Aquittal process: Payments in Arrears, for each nominated period will be paid on a Tax Invoice, supported by actual acquittals.

Payments in Advance, for the first nominated period will be paid on a Tax Invoice supported by budget estimates.

Payments for the remaining periods will be the same as the first period less any adjustments of actual acquittals from the previous period.

Payment for the last period will be made in Arrears on a Tax Invoice, supported by actual acquittals.

4. PROJECT REPORTING

Project description, participants and Community benefit reports:

Annually Bi-annually Quarterly Other

Project deliverables: Detail KPIs and deliverables for the project. Supporting documents attached.

Acknowledgement GEAT's support:

Website Social Media Use of GEAT logo
 Program advertising Signage at events Other

6. TERMS & CONDITIONS

1. Grant funds can only be used for the purposes stated in this application.
2. Successful applicants of Large Grants and Multi Year Grants must enter into a Memorandum of Funding Agreement prepared by GEAT.
3. Successful applicants may be required to publicly acknowledge the support provided by GEAT through recognition on printed materials, websites, signage at events or any other method determined by GEAT.
4. Grant funds will not be provided in cash.
5. Applicants that are required to enter into a funding agreement will be paid in accordance with the terms and conditions of the agreement.

APPLICATION FORM – LARGE GRANTS

6. The Charitable Grants Committee (CGC) must visually inspect the proper use of grants, and the Corporate Affairs Committee (CAC) must assess the compliance with funding terms and conditions of the agreement. Both Committees must provide reports to the GEAT Management Committee.

7. AGREEMENT & DECLARATION

- I certify that the statements in this application are true.
- I have read the GEAT Grants Policy before applying for a Grant.
- I have read and accept the terms and conditions set out in this application.

I have been authorised by: _____
to make this application.

Signed: _____ Name: _____

Position: _____ Date: _____

INTERNAL USE

- All sections of the application are complete
- Application has been signed by an authorised person
- A detailed project budget is attached
- Quotes for major expenditure are attached

Completed applications must be submitted to GEAT by one of the following methods:

In person: Shop 1, GEAT Building, Lot 490 Angurugu NT 0822

Email: accounts@geat.com.au

SCHEDULE FIVE - SPECIFIC TERMS - PARAGRAPH 28

| Activity | Limitation |
|---|--|
| <p>Medical & health benefits and treatment</p> | <p>Grant applications may be approved for Anindilyakwa People for necessary medical and dental treatment not covered by the public health system or the ALC Community Support Program.</p> <p>For a necessary but unusual treatment or medical procedure some reasonable travel and accommodation costs for the patient and one adult medical escort may be approved provided that those costs are disclosed (by way of reasonable estimate or established pre-payment) in the grant application.</p> <p>Written confirmation from the health clinic of the need for the treatment or the medical or dental procedure or of the need for travel and accommodation or for an adult medical escort must accompany the grant application.</p> <p>In the case of pregnant women who are not eligible for a medical escort under the NT Patient Travel Scheme written confirmation from the health clinic of the need for a support person to be present at the birth, confirming the patient's name, expected due date and the hospital where the baby will be delivered must accompany the grant application.</p> <p>The following limits will apply;</p> <ul style="list-style-type: none"> • One return flight to Darwin or Gove. • No money will be provided for shopping or freight costs for excess luggage. • No travel or accommodation will be provided for children. • No travel or accommodation assistance will be provided for a medical escort that has been evicted from NT Patient Assistance Travel Scheme within 6 months. • A maximum of 14 nights accommodation applies. • Taxi and bus vouchers to get to and from medical appointment may be included in the grant application. • Vouchers for the following food/essentials for travel to Darwin or Gove may be included in the grant application: <ul style="list-style-type: none"> o \$50.00 for one day. o \$100.00 for two days. o For travel exceeding three days or more a \$150.00 voucher. o For inter-state travel, a one-off voucher of \$150.00 for warm clothing may be included in the grant application. |

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| <p>Traditional Ceremonial activities</p> | <p>Grant applications may be approved for Anindilyakwa People to contribute to the cost of the performance of official public Traditional Ceremonial activities, provided that:</p> <ul style="list-style-type: none"> • Written recognition and consent for the performance of the activity by a clan leader from either Moiety 1 or Moiety 2 must be provided with the grant application. • Grant applications will not be accepted for the lifting of a curse on the Trustee and/or community assets. |
| <p>Cultural activities</p> | <p>Grant applications may be approved for Anindilyakwa People to conduct cultural activities that promote and preserve the culture and customs of Anindilyakwa People.</p> <p>A written invitation to attend by the event organiser must be provided with any grant application seeking assistance to attend festivals outside of the Groote Archipelago.</p> |
| <p>Funerals & religious activities (Anindilyakwa People)</p> | <p>Grant applications by the Community Support Program may be approved for a contribution towards the cost of funerals of Anindilyakwa People conducted on Groote Eylandt or Bickerton Island, limited to a total of \$15,000, to assist with the cost of flights, food and other funeral-related expenses.</p> <p>For funerals conducted in locations other than Groote Eylandt or Bickerton Island, the contribution is limited to a total of \$10,000.</p> <p>From the total allocation:</p> <ul style="list-style-type: none"> • \$2,500.00 may be approved to support residents of Bickerton Island with travel costs between Bickerton Island and Groote Eylandt, Bickerton Island and Numbulwar or Bickerton Island and Ngukurr. • The balance of the allocation can be used for other funeral-related expenses. <p>Written confirmation of the death and of the funeral arrangements must be provided with the grant application.</p> <p>No cash payments shall be permitted.</p> |

| | |
|---|--|
| <p>Funeral costs (Non-Anindilyakwa People)</p> | <p>Grant applications by Anindilyakwa People may be approved for a contribution towards the cost of travel to attend funerals of relatives who are not Anindilyakwa People, limited to one application per funeral and a total of \$6,000 to assist with the costs of flights, food and flowers.</p> <p>From the total allocation:</p> <ul style="list-style-type: none"> • \$5,500 may be approved for commercial airfares, private charter flights or ferry fares. • A \$500 voucher may be approved on the day of travel for food and/or flowers. <p>No cash payments shall be permitted.</p> <p>Written confirmation of the death and of the funeral arrangements must be provided with the grant application.</p> |
| <p>Medical – Family support</p> | <p>Grant applications may be approved for Anindilyakwa People for family support visits to severely traumatised and terminally ill patients who are required to stay in Darwin on a long-term basis for medical treatment.</p> <p>Grant applications limited to \$2,000.00 per patient may be approved, provided the grant application is supported by a letter from the health clinic. Such funding is only available for the patient's next of kin.</p> |
| <p>Medical – Renal support</p> | <p>Grant applications may be approved for Anindilyakwa People who are required to move to Darwin to receive renal treatment, provided the grant application is supported by a letter from the health clinic or Panuku, on the following basis:</p> <ul style="list-style-type: none"> • Accommodation at a medical hostel for new renal patients and one adult carer for up to 8 weeks. • Taxi and bus vouchers to get to and from medical appointment may be included in the grant application. • One \$150.00 voucher for food/essentials may be provided to the carer once per fortnight. • Meals may be provided to the patient on treatment days. • Return flights to Groote Eylandt for short term stays may be provided if funding is not available through Miwatj Groote Renal Program. • Pocket money and freight costs will not be provided. |

| | |
|--|--|
| <p>Motor vehicles and boats</p> | <p>Grant applications will NOT be accepted for:</p> <ul style="list-style-type: none"> • Purchasing new or second-hand vehicles and boats. • Repairs and maintenance of vehicles and boats. • Fuel for vehicles and boats. • Registration or insurance fees for vehicles and boats. • Fines imposed for the use of vehicles and boats. |
| <p>Legal expenses</p> | <p>Grant applications will NOT be accepted for:</p> <ul style="list-style-type: none"> • Any legal expenses. • Fines and other regulatory penalties. • Costs to appear in court. • Travel costs for family or other support persons to attend court or visit prisons. • The payment of compensation to victims of crime. • The payment of compensation to victims of torts. |