

Homelands Capital Program guidelines

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Acronyms	Full form
ABE	Aboriginal Business Enterprise
AG	Australian Government
HEA	Homelands Extra Allowance
HLP	Healthy Living Practices
MES	Municipal and Essential Services
MESSPG	Municipal and Essential Services Special Purposes Grant
NTG	Northern Territory Government
TFHC	Department of Territory Families, Housing and Communities

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Part A. Instructions for applicants

A.1. How to apply

Read these guidelines and complete the relevant sections of the application form on GrantsNT.

For collaborations with other organisations, including subcontracting or partnership arrangements, providers are required to complete one application form, per proposed project.

All applications MUST include:

- Attached detailed budget plan.
- Detailed quote/s.
- Relevant supporting documentation.
- Written confirmation of commitment from any organisation involved in the collaborative approach.

Organisations must be registered with a GrantsNT profile in order to apply. For information on how to register for a profile with GrantsNT go to <https://grantsnt.nt.gov.au/help> or contact the Investment Management on (08) 8999 8433.

All applications must be submitted via the GrantsNT portal in accordance with the request for proposal/expression of interest and the Homelands Capital Program guidelines.

TFHC will provide application dates on an annual basis.

Late applications will not be accepted unless negotiated prior to the due date.

For further information, contact the Homelands Services Group on 1800 031 648 or email Homelands.Program@nt.gov.au

Part B. The Homelands Capital Program

B.1. Overview

Homelands Capital Funding is for infrastructure that supports the delivery of housing, municipal and essential services to Northern Territory homelands and town camps which are not covered by NT Government leases.

Homelands Capital Program covers:

- One-off grants for capital items or project(s) for the improvement or replacement of existing infrastructure. Capital funding applicants are required to demonstrate that projects directly contribute to increasing the safety and wellbeing of residents. **Capital grants are offered annually. Timelines and process outlined in this guideline will apply to all one-off annual grants.**
- Emergency grants for unforeseen and urgent project works, which are considered essential to ensuring the health and safety of residents. **See Part E: Unforeseen (Emergency) Projects section of this document for more detail. Applications will be considered on a rolling basis.**

- Expression of Interest or Direct Select processes by the NT Government for the delivery of selected priority projects. **Details regarding specific projects and timelines will be released by TFHC separately on a rolling basis.**

B.2. Eligibility

Eligible locations include:

- Homelands which receive services under the NT Homelands Program.
- Town camps – noting that:
 - Providers servicing non-leased town camps may make applications regarding housing, municipal and essential service infrastructure.
 - Providers servicing leased town camps may make applications regarding municipal and essential services.

Eligible applicants comprise:

- Existing regional homelands and town camps service providers.
- Organisations responding to Expressions of Interest from TFHC for the delivery of selected projects.

Service providers are permitted to subcontract full or part of work to other businesses. The service provider is responsible for selection and management of any subcontractors.

B.3. Project Priority

Projects eligible for funding must align to a priority area set out below. Priorities are ranked: 1 (highest priority) - 4 (lowest priority).

Priority	Criteria
1	Major Essential Services (Power, Water, Sewerage, Waste Management) – infrastructure/assets that provide essential services to an entire homeland or multiple houses, such as a bore pump or community solar hybrid power system.
2	Minor Essential Services (Power, Water, Sewerage, Waste Management) – infrastructure/assets that provides essential services a single dwelling, such as a single septic system or household rooftop solar.
3	Projects based on upholding Nine Healthy Living Practices (in order of priority): <ol style="list-style-type: none"> 1: Washing people - ensuring there is adequate hot and cold water and that the shower and bath work. 2. Washing clothes and bedding - ensuring the laundry is functional with separate taps for the washing machine and tub. 3. Removing waste water safely - ensuring drains aren't blocked and that the toilets are working. 4. Improving nutrition, the ability to store, prepare and cook food - assessing the ability to prepare and store food, making sure the stove works and improving the functionality of the kitchen.

	<p>5. Reducing the negative impacts of overcrowding - ensuring infrastructure (particularly hot water systems and septic systems) can cope with the actual number of people living in a house at any time.</p> <p>6. Reducing the negative effects of animals, vermin or insects - on the health of people, for example, ensuring adequate insect screening.</p> <p>7. Reducing the health impacts of dust - to reduce the risk of respiratory illness.</p> <p>8. Controlling the temperature of the living environment - looking at the use of insulation and passive design to reduce the health risks, particularly to small children, the sick and the elderly.</p> <p>9. Reducing hazards that cause trauma - being non-life threatening issues.</p> <p>More details at: https://www.healthabitat.com/what-we-do/safety-and-the-9-healthy-living-practices/</p>
4	Other project/s, including equipment, roads and other assets

B.3.1. Examples of eligible projects

The following are examples of eligible projects:

- Replacement or repair of municipal and essential services infrastructure.
- Establishment of new infrastructure where it increases capacity of existing infrastructure.
- Repairs relating to housing infrastructure.
- Scheduled major maintenance to infrastructure such as testing and upgrading water bores.
- Purchase of capital items, plant and equipment in order to improve the delivery of Municipal and Essential Services (MES).
- Investment in technology to improve the management of MES (including software).
- Procurement of professional services to review the efficiency and effectiveness in delivering MES (excludes administration, accounting and auditing).

B.3.2. What cannot be funded

The following are examples of projects that are NOT eligible:

- Projects that are not ready for immediate commencement.
- Ongoing operational costs.
- Applications below \$10,000.
- Applications above \$300,000.
- Commercial or business activities such as tourism ventures, or church-based activities.
- Administrative expenses beyond the capped amount.
- Infrastructure for ineligible homelands and town camps.

B.3.3. Timing

Projects are required to be completed by the end of the financial year in which the grant is approved.

B.3.4. Funding

The minimum total project cost that organisations can apply for under this program is \$10,000.

The maximum total project cost that organisations can apply for under this program is \$300,000.

Where a funding contribution from an external source is included in the project cost estimate, applicants must provide verifiable evidence that this contribution has been secured. This includes funding from other levels of government, including the Australian Government, or contributions from Land Councils or NGOs.

Funding must be spent by end of the financial year in which the project is approved.

Administration costs are defined as additional costs that are not directly incurred by organisations in delivery of the project. For the purpose of this grant program, administration costs are capped at 15 per cent per application and should be calculated as: Total Material, Labour and Travel Costs x (0.05-0.15).

Part C. Selection criteria

Projects will be assessed against the following selection criteria:

Essential criteria

All projects must pass the following criteria to be considered:

Category	Criteria
Fit for purpose (Pass/Fail)	<ul style="list-style-type: none"> • Application must set out the primary issue and explain why the solution proposed is fit for purpose • Key deliverables and milestones must be appropriate for the size and type of work
Value for money (Pass/Fail)	<ul style="list-style-type: none"> • Project must be value for money when compared to similar projects of size and type • Funding request must include a breakdown of the project cost into the following components: <ul style="list-style-type: none"> ○ Material cost ○ Detailed labour cost ○ Detailed travel cost ○ Administration fees • Quotes from sub-contractors must be included
Ready for commencement (Pass/Fail)	<ul style="list-style-type: none"> • Application must demonstrate that the project is 'shovel ready' with appropriate timelines for the scale of works • Applications must show appropriate consultation with residents and other stakeholders, including land councils where appropriate

Weighted criteria

All projects which meet the essential criteria will be assessed against the following weighted criteria:

Category	Criteria
Project Specific (60%)	<ul style="list-style-type: none"> • Project category (1-4) • Note that projects which provide the maximum benefit to the most number of people will be prioritised.
Local Content (5%)	<ul style="list-style-type: none"> • Details where any part of the project is to be subcontracted to a local organisation, particularly in reference to arrangements with ABEs • Anticipated local Aboriginal employment outcomes • Local participation in the delivery of the proposed project
Past Performance (15%)	<ul style="list-style-type: none"> • Experience and proven track record in planning, design, construction and delivery of comparable projects in a Northern Territory context. • Experience in working, building, and maintaining positive working relationships in Homelands and Aboriginal communities. • Experience in the provision of services or works under other grant programs or funding agreements.
Capacity (10%)	<ul style="list-style-type: none"> • Management and governance structure that will support the delivery of the project. • A staffing model that is appropriate to deliver the project and identifies key personnel with relevant skills and experience. • Financially stable and capable of funding up-front costs associated with the delivery of the project. • Capacity (financial and resources) to deliver the project within the Grant Funding Period, in conjunction with other current commitments.
Risk Management (10%)	<ul style="list-style-type: none"> • Risk management systems and contingency plans that adequately identify and address risks associated with the delivery of the project. • No identified legal action that will impact on the organisation's ability to meet the requirements of the Grant Funding Agreement

Part D. Performance and reporting requirements

Applicants must complete and submit all reports required as specified in these guidelines and funding agreement. This includes a completion report for each capital project. The completion report must include photographic evidence of works, as well as any relevant warranties, approvals and operation manuals.

If TFHC considers the form or content of a report is not adequate for its purposes, TFHC can request the service provider to submit a revised report within 30 business days (unless specified otherwise). Where necessary, TFHC reserves the right to request any reports to be submitted at shorter intervals than stated.

Service providers must at all reasonable times allow access to records, accounts, documents and papers relating to all agreements. This will include all documentation related to how service providers are carrying out the activity and receiving or spending the funding.

Service providers must allow copies of these materials to be viewed by the following parties:

- TFHC and/or persons authorised by TFHC
- Commonwealth Auditor-General
- Commonwealth Director of Evaluation and Audit or person(s) authorised by them
- Homeland and town camp residents.

All reporting to TFHC must be submitted in electronic format through the GrantsNT system.

Enquiries regarding the Homelands Capital Grant Program should be directed to the Homelands Services Group on 1800 031 648 or email Homelands.Program@nt.gov.au

Enquiries regarding the funding agreement or payment of grant funds against these programs should be directed to the Investment Management on (08) 8999 8433 or email TFHC.InvestmentManagement@nt.gov.au

Funds will be paid in accordance with payment schedule outlined in the executed funding agreement.

Part E. Unforeseen (Emergency) Projects

Undertaking unforeseen and urgent project works which are considered essential to ensuring the health and safety of residents. **Applications will be considered in the following order of priority on a rolling basis.**

Only homelands housing, municipal and essential service provider organisations are able to apply.

Applications will be considered only by exception and must include the endorsement of the regional TFHC Homelands Technical Officer.

Where applications that do not represent value for money, the Department may seek quotes/works be undertaken by an alternative contractor.

Priority 1

Immediate and unplanned/emergency repairs are required to premises and/or infrastructure where there is a direct threat of danger due to safety, health or security risks of residents and prompt action is required to relieve the situation.

The service provider is able to demonstrate that the repairs could not have been anticipated or addressed through preventive/routine maintenance.

Priority 2

Urgent unplanned maintenance/repairs are required where there is a threat to the safety or security of residents and prompt action is required to restore premises and/or infrastructure back to functional condition following unforeseen failure, and which is not otherwise immediate.