



Advice for successful applicants

1 Important dates

Date	Event
Monday 21 February 2022	Applications open for round 15 through GrantsNT
Friday 29 April 2022	Applications close for round 15
May 2022	Assessment panel meet and applicants notified of funding outcome
June 2022	Funding agreements negotiated and signed with successful applicants
Thursday 1 December 2022	All fieldwork must be complete
Friday 30 June 2023	Funding agreement ends

2 Notification

- All successful and unsuccessful applicants will be notified via email through GrantsNT by late May / early June 2022.
- Details of successful projects will be publicly released on the Resourcing the Territory website. Information released is limited to company name, project title, relevant tenement and proposed exploration technique. All other information from the proposals are kept commercial in confidence.
- Co-funded projects can only commence after the public announcement of successful applicants and a funding agreement has been fully executed.

3 Funding agreement

- The successful applicants enter into a pro-forma funding agreement with the NT Government. The agreement binds the payment of up to the agreed funding amount inclusive of GST with the successful completion of the proposed project, lodging of invoices and supply of all project deliverables within specific timeframes. It also contains conditions regarding media releases and termination rights.

4 Fieldwork

- All fieldwork must be completed prior to **1 December 2022**.
- Upon fieldwork commencement email the **fieldwork commencement date** to the [Collaborations grant manager](#).
- Upon fieldwork completion email the **fieldwork completion date** to the [Collaborations grant manager](#).

- The fieldwork completion date is defined as the end-of-hole date for the final hole in drilling program or the final date of survey acquisition. This date sets the schedule of deliverables outlined in detail in the funding agreement.
- Under exceptional circumstances, variations to the program or a request for an extension to the commencement or completion date can be made through GrantsNT for consideration.

5 Reporting requirement instructions

You can view a summary of reporting requirements in regard to an awarded grant.

To view a reporting requirement:

- 1 Log into GrantsNT.
- 2 Select the relevant profile. Refer to help page on “Setup Account and Profile / Create organisation profile / Moving between profiles”.
- 3 Click on the downward arrow next to your name.
- 4 Click on “Applications” or “My Applications”.
- 5 Click on either Reporting.
- 6 Click on the link in the Type column to open the respective Reporting Requirement.

To submit reporting requirement

- 1 Click on “Add Submission”.
- 2 Enter a response and/or attach a file as instructed.
- 3 Click on “Save”.
- 4 Click on “Edit”.
- 5 Click on “Submit”.

6 Invoices

Within one month of fieldwork completion submit invoices through GrantsNT for approval and payment by NTGS.

Step by step instructions are provided here to help navigate the submission process through GrantsNT.

- 1 Email the [Collaborations grant manager](#) all supporting contractor invoices (drilling and geophysics) and receipts paid to determine actual eligible direct program costs and TSI costs. For drilling programs, the contractor’s invoice should detail the number of metres drilled, type of drilling and location of holes and include plods if the program also includes holes outside of the co-funded program. For geophysics programs, the contractor invoices should include the actual line kilometres flown or actual number of stations acquired. Round 15 guidelines *Section 5.4 claimable costs* and *Section 5.5 TSI costs* lists all claimable costs.
- 2 If the actual direct program costs are less than the awarded funding amount, the eligible co-funding amount will reflect half of the actual direct costs. If the actual direct program costs exceed those estimated in the application, these additional costs will be borne by the applicant. The [Collaborations grant manager](#) will verify your eligible co-funding amount (including the TSI if applicable) via email.

- 3 Once NTGS verifies the eligible funding amount, use *reporting requirement instructions* above to submit **first and final 50% invoices** against the reporting requirements.
- 4 The two itemised tax invoice will be addressed from the successful applicant (company) to:
Senior Executive Director, NT Geological Survey
Department of Industry, Tourism and Trade
GPO Box 4550
Darwin NT 0801

The company name, ABN and bank details should reflect GrantsNT Organisation profile details.

First time funding recipients will need to submit an NT Government vendor creation form to accountspayable@nt.gov.au. This form is available through 'Guidelines and templates'. Successful applicants also need to ensure the Organisation Profile contains bank account details for payments to be processed.

- 5 NTGS will upload all supporting contractor invoices as evidence of actual direct program costs and approve the **first 50% invoice** to be paid.
- 6 The **final 50% invoice** will be paid upon submission and NTGS approval of all project deliverables outlined under the Funding Agreement.

7 Project deliverables

Within three months of fieldwork completion submit the final report and all associated data through GrantsNT using the reporting requirement 'performance report' and 'delivery materials'.

- All final reporting templates and documents are available through 'Guidelines and templates'.
- All project deliverables must comply with the reporting and data in [Guideline 7 Reporting on Mineral Titles](#) and [Guidelines for NT Onshore Petroleum Reporting and Data Submission](#) to meet funding obligations. Amendments to the final report and/or data may be requested through 'additional information' or via email by the Collaborations grant manager. NTGS will review and accept the submission.
- If data is too large to upload using GrantsNT, please contact the [Collaborations grant manager](#) to supply the data by alternative methods.

8 Drill core and sample submission

Within three months of fieldwork completion of drilling projects submit drill core (or drill chips from RC only programs) to the nearest NTGS Core Facility.

- The submission should be in accordance with the [geological sample submission procedure](#).
- Fill in the [geological sample submission form](#) electronically for each drill hole and email to the Core Facilities manager and [Collaborations grant manager](#).
- For diamond drilling projects, half of all diamond drill core (split lengthways) for the entire length of the cored hole must be submitted as per funding agreement. Submit half core in the correct sized trays for the size of the core, marked up and delivered in accordance with geological sample submission procedure. The half core submitted is owned by the NTGS and must not be sampled. Any analytical sampling, including petrography, must be sampled from the applicants' half of the core.

- For RC drilling projects, a clearly labelled chip tray for each metre down the hole and 250g samples for each metre down the hole must be submitted as per the funding agreement. On submission, fill out all details in the 'cuttings intervals' in the geological sample submission form.
- The NTGS Core Facility will only accept core submissions that comply with the requirements outlined. Non-compliant submissions may be returned to the applicant at their cost.

9 Project completion

- The **final 50% invoice** will be paid upon submission and NTGS approval of all project deliverables and drill core and sample submission outlined under the funding agreement.
- All reports and data become **Open File** six months after completion of field work.
- The funding agreement terminates on **30 June 2023**.

10 Contact details

Collaborations grant manager

Northern Territory Geological Survey
Department of Industry, Tourism and Trade
GPO Box 4550, Darwin NT 0801

Email: collaborations.DITT@nt.gov.au

Phone: 08 8999 5424

Web: <https://resourcingtheterritory.nt.gov.au/about/exploration-grants>

GrantsNT

Web: <https://grantsnt.nt.gov.au>

Core Facility Manager, Darwin

Northern Territory Geological Survey
Department of Industry, Tourism and Trade
38 Farrell Crescent, Winnellie NT 0820

Email: darryl.stacey@nt.gov.au

Phone: 08 8984 3036

Core Facility Manager, Alice Springs

Northern Territory Geological Survey
Department of Industry, Tourism and Trade
16 Power Street, Alice Springs NT 0871

Email: maxwell.heckenburg@nt.gov.au

Phone: 08 8951 8652

11 Handy links

[GrantsNT](#)

[Geological sample submission procedure](#)

[Geological sample submission form](#)

[Guideline 7 Reporting on Mineral Titles](#)

[Guidelines for NT Onshore Petroleum Reporting and Data Submission](#)

[Resourcing the Territory](#)

[MMP Authorisation](#)

[EMP Authorisation](#)

[Mineral Titles Act 2010](#)

[Petroleum Regulations 2020](#)

[Industry Capability Network Northern Territory](#)

