

SPACE TO *think*



**DCC  
BID CHAMPION  
GRANT**



# WELCOME TO THE DARWIN CONVENTION CENTRE

The Darwin Convention Centre is pleased to announce that the DCC Bid Champion Grant program is now open for applications. The program is designed to support increased awareness of Darwin and the Top End as an outstanding business events destination and provide successful applicants with the opportunity to attend a future international conference and act as a global ambassador for our region.

The Darwin Convention Centre, with the support of the Northern Territory Government and Northern Territory Business Events long term business events strategy plan, is working to showcase our region as a highly capable and competitive destination. Now more than ever, it is imperative to build awareness and partner with our community to leverage resources and expertise to attract future conferences to Darwin.

Set amongst the Darwin Waterfront Precinct's lush tropical surrounds, the Darwin Convention Centre is a world-class venue, offering multi-purpose and adaptable event spaces, perfectly sized to host large international conferences and exhibitions. Hosting a conference in Darwin provides delegates with the opportunity to experience the unique Top End, including Indigenous cultural experiences, exciting excursions and diverse pre and post touring opportunities.

**Peter Savoff**

*General Manager*

*Darwin Convention Centre*



## ABOUT THE GRANT

The Darwin Convention Centre (DCC) Bid Champion Grant has been designed to create and strengthen relationships with association members and industry professionals by funding activities associated with developing relationships and/or attending international conferences.

In return, the successful applicant would endorse the Darwin Convention Centre for a future international conference by becoming a bid supporter. This would include partnering in an international conference bid, in conjunction with the Darwin Convention Centre and Northern Territory Business Events.

Recipients agree to work with the DCC for the entire bid process until the bid outcome is finalised.

The Northern Territory Business Events Support Fund may provide financial support to stage a business event that aligns with the Territory's economic and social strengths. Support for business events that do not align with these sectors may be considered on a case-by-case basis providing significant economic returns and flow-on benefits to the Territory can be demonstrated.

### The sectors are as follows:

- Health – tropical health, rural and remote health delivery, Indigenous health (including bush medicine), critical care, emergency management and trauma response and research.
- Agribusiness – agriculture, aquaculture, pastoral, horticulture and related biosecurity and development
- Land Management – desert knowledge, weed management, water and waste management.
- Mining, minerals, oil and gas.
- Renewable energies – solar.
- Education – Indigenous, distance education and international.
- Defence and defence related industries.
- Tourism and related industries.
- Creative Industries E.g. Arts, Culture, Media, Entertainment, Architecture and
- Information Technology including creative software

## GRANT AMOUNT AND GRANT PERIOD

There are two (2) grants to be awarded of up to \$5,000 each financial year.

The maximum grant period is three (3) years following the grant award unless otherwise agreed upon by DCC .

Questions regarding your grant application or the process can be sent to [slady@darwinconvention.com.au](mailto:slady@darwinconvention.com.au)

**The grant opportunity will be open throughout the financial year or until grant funding allocation is exhausted.**

### Fiscal Year Timeframes

25/26 Grant – 1 July 2025 through 30 June 2026

26/27 Grant – 1 July 2026 through 30 June 2027

27/28 Grant – 1 July 2027 through 30 June 2028

Once your project is completed, we will request a short report on the activity you have undertaken and determine the process for securing the event for Darwin.

## ELIGIBILITY CRITERIA

We cannot consider your application if you do not satisfy all the eligibility criteria.

- Association members and industry professionals are eligible to apply for the Darwin Convention Centre Bid Champion Grant Program.
- Eligible applicants will be required to be a bid champion for the conference to be held at the Darwin Convention Centre in the future, together with the close support of the DCC Business Development and NT Business Events teams.
- The grant is not dependent upon the final outcome of the bid.
- Recipients agree to be included in publicity and future collateral for promotion of the DCC Bid Champion Grant Program should the bid proposal be successfully won for Darwin and DCC (all Marketing and Promotions to be mutually coordinated and approved in advance).
- Eligibility of the international conference to be approved by Darwin Convention Centre.
- Applicants must be over 18 years of age.

You are not eligible to apply if you are an overseas resident/organisation.

## WHAT THE GRANT MONEY CAN BE USED FOR

The grant monies can be used for the following purposes:

- To attend the identified international conference to build awareness of Darwin as a potential host city for the future and meet with decision makers in support of the bid. The Grant may cover costs associated with flights, accommodation, membership fees or conference registration.
- Local conference bid committee building across Australia. Funds can be used for logistical purposes such as travel to Darwin for meetings.
- To fund a professional development goal such as attending an international conference or undertake further study in your chosen field of endeavour and meeting international members regarding future conference opportunities in Darwin.
- Any other costs associated with bidding activities and bid submission not listed above will be considered on a case by case basis to be listed on application submission.



## THE ASSESSMENT CRITERIA

You must address all of the following assessment criteria in the application. We will assess your application based on the weighting given to each criterion.

Confirm your ability to assist or support a bid for the conference, this includes:

- Having the capacity and capability to act as a bid champion.
- Detailing the level of influence in seeking local, national and international support for a Darwin bid
- Assisting and advising in the development of a tailored and competitive bid strategy and content.

Nominate an international conference that you believe could be held in Darwin, Australia in the future and address the following points:

- Name of the conference
- Name of the international host body
- Name of the national organisation linked to the international body
- Number of delegates that traditionally attend the conference
- The key focus or subject of the conference
- Your link to this conference i.e. are you an active member of the related national/international association, are you a recognised professional in the field, do you have strong connections with the international executive committee?
- Who are the Northern Territory and Australian leaders related to this conference, the host association or the field?

## HOW TO APPLY

Before applying, you must read and understand these guidelines and the application form found at the Darwin Convention Centre website. A sample agreement letter is available for review upon request.

To apply you must:

- complete the application form on <https://www.darwinconvention.com.au/about-us/bid-champion-program>
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to Sandra Lady, Director Business Development at [slady@darwinconvention.com.au](mailto:slady@darwinconvention.com.au)

You are responsible for ensuring that your application is complete and accurate.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within two working days.

### Attachments to the application

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

### Timing of grant opportunity processes

You can submit an application at any time over the duration of the grant opportunity. The grant opportunity will be open until grant funding allocation is exhausted.

### Questions during the application process

If you need further guidance around the application process or if you are unable to submit an application online or you find an error in your application after submitting it, please contact Sandra Lady, Director Business Development on 08 8923 9017 or [slady@darwinconvention.com.au](mailto:slady@darwinconvention.com.au)

## THE GRANT SELECTION PROCESS

### Assessment of grant applications

Only eligible applications will be considered by the Selection Committee.

If eligible, we will then assess your application against the assessment criteria (see Section 5) and against other applications. We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value for money

### Who will assess applications?

A Selection Committee will assess each application on its merit and compare it to other eligible applications before recommending which grant applications should be awarded a grant. The Selection Committee will be made up of Darwin Convention Centre Executive Leadership Team.

The Selection Committee will make the final decision upon which applications to approve for a grant.

There is no appeal mechanism for decisions to approve or not approve a grant and the decision of the selection committee will be final.

### Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, you can submit a new application for the next grant funding round. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

### Feedback on your application

If you are unsuccessful, you may ask for feedback within two weeks of being advised of the outcome. We will give written feedback within one month of your request.



## SUCCESSFUL GRANT APPLICATIONS

### Letter of Agreement

We will send you a letter of agreement advising that your application has been successful and providing you with an offer. You accept the offer by signing and returning the letter of agreement to us. We consider the agreement to be executed (take effect) from the date you sign the letter.

### How we pay the grant

We will pay the grant monies once all agreed activity expenses have been paid. This will be in the form of direct reimbursement paid directly to the applicant's place of employment or nominated association for administration of the Grant.

Recipients will be required to produce receipts for proof of expenditure and use of the Grant monies.

### Grants Payments and GST

'Payments will be GST Inclusive'. If you are registered for the Goods and Services Tax (GST), where applicable, we will add GST to your grant payment and issue you with a Recipient Created Tax Invoice.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

# HOW WE MONITOR YOUR GRANT ACTIVITY

## Keeping us informed

You should let us know if anything is likely to affect your travel plans or organisation.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you can no longer attend your nominated conference or cannot provided assistance in bidding for your nominated conference, you must notify us immediately.

## Reporting

You must submit reports in line with the letter of agreement. We will provide sample templates for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed milestones and outcomes
- expenditure of the grant.

## Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within 21 days of completion in the format provided in the grant agreement.

## Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

## Privacy

We treat your personal information according to the Privacy Act 1988 and the Australian Privacy Principles. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

## Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.



We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Selection Committee and other Darwin Convention Centre employees and contractors to help us manage the program effectively
- employees and contractors of the Darwin Convention Centre so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of NT Business Events for any purposes, including government administration, research or service delivery

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

**Administering entity:** Darwin Convention Centre, Managed by Legends Global

**Enquiries:** If you have any questions, please contact Sandra Lady, Director Business Development on 08 8923 9017 or [slady@darwinconvention.com.au](mailto:slady@darwinconvention.com.au)

**Date guidelines released:** November 2025

Endorsed by:



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[darwinconvention.com.au](http://darwinconvention.com.au)

**FOR FURTHER INFORMATION  
PLEASE CONTACT:**

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Darwin Convention Centre  
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