

Aboriginal Languages Trust

Educational Scholarship Program 2023-2024

5 December 2023

Grant Program Details	
Opening Date	5 December 2023
Closing date and time	11:59pm, 28 January 2024
Application outcome date	15 February 2024
Project delivery timeframe (for successful applications)	1 March 2024 – 31 December 2025
Evaluation timeframe (for successful applications)	28 January 2024 – 15 February 2024
Decision-maker	Executive Director- Aboriginal Languages Trust
NSW Government Agency	Aboriginal Languages Trust
Type of grant opportunity	Open, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	\$200K total funding Available Tier 1 - \$1,000 - \$9,999 Tier 2 - \$10,000 - \$24,999 Tier 3 - \$25,000 - \$50,000 (Individual grant amounts, excluding GST)
Enquiries	Aboriginal Languages Trust Community Investment Team grants@alt.nsw.gov.au or 1300 036 406

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Overview of grant/grants
program

1 Overview of grants program

The Aboriginal Languages Trust (ALT) is an Aboriginal-led NSW Government Agency established under the Aboriginal Languages Act 2017 (AL Act) to provide a focused, coordinated, and sustained effort in relation to NSW Aboriginal Languages activities at local, regional and State levels.

The functions of the ALT are defined in the AL Act. They include:

- promoting Language activity
- identifying priorities for Language activity
- managing the funding of, and investment in Language activity
- promoting education and employment opportunities in Language activities
- promoting the wider use and appreciation of Aboriginal Languages

The ALT Educational Scholarship Program is funded by the Aboriginal Languages Trust to grow the number of Aboriginal Languages speakers, educators and teachers across NSW. The purpose of the ALT Educational Scholarship Program is to revive, grow and nurture Aboriginal Languages across NSW by supporting individuals who are undertaking training or education related to learning or teaching Aboriginal Language.

The program is based on the following core principles, aligning to the goals in the *ALT's Strategic Plan (2022-2027)* and as agreed by the ALT Board:

- **Flexible and place-based:** The program will be flexible enough to allow Language to be nurtured in a local and place-based way, so that the unique needs and aspirations of Aboriginal Communities can be realised in a way they see fit.
- **Connecting Communities:** The program will encourage strong relationships to be built and promote and grow active and engaged networks to nurture NSW Aboriginal Languages.
- **Celebrate and promote:** The program will strive to increase the celebration of Aboriginal Languages and build and promote a strong NSW-centric evidence-base to transform how Aboriginal Languages are recognised and valued.
- **Sustainable futures:** The program will invest funds to grow the number of Aboriginal Languages speakers, educators and teachers, and will support Aboriginal ways of learning and transferring knowledge to grow and sustain Languages.
- **Simplicity and accessibility:** The program will be supported by systems and processes that enable Aboriginal people to access the progress with ease. They must also meet the Board and management's requirements for governance, risk management and information to support decisions.
- **Value for money:** The program will ensure the efficient allocation of grants, meaning that every dollar spent obtains the greatest possible benefit for Aboriginal people in NSW.
- **Probity and transparency:** The program is consistent with the purpose, functions and strategic direction of the ALT. This program will meet all the necessary requirements for good governance and probity as outlined in the NSW Government Grants Administration Guide.

The ALT Educational Scholarship Program aims to ensure:

- Funding is provided to Aboriginal people in the NSW,
- Critical decision-making is led by the needs and aspirations of Aboriginal Communities across NSW, and
- The revival, growth and nurturing of Aboriginal Languages is prioritised and ultimately leads to the increase of Aboriginal Language speakers, educators and teachers.

There are three tiers of funding provided under the ALT Educational Scholarship Programs for post-secondary tertiary education:

Tier 1 – Revive: Community and TAFE NSW based.

Tier 2 – Grow: Tertiary Institutions based.

Tier 3 – Nurture: Tertiary Institutions based.

In 2023-24 Financial Year \$200,000 will be allocated to the ALT Educational Scholarship Program.

The ALT Educational Scholarship Program is a multi-year program, which may offer funding for up to the duration of the course.

Tier 3 projects must be completed within 3 years from commencement of the funding deed being signed.

The Aboriginal Language Trust encourages applicants to read all the details in these guidelines before applying. If you have any questions, please contact the ALT Community Investment Team on 1300 036 406 or via email on grants@alt.nsw.gov.au

1.1 Purpose and objectives

The purpose of the ALT Educational Scholarship Program is to revive, grow and nurture Aboriginal Languages across NSW by supporting individuals who are undertaking training or education related to learning or teaching Aboriginal Language.

Individuals funded by the ALT Educational Scholarship Program should align with the objective and outcomes of the three following categories (see Table 1):

- Individual
- Community
- Societal

Table 1 – ALT Educational Scholarship Program Objectives and Outcomes

Category	Objective	Outcome
Individual	To encourage and financially support Aboriginal peoples to undertake education in Aboriginal Language.	<ul style="list-style-type: none"> - Increase in the number of Aboriginal people who can speak and teach Aboriginal Languages across NSW - Increased and deepened connection to Language and Culture - Reduction in financial burden for individuals
Community	To strengthen Cultural connection and integrity of Communities through building capacity and knowledge of Aboriginal Language.	<ul style="list-style-type: none"> - Language development, research, teaching and knowledge sharing is owned and governed by Community - Communities break the cycle of dependency and are self-determined - Increased opportunities for individuals to learn and practice language - Social connections, Kinship and connections to Country maintained through Language

Category	Objective	Outcome
Societal	To awaken, revive and strength Aboriginal Languages across NSW, whilst decolonising academia and valuing Aboriginal ways of knowing, being and doing.	<ul style="list-style-type: none"> - Increased number of Aboriginal Languages actively used across NSW - Increased participation, number and diversity of projects relating to Language and Cultural preservation - Increased number of resource and technology development - Increased recognition of the skills, knowledge and capacity of Aboriginal Language holders - Indigenous Data Sovereignty and value of Indigenous epistemologies and ontologies throughout academia

1.2 Grant value

The ALT Education Scholarship Program has three tiers:

- Tier 1 - \$1,000 - \$9,999 (Community and TAFE NSW based)
- Tier 2 - \$10,000 - \$24,999 (Tertiary Institutions based)
- Tier 3 - \$25,000 - \$50,000 (Tertiary Institutions based)

You will need to identify in your application which Tier you are applying for. Please note that each Tier requires additional supporting material listed below.

The total value of ALT Education Scholarship Program for the 2023-24 financial year is \$200,000

Tier 1 – Revive Scholarship

Is intended to support the early stages of an individual’s Language learning. The course will be provided by an Aboriginal Community organisation or TAFE NSW.

- Applicants can apply for a Revive Scholarship of up to \$9,999 per year. There is no minimum amount of funding that must be applied for.
- Applicants must identify how they intend for their learning to benefit their Community.
- Applicants must provide evidence of enrolment/registration in a local Language course through an Aboriginal Community organisation or Vocational Education and Training (VET) provider, such as TAFE NSW.
- Applicants must outline the costs that will be covered by the Revive Scholarship. Please note that the funds cannot be used to cover the cost of a course that has been completed.
- Successful applicants will need to acquit the Revive Scholarship within 6 weeks after the course delivery date and provide evidence of successful completion of the course, for example a certificate of completion.
- Failure to successfully complete a course may result in some or all the Review Scholarship funds being required to be repaid.

Tier 2 – Grow Scholarship

Is intended to support the further development of an individual's Language learning or teaching. The course will be provided by a Tertiary Institution.

- Applicants can apply for a Grow Scholarship of between \$10,000 - \$24,999 per year.
- Applicants must identify how they intend for their learning to benefit their Community (this should have a wider and/or deeper impact on an individual's Community in comparison to the Revive Scholarship).
- Applicants must provide evidence of enrolment/registration in a Tertiary Institution and any other supporting documents requested.
- Applicants must outline the costs that will be covered by the Grow Scholarship. Please note that the funds cannot be used to cover the cost of a course that has been completed.
- Successful applicants will need to acquit the Grow Scholarship within 6 weeks after the course delivery date and provide evidence of successful completion of the course, for example a certificate of completion.
- Failure to successfully complete a course may result in some or all the Grow Scholarship funds being required to be repaid.

Tier 3 – Nurture Scholarship

Is intended to support the growth of expertise of an individual's Language learning or teaching. The course will be provided by a Tertiary Institution.

- Applicants can apply for a Nurture Scholarship of between \$25,000 - \$50,000 per year.
- Applicants must identify how they intend for their learning to benefit their Community (this should have a wider and/or deeper impact on an individual's Community in comparison to the Grow Scholarship).
- Applicants must provide evidence of enrolment/registration in a Tertiary Institution (and any other supporting documents requested).
- Applicants must outline the costs that will be covered by the Nurture Scholarship. Please note that the funds cannot be used to cover the cost of a course that has been completed.
- Successful applicants will need to acquit the Nurture Scholarship within 6 weeks after the course delivery date and provide evidence of successful completion of the course, for example a certificate of completion.
- Failure to successfully complete a course may result in some or all Nurture Scholarship funds being required to be repaid.

2

Selection criteria

2 Selection criteria

2.1 Eligibility criteria

Eligible applicants must meet each of the following criteria:

- An individual who identifies and is recognised by their Community as Aboriginal,
- A NSW resident (an exception may be granted under special circumstances at the discretion of the ALT),
- Currently undertaking, or is enrolled to undertake, post-secondary tertiary education or training related to learning, teaching or assisting in the development of a NSW Aboriginal Language, and
- Currently participating in, or can demonstrate plans to participate in, Language development in a Community within NSW.

Ineligible applicants are:

- Organisations and/or corporations.
- Individuals that are based outside NSW (exception may be granted under special circumstances).

2.2 Assessment criteria

All applications must demonstrate how they meet the assessment criteria set out in Table 2 below. You must address all of the assessment criteria in your application.

The depth of information required to be submitted with the application will vary based on the value of the scholarship. You must ensure all requirements for evidence or documentation to support an application is submitted with your application.

Table 2 – ALT Educational Scholarship Program Assessment Criteria

Criterion	How to demonstrate
Supporting the reclamation and revitalisation of NSW Languages	<p>The applicant must address:</p> <ul style="list-style-type: none"> - How the outcomes of their study supports the reclamation of NSW Aboriginal Languages - How they plan to contribute to the efforts to revitalise NSW Aboriginal Languages
Outcomes for Aboriginal peoples in NSW	<p>The applicant must address:</p> <ul style="list-style-type: none"> - How their study supports the needs and priorities of the NSW Aboriginal Language Community to which they hold belonging - How they intend to support build the capability of Community in the Languages space, including what benefits and impact will be delivered to their local Community - How they intend to engage with their local Language Community and receive effective feedback

Criterion	How to demonstrate
Capacity to deliver intended outcomes	<p>The applicant must address:</p> <ul style="list-style-type: none"> - A strong commitment to complete study, including a detailed learning plan - Connection to Community and Country in which they plan to support the reclamation and revitalisation of NSW Aboriginal Languages - Ability to share information and resources

All applications should consider:

- Value for money which is determined by the contribution back to Community through the revival or development of Aboriginal languages.
- Financial arrangements ,will you manage your funds or auspice through an organisation
- capability, experience and skills of the applicants- outline in your application your ability to manage your project.
- deliverability of the project - including demonstrating that the applicant has the capacity and expertise to deliver the project within budget and timeframes,
- community support for the proposed project- that you are recognised and accepted in the community as Aboriginal and the program is supported locally to be delivered.
- Ensure that your project is aligned with program objectives

3

Application process

3 Application process

3.1 How to apply

The ALT Educational Scholarship Program is an “open and competitive” funding round. This means if the number of grants exceed the total amount of funds available for the program, applications will be assessed against the criteria and each other and prioritised based on likely impact/benefit to NSW Aboriginal Languages.

The ALT will administer the ALT Educational Scholarship Program using the electronic Management System, SmartyGrants, which enables the ALT to obtain sufficient information to verify applicant details, assess applications, and report on program outputs and outcomes.

Applicants are encouraged to complete an online application form through the Smarty Grants Portal. You will need to create a secure account with log in name and password.

Supporting documents will be required for inclusion in the application. Examples of documents include, but are not limited to:

- Completed application form,
- Completed project plan and budget templates,
- Risk management plan (if Applicable),
- Evidence of public liability insurance (If Applicable),

After an application is submitted, you will receive a notification of receipt from Smarty grants. Applications cannot be changed once submitted.

Applicants must not provide false or misleading information, if found to provide false or misleading information you will not be eligible for any further grants through the ALT.

An initial review will be carried out by the ALT Community Investment Team to ensure forms are adequately completed and applicants meet the basic requirements, such as proof of Aboriginality. All applications will be screened for project eligibility. The applicant may be contacted for verification or for further information at this stage.

ensuring forms are adequately filled out and applicants meet basic requirements, such as proof of Aboriginality. All applications will be screened for project eligibility. Ineligible applicants will be notified in writing and will not proceed to Stage 2.

The ALT Educational Scholarship Program is open from 5 December 2023 to 28 January 2024.

The ALT may consider extending the closing date for all applicants. Any extensions on the closing date will be made public through the ALT website www.alt.nsw.gov.au, on the ALT social media platforms and the SmartyGrants portal.

The ALT will not extend the close date for individual applications or accept late applications.

Any potential program, scholar or governance risk will be actively managed in accordance with the relevant ALT policies.

4

Assessment process

4 Assessment process

4.1 Assessment of grant applications

An Assessment Panel will assess applications against the assessment criteria. In progressing applications for decision, the value will be taken into consideration, with different approval processes varying dependent to the ALT Educational Scholarship Program tier.

Stage 1: Application through Smartygrants

An individual will complete the online application form via SmartyGrants.

An initial review of applications by the ALT Community Investment Team will take place, ensuring forms are adequately filled out and applicants meet basic requirements, such as proof of Aboriginality. All applications will be screened for project eligibility. The applicant may be contacted for verification or for further information at this stage. Ineligible applicants will be notified in writing and will not proceed to Stage 2.

Stage 2: Assessment

Applications that pass the initial review by the Community Investment Team will be reviewed by the assessment panel. Applications will be assessed based on value for money, Community impact and their ability to meet the assessment criteria.

Eligible applications will be assessed within two weeks of submission by the Assessment Panel consisting of four members, including:

- An ALT staff member
- A NSW Government Department or Agency staff member (non-ALT)
- Two (2) Aboriginal Community members / Language Champions

The assessment panel will:

- Review applications, consistent with the eligibility and assessment criteria.
- Assess each application individually and then as a group.
- Prepare an assessment panel report of their recommendations.
- Submit a final assessment panel report to the ALT Executive Director.
- On request, provide confidential verbal briefing to others in the approval process.
- Oversee the timelines and effectiveness of the assessment process.

The Assessment Panel may seek advice from an Advisor.

The Departmental Delegate, ALT Executive Director, is the final decision maker based on the recommendations of the Assessment Panel.

Stage 3: Grant Funded

Successful applicants will be required to:

- Enter into a funding agreement with the ALT within two weeks of an offer being made.
- Start and complete funded activities and events by the dates specified in the funding agreement.
- Notify the ALT of any proposed changes to the funded activity, including timelines.

- Acknowledge the support of the ALT in accordance with the Funding Acknowledgement Guidelines which can be found at www.alt.nsw.gov.au

Stage 4: Report and Acquittal

The applicant is required to report on outcomes from the activity and acquit the grant within 30 days of project completion. Evidence to support this can be uploaded in SmartyGrants and must include proof of expenditure (copies of invoices and receipts) as well as photos, media coverage, links to video clips, etc, where relevant.

If the applicant does not successfully acquit the grant, the ALT Community Investment Team will contact you to assist with the completion of your acquittal if an underspend is identified it will need to be returned to the Aboriginal Languages Trust.

If the acquittal is not completed within the required timeframe, you will not be eligible to apply for the ALT Grants for the next two years.

Successful applications may be included in:

- Public media releases,
- An announcement on the ALT website,
- ALT social media promotion,
- ALT Annual Report or other ALT publications,
- Published on Grant Finder website, and
- Published on ALT Website.

4.2 Notification of application outcome

Applicants will be advised of the application outcome. Notification will be in writing through SmartyGrants once the Executive Director, Aboriginal Languages Trust has finalised the approval process.

Successful applicants will be announced publicly within 7 weeks of grant agreements being signed. Announcements will not be made regarding grants awarded before the grantee has been informed. Unsuccessful applicants will be informed of the outcome of their application before the announcement.

4.2.1 Feedback on applications

Applicants can request feedback on their application by contacting the ALT Community Investment Team on 1300 036 406 or via email on grants@alt.nsw.gov.au

4.3 Publication of grants information

The Grants Administration Guide requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant agreement takes effect (see section 6.5 of the Guide and Appendix A to the Guide). This information is also open access information under the *Government Information (Public Access) Act 2009* (NSW) (GIPA Act), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after the grant funding is approved or declined.

All records in relation to this decision will be managed in accordance with the requirements of the *State Records Act 1998* (NSW).

OFFICIAL



OFFICIAL

5 Successful grant applications

Successful applicants will be required to:

- Enter into a funding agreement with the ALT within two weeks of the offer being made.
- Start and complete funded activities and events by the dates specified in the funding agreement.
- Notify the ALT of any proposed changes to the funded activity, including timeframes.
- Acknowledge the support of the ALT in accordance with the Funding Acknowledgement Guidelines which can be found at www.alt.nsw.gov.au
- Report on the outcomes from the activity and acquit the grant within 30 days of project completion. Evidence to support this can be uploaded in SmartyGrants and must include proof of expenditure (copies of invoices and receipts) as well as photos, media coverage, links to video clips, etc, where relevant. If the acquittal is not completed within the required timeframe, you will not be eligible to apply for the ALT Grants for the next two years. If Acquittal is not completed with supporting evidence, you will be required to repay any underspend identified.

Successful applications may be included in:

- Public media releases,
- An announcement on the ALT website,
- ALT social media promotion,
- ALT Annual Report or other ALT publications,
- Published on Grant Finder website, and
- Published on ALT Website.

5.1 Grant agreement

The ALT will enter into a grant agreement with applicants, and relevant service providers, who are approved to receive an ALT Educational Scholarship Program funds.

Important terms and conditions associated with the funding, may include the following:

- 6 monthly project progress reports and other reporting requirements,
- Milestones or targets to be met,
- Repayment of unspent funds,
- Being responsible for any project cost overruns, and
- Participating in a program evaluation or audit to determine the extent to which projects have contributed to the program objectives.

Note: Project variations will be considered on a case-by-case basis, if delivery is impacted under unforeseen circumstances.

5.2 Grant payment

The ALT Educational Scholarship Program funds will be paid directly to the applicants nominated bank account, as identified in your agreement, within 4 weeks of the agreement being signed and returned to the ALT.

You will be required to provide the following information to enable payment of funds to be made:

1. Full Name
2. Address
3. Date of Birth
4. ABN
5. Bank Account Details
6. Bank Statement on bank letterhead showing full name, account details and address.
(transaction or bank balance is not required)

Note: New vendors are required to be verified through EFTSURE to successfully complete the vendor process with the Premiers Department). You will be required to respond to an EFTSURE verification which will consist of an email and follow up phone call from a private number within 48 hours of your vendor creation commencing.

5.3 Unspent funds

If your project is completed and there are unspent funds remaining, you will be required to return the unspent funds. Contact the ALT Community Investment Team to discuss any underspend.

5.4 Indicative reporting and acquittal requirements

The ALT Educational Scholarship Program will be monitored, including a mid-term progress report and final report.

The applicant must advise the ALT of any changes likely to affect their approved Scholarship by contacting the ALT's Community Investment Team as soon as possible. This may include cost or scope changes and require negotiation of an funding agreement variation.

The applicant must also inform the ALT of any changes to the following:

- Name
- Address
- Nominated Contact Details
- Bank Account Details

If an applicant becomes aware of a breach of terms and conditions under their agreement, they must contact the ALT immediately.

Quality Assurance checks will be completed on projects that receive ALT Scholarship Program funding. This is to ensure that the funding is expended in line with the purpose and the study aligns with the intended outcomes as defined in the Strategic Plan and AL Act.

Table 3 – ALT Educational Scholarship Program Assessment and Approval Framework

Stream	Requirements
<p>Revive Scholarship (Nil to \$9,999 per year)</p>	<p>Assessment Process: Assessment Panel consisting of 4 members:</p> <ul style="list-style-type: none"> • ALT staff member • A NSW Government Department or Agency staff member (non-ALT) • Two (2) Aboriginal Community members / Language Champions <p>Approval: ALT Executive Director</p> <p>Required supporting documents:</p> <ul style="list-style-type: none"> • Proof of Aboriginality • Proof of Enrolment • Budget showing how the grant amount will be spent <p>Performance monitoring requirements: Certificate of Completion, acquittal of grant.</p>
<p>Grow Scholarship (\$10,000 - \$24,999 per year)</p>	<p>Assessment Process: Assessment Panel consisting of 4 members:</p> <ul style="list-style-type: none"> • ALT staff member • A NSW Government Department or Agency staff member (non-ALT) • Two (2) Aboriginal Community members / Language Champions <p>Approval: ALT Executive Director</p> <p>Required supporting documents:</p> <ul style="list-style-type: none"> • Proof of Aboriginality • Proof of Enrolment • Budget showing how the grant amount will be spent • At least two [2] letters of support from the relevant Aboriginal Community Language Champion / Aboriginal Community Organisation / Language Network or Reference Group • Study and Outcome Plan <p>Performance monitoring requirements: Mid-term Review, Academic Transcripts, Acquittal of Grant</p>
<p>Nurture Scholarship (\$25,000 - \$50,000 per year)</p>	<p>Assessment Process: Assessment Panel consisting of 4 members:</p> <ul style="list-style-type: none"> • ALT staff member • A NSW Government Department or Agency staff member (non-ALT) • Two (2) Aboriginal Community members / Language Champions <p>Approval: ALT Executive Director</p> <p>Required supporting documents:</p> <ul style="list-style-type: none"> • Proof of Aboriginality • Proof of Enrolment • Budget showing how the grant amount will be spent • At least two [3] letters of support from the relevant Aboriginal Community Language Champion / Aboriginal Community Organisation / Language Network or Reference Group

Stream	Requirements
	<ul style="list-style-type: none"><li data-bbox="571 174 963 208">• Study and Outcome Plan <p data-bbox="523 226 1461 297">Performance monitoring requirements: Mid-term review, Academic Transcripts, Acquittal of Grant</p>



Additional information and resources

6 Additional information and resources

6.1 Complaint handling

Complaints about the process can be made in writing to grants@alt.nsw.gov.au

You will be contacted by the ALT Manager, Community Engagement and Investment to discuss your complaint. If the complaint cannot be addressed by the ALT Manager, Community Engagement and Investment, it will be escalated to the ALT Executive Director.

All complaints will be registered by the ALT in accordance with the relevant policy. Once a complaint is made all communications will be documented.

6.2 Access to information

The GIPA Act provides for the proactive release of Government information by agencies and gives members of the public an enforceable right to access Government information held by an agency (which includes Ministerial Offices). Access to Government information is only to be restricted if there is an overriding public interest against disclosure.

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the papers – that is, the return to order. The return to order may contain privileged and public documents. Privileged documents are available only to members of the Legislative Council.

Note that documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

6.3 Ethical conduct

The ALT will make sure that the ALT Educational Scholarship Program process is fair, transparent, and incorporates appropriate safeguards against fraud, unlawful activities, and other inappropriate conduct. All decisions related to administration of the ALT Educational Scholarship Program will be impartial, appropriately documented and published, publicly defensible and lawful.

6.3.1 Conflict of interest management

The ALT acknowledges that within Aboriginal Communities, individuals possess personal, professional, and cultural relationships, in which they hold belonging, authority, and accountability. The strength of these connections often assists in the appropriate revitalisation of Language and Culture but can also create challenges in relation to independence of decision making. Given the Community connections of staff in roles with probity responsibilities to this Program, actual or perceived conflicts of interest with applicants is expected.

A conflict of interest exists when it is likely that a member could be influenced by a personal or business interest. If a conflict or perceived conflict of interest is declared, the assessor is removed from the assessment process of the application where a conflict is declared.

Declaring a conflict ensures the conflict is recorded. Therefore:

- Conflict of Interest declarations will be signed by all persons involved in performing functions related to the process.
- The assessment panel will make such declarations within the application profile in SmartyGrants.
- All staff involved in the process, who have a perceived and real conflict of interest:
 - are to bring this to the attention of their supervisor and where appropriate, strategies to manage the risks will be identified and incorporated.
 - any Board member with a conflict or perceived conflict will be noted in the recommendations to the ALT Executive Director (and be noted in Board meetings), and where appropriate strategies to manage the risks will be identified and incorporated.
 - where a panel member identifies a conflict or perceived conflict of interest that panel member will be excluded for the assessment of that specific application only.
 - where the conflict affects more than 50% of the panel an independent member will be engaged for the assessment of that specific application.
 - where the ALT Executive Director declares a conflict of interest, approval of the conflicted applications will be escalated to the Deputy Secretary, Aboriginal Affairs NSW.

6.3.2 Confidentiality

There is a legal obligation to maintain confidentiality over certain information and the ALT will treat the information of the applicant as sensitive and therefore it will remain confidential. However, the ALT must publish as much information as is permitted and the reasons for not publishing the information fully must be documented by the ALT.

This section applies to all information that may be confidential, proprietary, or commercial in confidence.

Confidentiality is weighed against the need to be open and transparent.

The following procedures are in place to ensure that the unauthorised release of confidential information does not occur:

- Confidentiality declarations are to be signed by all persons involved in performing functions related to the funding application and the assessment process.
- Documents and records will be kept confidential and secure in SmartyGrants or in the Departments official EDRMS system.
- Information that could be perceived as giving an unfair advantage must be kept confidential until it is publicly available to all participants.
- If there are doubts about the confidentiality status of any information, the matter will be referred to the ALT Executive Director, who may seek legal advice.
- Information that is deemed to be confidential (in accordance with legislative responsibilities) will be kept confidential (subject to Government Information Public Access Act 2009 (GIPA)).
- Information that is commercially sensitive or commercial in confidence will remain confidential (subject to Government Information Public Access Act 2009 (GIPA)).
- The assessment panel will meet in a secured location to prevent breaches of confidentiality.
- Secure documents will only be accessible by persons approved by the assessment panel convener.

- Secure documents will only be accessible by persons who have signed and submitted a confidentiality agreement.
- Printed information is to be kept in a secure place and securely disposed of.

The following information will be kept confidential:

- Contents of all applications and project plans.
- Information produced as part of the assessment process.
- Information related to the processes that is not publicly available.
- Information determined by the assessment panel to be confidential.