Aboriginal Languages Trust

Aboriginal Languages Week Program Guidelines 2026

24 July 2026

NSW GOVERNMENT

Aboriginal Languages Trust

Grant Program Details	
Opening date and time	24/07/2026 3:00 PM
Closing date and time	21/08/2026 5:00 PM
Application outcome date	4/09/2026
Project delivery timeframe (for successful applications)	18/10/2026 – 25/10/2026 (Aboriginal Languages Week)
Evaluation timeframe (Project completion reporting for successful applications)	31/10/2026 – 28/11/2026
Decision-maker	Executive Director – Aboriginal Languages Trust
NSW Government Agency	Aboriginal Languages Trust
Type of grant opportunity	Open, non-competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	$200,000 total available funding Individual grant amounts $1,000 - $6,000
Enquiries	Aboriginal Languages Trust Community Investment Team grants@alt.nsw.gov.au or 1300 036 406

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Aboriginal Languages Trust

Message from the Executive Director

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

I am a proud Gomeroi man with cultural connections across northern NSW and southern Queensland, having grown up on the South Coast and Snowy Mountains on Yuin and Ngarigo countries. Currently, I am the Executive Director at the Aboriginal Languages Trust, working under the direction of the ALT Board. With over 25 years of service, I have held senior executive roles in the Australian Government, ACT Government, and the Department of Social Services. I bring extensive experience in Indigenous Affairs, policy development, and program administration. I have deep ties to the Community and have served in leadership positions with several Aboriginal organisations and advisory committees.

The functions of the ALT are defined in the Act and 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 purpose of the various ALT Grants Programs is to distribute public money to achieve government policy outcomes for the benefit of the Community, not the ALT or broader NSW Government.

In this way, the ALT is proud to support Aboriginal Community organisations, not-for-profits, and individuals achieve their outcomes and projects through the provision of financial assistance, where they align with the functions of the ALT, to grow Aboriginal Language capacity, capability, use, understanding and resilience within their Communities.

ALT's Grant Programs are delivered in alignment with our five-year strategic plan, valid until 30 June 2027, and in compliance with the *NSW Grants Administration Guide 2024*.

Brendan Moyle
Executive Director
Aboriginal Languages Trust

v

1

Overview of grant program

Aboriginal Languages Trust

1 Overview of grant program

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

Aboriginal Languages Week commemorates the passing of the *Aboriginal Languages Act 2017* into law on 24 October, 2017. The goal of Aboriginal Languages Week is to celebrate and promote NSW Aboriginal Languages with a broad range of stakeholders and audiences.

Aboriginal Languages Week will take place on the week of 18 – 25 October 2026.

The NSW Aboriginal Languages Week Grant Program provides one-off funding to eligible Aboriginal organisations and groups to host activities and events during NSW Aboriginal Languages Week that celebrate Aboriginal Languages across NSW.

This is an open and non-competitive grants program.

Applicants can apply for grants from $1,000 up to $6,000. All grants are GST exclusive.

The ALT has allocated $200,000 for the NSW Aboriginal Languages Week Grant Program in 2026 for events and activities delivered between 18 – 25 October 2026.

Applications open 3:00pm Friday 24 July 2026.

Applications close 5:00pm Friday 21 August 2026.

Applications are to be completed online at https://alt.smartygrants.com.au/

Frequently Asked Questions (FAQs) to assist applicants are available from the Aboriginal Languages Trust website at https://www.alt.nsw.gov.au

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 at grants@alt.nsw.gov.au.

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1.1 Purpose and objectives

The objective of the NSW Aboriginal Languages Week Grant Program is to support events and activities that celebrate Aboriginal Languages in NSW to:

- Raise awareness of the history and future of NSW Aboriginal Languages
- Showcase NSW Languages work and celebrate Languages achievements
- Increase support for NSW Languages revitalisation and promote “best practice” Languages use
- Encourage participation in Languages learning, particularly young Aboriginal people
- Connect mob to Languages learning, education, and employment opportunities
- Aligns with the objectives and functions of the *Aboriginal Languages Act 2017* (NSW) and aligns with the *Aboriginal Languages Trust Strategic Plan 2022 - 2027* (https://www.alt.nsw.gov.au/learn/strategic-plan-2022-2027/)

1.2 Grant value

The total value of the NSW Aboriginal Languages Week Grant Program for the 2026/27 financial year is $200,000 with individual grant amounts of between $1,000 - $6,000 (excluding GST).

2

Selection criteria

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2 Selection criteria

This Program has been assessed as low risk, low complexity and low value in accordance with the NSW Grants Administration Guide. As such, the eligibility are proportional to the Program.

2.1 Eligibility criteria

To be eligible you must be:

Criteria	Specific information and evidence required
1. An Aboriginal Community Controlled organisation; **AND**	Documentation that proves the organisation has 51% or more Aboriginal people on the governing body, such as one of the following: • Organisation rulebook or constitution that includes governance structure; OR • Certification of membership with the Indigenous Chamber of Commerce; OR • Supply Nation registration; OR • Documentation showing membership of a peak Aboriginal organisation such as NSW Aboriginal Land Council (NSWALC), NSW Aboriginal Education Consultative Group (NSW AECG), Aboriginal Health & Medical Research Council of NSW (AH&MRC), National Aboriginal Community Controlled Health Organisation (NACCHO).
2. A not-for-profit organisation; **AND**	One of the following: • ABN associated with current Australian Charities and Not-for-Profit Commission (ACNC) registration; OR • Organisation rulebook or constitution that states the organisation is not profit making; OR • Declaration that the organisation will operate on a not-for-profit basis, consistent with ACNC definitions.
3. An eligible organisation type; **AND**	ABN and/or ORIC registration number which is associated with one of the following eligible organisation types: • Aboriginal Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth). • A company incorporated in Australia under the Corporations Act 2001 (Cth). • A Local Aboriginal Land Council (LALC) under the Aboriginal Land Rights Act 1983 (NSW). • An Incorporated Association under state legislation.

Criteria	Specific information and evidence required
	• An Incorporated Cooperative under state legislation. • An Incorporated trustee on behalf of a trust.
4. Have public liability insurance of at least $10 million per claim	Details of public liability insurance company, reference number and current certificate of public liability insurance for not less than $10,000,000 per claim.
OR	
5. An unincorporated Aboriginal Community group or individual/sole trader with an auspice that meets all the above criteria (1-4).	Auspice must provide evidence of meeting criteria 1-4 as above. Unincorporated Aboriginal Community groups and Aboriginal individuals/sole traders using an auspice must: - Provide proof of Aboriginality for Aboriginal individuals/sole traders/key members of unincorporated Aboriginal Community groups; AND - Submit a written declaration that their project is not profit-making.

The following are not eligible to apply:

- Tiers 2 and 3 recipients of the ALT Language Centres Partnership Grant Program
- Federal, State or Local Government agencies and/or bodies, including public schools and hospitals;
- Public schools, Universities, TAFEs, Adult and/or Adult and Community Education (ACE) organisations;
- For-profit organisations, including Aboriginal businesses;
- Unincorporated organisation or groups without an eligible auspicing organisation;
- Organisations or groups that have not met project requirements, including acquittal and reporting for funding received from the ALT in the previous two years;
- Organisations found to have provided false or misleading information in applying for previous grants through the ALT.

Note: *Applicants must be located in NSW and/or delivering a service to Communities within NSW.*

2.2 Auspice Arrangements

The auspicing organisation must:

- Be a separate entity, unrelated to the applicant organisation
- Provide evidence of meeting criteria 1-4 as above.

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Note: Applicants who are not eligible for funding cannot apply through an eligible organisation under an auspice arrangement. For example, an Aboriginal for-profit business, cannot apply for program funding through an auspice arrangement with an Aboriginal Community Not-for-Profit organisation

2.3 Eligible events and projects

What can I apply for? What will be funded?

Funding can be used for projects that meet the aims and objectives of NSW Aboriginal Languages Week Grant Program. The following are examples of the types of activities that may be funded. Projects do not need to be limited to these examples:

- Community gatherings, festivals and fundays that celebrate and promote Aboriginal Languages within NSW
- Public exhibitions
- Language workshops
- Language classes
- Language themed sporting and arts activities or competitions

Funding can be used for:

- To purchase materials and consumables such as art supplies, personal and protective equipment (PPE) and catering (excluding alcohol) – for the purpose of the project, activity or event.
- To pay workshop facilitators, Language practitioners, Elders and Language knowledge holders.
- For rental or hire fees for the purpose of the project, activity or event.

Funding cannot be used for:

- Activities and events that have already been held.
- Capital purchases, such as buildings, construction capital works including renovations, or purchase of land.
- Purchasing or leasing large equipment, including any type of vehicle.
- Buying a business or tools of trade.
- Sitting fees, travel allowance, or costs associated with membership of Board/Councils.
- International travel costs; proposals for domestic travel need to demonstrate benefit to the project, organisation, or community.
- Costs that are not directly associated with the delivery of the project, activity or event.

3

Application process

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3 Application process

3.1 How to apply

The NSW Aboriginal Languages Week Grant Program is an "open and non-competitive" funding round. In accordance with the NSW Grant Administration Guide, this means grant "Applications are assessed individually against the selection criteria, without reference to the comparative merits of other applications".

The ALT will administer the NSW Aboriginal Languages Week Grant Program using the electronic Management System, SmartyGrants, which enables the ALT to obtain sufficient information to verify applicant details, assess eligibility, and report on program outputs and outcomes.

Applicants must complete an online application form through the SmartyGrants Portal (https://manage.smartygrants.com.au). You will need to create a secure account with log in name and password.

Supporting documents will be required for inclusion in the application. Refer to Section 2.1 of this Guide for information on the specific Eligibility Criteria.

After an application is submitted, you will receive a notification of receipt from SmartyGrants.

Please note

- Applications cannot be changed once submitted.
- 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.

The ALT Community Investment Team will ensure forms are adequately completed and may request further information prior to the closing date.

3.2 Support available to applicants

In the interests of equity of access to ALT Grants, if you need support with the application process, completing the application form (due to disability, disaster (flood), or access to technology for example) or are in a remote Community with limited access to the internet, please contact the ALT:

- Phone: 1300 036 406
- Email: grants@alt.nsw.gov.au

Any direct support provided in the application will be delivered by an ALT staff member not involved in the assessment process.

Applicants are encouraged to ask questions and seek to assistance from the ALT when writing their applications to ensure they are complete and compliant. Any questions asked will be posted anonymously in the FAQs and published to SmartyGrants and or the ALT website to inform all applicants and records of advice provided and why it was provided, will be retained in accordance with NSW Government Policy.

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Assessment process

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4 Assessment process

4.1 Assessment of grant applications

Eligibility Cull

The ALT Community Investment team will screen all the applications against the Program's eligibility criteria as they are received. The applicant may be contacted for verification evidence or for further information at this stage, including positive affirmation that they do not meet any of the excluding criteria. If your application is found to be ineligible, you will be notified in writing that your application has been unsuccessful.

Decision making

The Departmental Delegate, Executive Director, ALT is the final decision maker.

Independent Probity Advice will not be required as the Grant Program has been assessed as low value, low complexity and low risk.

Eligible applications will progress to establishment of a Funding Agreement.

4.2 Notification of application outcome

Applicants will be advised of their application outcome. Notification will be in writing through SmartyGrants once the Executive Director, ALT has finalised the approval process. Successful applicants will be announced publicly within seven (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.

4.3 Feedback on applications [and appeal process]

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. Any complaints with regard to the process should be made in accordance with the complaints process defined withing this document.

The grant decision, and value of the grant offered as a result of the ALT selection process is final. Any complaints with regard to process can be made in accordance with clause 6.1 of these guidelines. Feedback summaries may be available for open grant rounds, and some may offer individual feedback at ALT discretion.

4.4 Publication of grants information

The Grants Administration Guide (**the Guide**) requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant/funding 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).*

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, and
- ALT Website.

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Successful grant applications

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5 Successful grant applications

Applicants will be advised of the outcome in writing through SmartyGrants once the approval process is complete.

Successful applicants will be required to:

- Enter into a funding agreement with the ALT within two (2) 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
- Report on the outcomes from the event/activity within 30 days of completion. Evidence to support this can be uploaded in SmartyGrants and must include a statement about the event/activity as well as photos, media coverage, links to video clips, etc, where relevant.

5.1 Funding agreement

The ALT will enter into a funding agreement with applicants, and relevant service providers, who are approved to receive NSW Aboriginal Languages Week Grant Program funds.
Important terms and conditions associated with the funding, may include the following:

- Project Completion 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.

5.2 Grant payment

The NSW Aboriginal Languages Week Grant Program funds will be paid directly to the applicants nominated bank account, as identified in your agreement, within four (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. ABN
4. Bank Account Details

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5. 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.

5.2.1 Goods and Services Tax (GST) on Grant Payment

In accordance with the NSW Grant Administration Guide Para 4.1.4, "a 'grant' is an arrangement for the provision of financial assistance by the NSW Government (or on behalf of the NSW Government) whereby money:

1. is paid to a grantee other than the NSW Government
2. is intended to help address one or more of the NSW Government's policy outcomes
3. is intended to assist the grantee to achieve its objectives
4. *does not result in the return of goods or services by the grantee of an equivalent value to the NSW Government (i.e. it is a non-reciprocal exchange).*

As a result, ALT Grant payments are GST exclusive as there is no 'supply' of goods and services to the ALT in return for the Grant payment. As such Grantees need to process the Grant payment in their financial systems as GST exclusive. If an invoice is incorrectly submitted as including GST the invoice will be rejected for rectification.

If the ATO during an audit finds there is supply, then a Joint private ruling will be requested, and a grant variation will be processed to remove the Language that created the perception of supply. Since ALT can only supply Grants (as per paragraph 4.1.4 of the NSW Grant Administration Guide) and cannot procure goods and services with ALT funds, if the variation is not acceptable to the ATO then the Grant Agreement or Program would likely need to be terminated until the wording could be changed to make it clear there was no supply – actual or perceived. Neither the ALT nor Grantee can determine supply only the ATO can make this determination.

5.2.2 GST Payment for Goods and Services

Grantees registered for GST (including NFPs), will need to submit their application exclusive of GST, and any GST paid for goods and services should be claimed as a tax input credit through normal accounting processes and business activity statement.

Grantees not registered for GST should consider the GST they are likely to incur during their project and include this amount in their Grant application (as a total figure and not a separate figure for GST), to the maximum Grant value. This is because GST cannot be claimed as a tax credit through your accounting processes.

5.2.3 GST Registration

Applicants should review the ATO guidance on GST registration and ensure the Grant payment will not require them to register for GST https://www.ato.gov.au/businesses-and-organisations/gst-excise-and-indirect-taxes/gst/registering-for-gst. ALT will require applicants to state that they have read the ATO guidance, and they are or are not registered for GST, and they are not required to register for GST after payment of the Grant.

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Note: All information provided by ALT is general in nature and is designed to aid Grant recipients to formulate their own conclusions on Australian regulatory matters. The information must be applied to your current circumstances only. The Grant recipient should seek independent advice regarding the income consequences pertaining to ALT Grants.

5.3 Unspent funds

If there are unspent funds remaining, you may be required to return the unspent funds associated with the project in your application. Contact the ALT Community Investment Team to discuss any underspend.

5.4 Indicative reporting and acquittal requirements

The Grant Program will be monitored, including a project completion report.

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

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

- Name
- Address
- Nominated Contact Details
- Bank Account Details
- Project outcomes
- Project schedule
- Conflict of interest
- Fraud or other governance issue

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

5.5 Variation

ALT recognise that unexpected events may affect your grant and occasionally, a successful grant recipient may, after the grant has been approved, request a change to the funding agreement. When determining if we approve a variation request, the key issue is whether the change in scope would amount to a new grant. If the change is such that you are essentially requesting a new grant (e.g. additional funds for your approved project or the use of the same funds for a different, unapproved purpose, such as a different outcome), then the change in scope would be treated as a new grant application and not a variation.

A variation request that amounts to a minor change to an approved project that does not substantively impact the approved purpose or substantively change the timing or conditions of the approved grant would not generally need to be treated as a new grant and can be approved by the ALT Community Investments Team (although the decision maker will still be notified).

The kinds of proposed variations that might be considered a minor change include:

- an extension-of-time request of a relatively short duration – for example a request to change an event date
- a minor change to scope that aligns with the approved purpose and does not involve the seeking of any additional funds

In these circumstances, you can request a variation to your grant agreement. You can request a variation by getting in early contact with ALT, but you should not assume that a variation request will be successful. ALT will consider your request based on provisions in the funding agreement and the likely impact on achieving grant outcomes.

You MUST notify ALT and request a variation where:

- There is a change to any listed key personnel of the project team,
- There is a change in the approved expected outcomes to Community,
- There is a change in project duration or cost,
- There is a change in your financial status – such as bankruptcy, and / or
- You can no longer deliver the project.
- Or for any other reason where you identify you may not be able to deliver on the funding agreement.

If a variation request is accepted, further changes may be required such as changes to the funding agreement to reflect the changed scope (if approved), or there may be additional or new publication requirements to ensure transparency about what has been funded etc.

For clarity and consistency, the ALT will keep a record of any variation requests and record decisions.

Variations should be requested through the grants@alt.nsw.gov.au email.

5.6 Evaluation

On completion of the Aboriginal Languages Week Program, the ALT will engage with successful organisations to gain feedback on the Program.

The main focus areas for the evaluation will be:

Outcome	Grantee Evaluation
Was the project successfully delivered? Did the grantee meet all measurable outcomes?	• Engagement with Community and project stakeholders seeking feedback on project and project outcomes (sample of Community stakeholders may be requested to gather feedback on the Project) • Engagement with project manager • Assessment of final deliverables against outcome metrics • Improvements identified for future projects, if applicable
Did the project meet all ALT financial and performance monitoring and reporting obligations?	• ALT evaluation of performance and financial reporting (during and post project) • Improvements identified for next grant program
How well did the grant program work?	• Grantee feedback on process • Community and stakeholder feedback on process • Improvement identified for next grant program

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6

Additional information and resources

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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, Operations and Governance to discuss your complaint with one (1) week.

If the complaint cannot be addressed by the ALT Manager, Operations and Governance and Investment within two (2) weeks, it will be escalated to the ALT Executive Director who will investigate (this may include seeking independent advice) and contact you to resolve the complaint within two (2) weeks.

All complaints will be registered by the ALT in accordance with the relevant policy. Once a complaint is made all communications will be documented and retained in accordance with the requirements of the *State Records Act 1998 (NSW).*

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

6.3.1 Conflict of interest management

A conflict of interest exists when a reasonable person might perceive that your personal interest(s) could be favoured over your public duties.

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 Grant Program, actual or perceived conflicts of interest with applicants is expected.

The following steps will be taken to identify and manage any conflicts of interest that may arise during administration of the Program:

- Any declared conflicts of interest and controls will be documents and reported in accordance with relevant ALT policies and government requirements.
- All parties involved in the Program, including applicants and ALT Staff, Executives and Board Members, need to declare any actual or perceived conflicts of interest.
- All staff involved in the process who have a 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 implemented.
- Where an assessor identifies a conflict of interest in relation to an application, that assessor will be excluded for the assessment of that specific application only.
- Where the ALT Executive Director declares a conflict of interest in relation to an application, approval of the relevant applications will be escalated to the Deputy Secretary, Aboriginal Affairs NSW.
- All conflicts of interest, will be noted in the recommendations to the ALT Executive Director and will be noted in Board meetings, including the nature of the conflict and controls to manage the risks.

6.3.2 Confidentiality

There may be a legal obligation to maintain confidentiality over certain information and the ALT will generally seek to treat applicant information as confidential. However, there are requirements to publish or produce certain grants information. As outlined above, 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.

Subject to the above, the following procedures are in place to help 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 Department's 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.
- Printed information is to be kept in a secure place and securely disposed of.

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6.3.3 Government Sector Finance Act 2018 (NSW)

Consistent with section 10.3A of the *Government Sector Finance Act 2018 (NSW)* when approving or declining a grant to which the Grants Administration Guide applies, regard will be had to the key principles of grants administration specified in the Guide.