



Language Centres Partnership Grant Program Guidelines

13 May 2026





Grant Program Details	
Opening date and time	13/05/2026 2:00PM
Closing date and time	26/05/2026 9:00 AM
Application outcome date	12/06/2026
Funded activity delivery timeframe (for successful applications)	1/07/2026 – 30/06/2029
Reporting and acquittal timeframe (for successful applications)	9-month (Year 1 Q3) progress report 21-month (Year 2 Q3) progress report Final report at the completion of the Funding Agreement
Decision-maker	Aboriginal Languages Trust Board
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)	<p>\$17.9M total funding available (excluding GST)</p> <p>Tier 1 Emerging Language Centres: Applicants may access up to \$100,000 in year one (individual grant amounts, excluding GST, Funding agreement ending 30 June 2027). Progression after the first year is not guaranteed, and contingent upon another successful application in 2027.</p> <p>Tier 2 Established Language Centres in receipt of Indigenous Languages and Arts closed targeted program (Australian Government funding) – up to \$200,000 in LCPP funding each year (individual grant amounts, excluding GST) which cannot take their combined ILA and LCPP funding above a maximum total funding of \$600,000, for up to 3 years (Partnership MoUs ending 30 June 2029).</p> <p>Tier 3 Established Language Centres – up to \$600,000 each year (individual grant amounts, excluding GST), for up to 3 years (Partnership MoUs ending 30 June 2029).</p>
Enquiries	Aboriginal Languages Trust Community Investment Team grants@alt.nsw.gov.au or 1300 036 406





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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 Gomeri man with cultural connections across northern NSW and southern Queensland. 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

1

Overview of grant program



1 Overview of grant 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 Language Centres Partnership Program was established to support eligible Aboriginal Language Centres participating in the Language Centres Partnership Program. The Grant is administered by the ALT and funded through NSW Government's 2025-26 investment in Target 16 of Closing the Gap.

From an ALT perspective we ensure delivery of value for money outcomes by ensuring that grant processes are simple, clear, proportionate, fair and transparent. Where we can minimise resource requirements on the ALT and the Language Centre this has been reflected in the processes and requirements documented throughout the Grant Guidelines. We expect that Language Centres will demonstrate how their proposals will deliver value for money to the ALT in terms of expected outcomes and costs. This means grant proposals must identify:

1. Grant funding requirements – the Language Centre's Budget plan (amount being sought) and Goal and Activity plan (what the grant will be spent on).
2. Specific grant outcomes – what the expected measurable outcome(s) will be, and
3. Community outcomes – how the Grant activities benefit the Community (or the broader NSW Aboriginal Languages Community) for example stabilising Aboriginal Language Centre operations, creating new jobs and securing employment for Aboriginal Languages workers, reclaiming and revitalising Aboriginal Languages in NSW.

All grants are GST exclusive.

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.

1.1 Purpose and objectives

This is an open, competitive, multi-year (12-36 months) grant program conducted over a single grant round, which will be offered to emerging and established Aboriginal Language Centres participating in the ALT's Language Centres Partnership Program (LCPP).

The objectives of this grant are to provide:

- Operational funding to established Aboriginal Language Centres participating in the LCPP enabling delivery of Community Language goals outlined in their LCPP Memorandum of Understanding (MoU).
- Seed funding for emerging Aboriginal Language Centres participating in the LCPP to enabling development and delivery of Community Language goals outlined in their LCPP MoU.



There are three Tiers of grants provided under the Language Centre Partnership Grant Program:

- Tier 1 Emerging Aboriginal Language Centres – this funding is designed to support the growth and establishment of emerging Language Centres in year one.
- Tier 2 Established Aboriginal Language Centres in receipt of Indigenous Languages and Arts (ILA) closed targeted program funding (Australian Government funding) – this will provide ‘top-up’ funding to Established Aboriginal Language Centres that are currently receiving ILA *Targeted non-competitive grant* funding.
- Tier 3 Established Aboriginal Language Centres – this funding is designed to support established Language Centres with their operational and staffing costs.

1.2 Language Centres Partnership Program

The Language Centres Partnership Program (LCPP) is a new initiative funded under NSW Closing the Gap to increase the number of Language Centres and sustainable investment in Aboriginal Language Centres in NSW. The LCPP is dedicated to the growth and nurturing of NSW Aboriginal Languages by strengthening and expanding Community-controlled Aboriginal Language Centres. Language Centres participating in tier two and three of the Program will enter into MoUs with the ALT that support delivery of Community-led Language aspirations.

Program Outcomes

The three key program outcomes for the Language Centres Partnership Program are to:

- Create, place-based partnerships that foster collaboration between the Aboriginal Languages Trust and Community-controlled Aboriginal Language Centres
- Reawaken and revitalise Aboriginal Languages in NSW through a place-based approach that partners with, and invests in, Community-controlled Aboriginal Language Centres to deliver Community-led Language aspirations
- Build a strong Community-controlled Aboriginal Languages sector to deliver sustained Language services to Aboriginal Communities

LCPP is delivered in alignment with the ALT Strategic Plan, ALT’s International Decade of Indigenous Languages Strategy and the Languages Policy Partnership National Language Priorities. The program strongly aligns with NSW Closing the Gap Priority Reforms:

- Priority Reform 1 – Formal Partnerships and Shared Decision-Making
- Priority Reform 2 – Building the Aboriginal Community-controlled Sector
- Priority Reform 3 – Transforming Government Organisations
- Priority Reform 4 – Shared Access to Data and Information
- Priority Reform 5 – Aboriginal Economic Prosperity.

1.3 Grant value



The total value of the Language Centre Partnership Program spread over 3 financial years is:

- \$4.54M for the 2025-2026 financial year
- \$5.94M for the 2026-2027 financial year
- \$7.43M for the 2027-2028 financial year

Minimum and maximum grant values are as follows:

- Tier 1 – up to \$100,000 in year one (individual grant amounts, excluding GST). Tier 1 applicants can submit applications for Tier 3 funding for years 2 and 3 prior to 30 June 2027. Progression after the first year is not guaranteed, and contingent upon a successful application in 2027.
- Tier 2 – up to \$200,000 in LCPP funding each year (individual grant amounts, excluding GST) which cannot take their combined ILA and LCPP funding above a maximum total funding of \$600,000, for up to 3 years.
- Tier 3 – up to \$600,000 each year (individual grant amounts, excluding GST), for up to 3 years.

2

Selection criteria

2 Selection criteria

The Language Centre Partnership Program has been assessed as medium value, medium risk and medium complexity in accordance with the *NSW Grants Administration Guide 2024*. As such, the eligibility and assessment criteria, as well as the reporting, monitoring and acquittal processes are proportional to the grant being applied for.

All applicants to the LCPP undergo a rigorous eligibility check and assessment process in order to enter a Funding Agreement with the ALT. This process is detailed in the *LCPP Partnership Framework*.

2.1 Eligibility criteria

Tier 1

Criteria	Specific information and evidence required
Aboriginal Community control with representation from the local Language group/s that it services	<p>Examples of documents that you may provide:</p> <ul style="list-style-type: none"> - Rulebook and/or Constitution that explicitly states the organisation is majority Aboriginal Community controlled. - Organisational chart showing which positions are identified and the Community/ies the staff member belongs to.
Primary business activity relates to revival of NSW Aboriginal Language/s	<p>Examples of documents that you may provide:</p> <ul style="list-style-type: none"> - A short statement linking your organisation's core purpose to NSW Aboriginal Language Revival. - Evidence of resources developed (books, apps, dictionaries, audio recordings, educational packages) - Courses/curriculum of previous and current language courses. - Evidence of workshops, on-Country gatherings, camps - Program guides, program evaluations (from students)
Financial responsibility and reporting compliance	<p>Examples of documents that you may provide:</p> <ul style="list-style-type: none"> - Copies of the final report and/or acquittals that demonstrate successful delivery of the funded programs.
Planning and capacity for expansion of current Language services.	<p>Examples of documents that you may provide:</p> <ul style="list-style-type: none"> - Community Language Plan - Strategic Plan



Tiers 2 and 3

Criteria	Specific information and evidence required
Aboriginal Community control with representation from the local Language group/s that it services	<p>Examples of documents that you may provide:</p> <ul style="list-style-type: none"> - Rulebook and/or Constitution that explicitly states the organisation is majority Aboriginal Community controlled. - Organisational chart showing which positions are identified and the Community/ies the staff member belongs to.
Primary business activity relates to revival of NSW Aboriginal Language/s	<p>Examples of documents that you may provide:</p> <ul style="list-style-type: none"> - A short statement linking your organisation's core purpose to NSW Aboriginal Language Revival. - Evidence of resources developed (books, apps, dictionaries, audio recordings, educational packages) - Courses/curriculum of previous and current language courses. - Evidence of workshops, on-Country gatherings, camps - Program guides, program evaluations (from students)
Financial responsibility and reporting compliance	<p>Examples of documents that you may provide:</p> <ul style="list-style-type: none"> - Copies of the final report and/or acquittals that demonstrate successful delivery of the funded programs.
Offers employment and training opportunities to Aboriginal people from the Community/ies it services	<p>Examples of documents that you may provide:</p> <ul style="list-style-type: none"> - Organisational Chart demonstrating identified roles and the Community they are from. - Copies of jobs ads, screenshots of advertising, etc,
Works collaboratively with other Language services or Aboriginal Community controlled organisations/services in the region	<p>Examples of documents that you may provide:</p> <ul style="list-style-type: none"> - Stakeholder Engagement Reports - Consultation Reports - Support Letters
Support from the Community/ies it services	<p>At least two (2) letters of support, testimonials or other documentation provided by key local Aboriginal Community stakeholders that show that:</p>



Criteria	Specific information and evidence required
	<ul style="list-style-type: none"> - The Language Centre has consulted with the local Language Community on its needs - Community can access the Language Centre and its services - The Language Centre is following Community protocols - Support letters must be from the Community the organisation works with/provides services to, not from the applicant organisation itself. - Include contact information for reference purposes, as those providing letters of support or testimonials may be contacted by phone to verify details or provide further information.
Accessible to the Language group/s that the Language Centre services	<p>Examples of documents that you may provide:</p> <ul style="list-style-type: none"> - Communications/media plans, published opening hours, class availability, list of services, if there is a cost, etc.
Have or are developing a Community Language Plan in partnership with the Community/ies they service.	<p>Examples of documents that you may provide:</p> <ul style="list-style-type: none"> - Community Language Plan or project plan for development of one.

Note: Successful applicants of tiers two and three will be required to enter into a LCPP MoU with the Aboriginal Languages Trust.

The following are not eligible to apply:

- Individuals and sole traders;
- Australian Government funded Indigenous Language Centres in receipt of Indigenous Languages and Arts closed targeted program funding of \$600,000 or more;
- Federal, State or Local Government agency and/or body, including public schools and hospitals;
- NSW Department of Education School, University, TAFE, Adult and/or Adult and Community Education (ACE) organisation;
- For-profit organisations, including Aboriginal businesses;
- Organisations found to have provided false or misleading information in applying for previous grants through the ALT.

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



Funding can be used for staffing costs and operational costs which can include items such as rent, maintenance on owned properties, insurances, travel and equipment.

Funding cannot be used for:

- Capital purchases, such as buildings, purchase of land, or construction major capital works, including major building renovations. Proposals for minor building repairs may be considered where the building is owned by the Language Centre and where it can be demonstrated to directly impact the achievement of the grant program objectives.
- Purchasing or leasing large equipment including any type of vehicle.
- Buying a business.
- International travel costs. Proposals for domestic travel may be considered where the travel is necessary for the achievement of the grant program objectives.
- Costs that are not directly associated with the delivery of the Language Centre activities.

2.2 Assessment criteria

Assessment criteria are equally weighted.

Criteria	Specific information and evidence required
Alignment with LCPP Objective 3.2 Reawakened and revitalised Languages	All Tiers <ul style="list-style-type: none"> - A statement that addresses how the work of the Language Centre will improve Community access to Language resources and increase the number of Community-led Language programs.
Alignment with LCPP Objective 3.3 A strong Community-controlled Aboriginal Languages sector	All Tiers <ul style="list-style-type: none"> - A statement that addresses how the Language Centre will increase the number of Aboriginal people employed as Language workers and/or develop the skills of Aboriginal people as Language workers.
Value for Money	All Tiers <ul style="list-style-type: none"> - A budget that is realistic and cost effective. - There is a clear link between the budget and project activities.

Note: The Assessment Panel will assess all applications on criteria listed above while also considering the overall distribution of funding to support equitable outcomes across NSW. This includes considering geographic spread and ensuring funding is fairly distributed across diverse Aboriginal Language groups in NSW, in line with ALT's objectives, the *Aboriginal Languages Act 2017*, and applicable NSW Government Grant Administration Guidelines.

3

Application process



3 Application process

3.1 How to apply

LCPP is an open, competitive funding round as it relates to a defined group of eligible organisations who have progressed through the LCPP Expression of Interest process with tiers two and three entering into a Partnership MoU with the ALT upon successful outcome of their application.

The ALT will administer the Grant 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.

Eligible applicants are invited to complete an online application through the SmartyGrants Portal (<https://manage.smartygrants.com.au>). You will need a secure account with log in and password.

Supporting documents will be required for inclusion in the application. Refer to Section 2 of this Guide for information on the specific Selection 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 Multi-Year Grant Process

LCPP is a multi-year grant program, with funding provided annually.

Funds for the follow-on year will be released when mid-term Progress Reports have been finalised and accepted by the ALT, including an assessment of deliverables, due dates and spend to date.

3.3 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 (e.g. 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



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

4

Assessment process



4 Assessment process

4.1 Assessment of grant applications

A rigorous assessment is undertaken prior to the organisation entering LCPP MoUs.

Grant eligibility assessments will be undertaken by the ALT Community Investment team in consultation with the ALT Closing the Gap team.

Grant applications will be reviewed by a grant assessment panel against the assessment criteria.

Applications will be assessed within two (2) weeks of the grant closing date by the assessment panel consisting of no less than three (3) members, including:

- An ALT staff member;
- A NSW Government Department or Agency staff member (non-ALT); and/ or
- An Aboriginal Community member.

The Assessment Panel will:

- Review applications against the grant assessment criteria.
- Assess each application as individual panel members and then as a panel group.
- Prepare and submit an Assessment Panel Report to the ALT Executive Director to present to the ALT Board for decision.
- Oversee the timelines and effectiveness of the assessment process.

The Board of the Aboriginal Languages Trust is the final decision maker based on the recommendations of the Assessment Panel.

4.2 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 within 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.

4.3 Publication of grants information

The *Grants Administration Guide 2024* (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 grant decisions, including decisions not to award a grant, 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.

5

Successful grant
applications



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 an NSW 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 LCPP MoU.
- 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

5.1 Grant agreement

The Grant agreement lists important terms and conditions that applicants need to be aware of and is therefore attached (template) for review prior to application. In particular, the ALT encourages applicants to have regard to the following clauses in the Grant Agreement:

1. Reporting Requirements,
2. Any milestones or targets,
3. Acknowledgement of the financial support by the NSW Government,
4. There is no commitment for the ALT to pay any funding amount until after the funding agreement is executed,
5. Termination rights,
6. Monitoring and acquittal,
7. Repayment of unspent or misspent funds,
8. Responsibility for any project cost overruns, and
9. Program evaluation or audit requirements.

5.2 Grant payment

The LCPP funds will be paid directly to the applicants nominated bank account, as identified in your grant 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. Registered name of organisation
2. Address
3. ABN (if applicable)
4. Bank account details



5. Bank Statement on bank letterhead showing full name, account details and address (transaction or bank balance is not required).

5.2.1 Goods and Services Tax (GST) on Grant Payment

In accordance with the *NSW Grant Administration Guide 2024* 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 2024*) 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.

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 or misspent 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. Your request will be assessed and may be approved if the request aligns with the objectives of the Grant Program. The request will only be considered if it meets the necessary requirements for a variation to the existing agreement.

Funds that are misspent will be recovered.

5.4 Indicative reporting and acquittal requirements

The grant program will be monitored, including a progress reporting and final 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 of organisation
- Address or organisation
- Nominated contact details
- Bank account details
- Outcomes
- Schedule
- Conflict of interest
- Fraud or other governance issue

In addition, where a grantee becomes aware of a breach of the terms and conditions of their funding agreement or a change in circumstances that could affect their ability to perform their obligations under the funding agreement to deliver the agreed activities, they must notify the ALT immediately by sending an email with details to grants@alt.nsw.gov.au.

For example, notification should be made where:

- there is a change in the agreed activities outcomes and outcomes to Community,
- there is a change in duration (schedule) or cost (budget),
- there is a change in your financial status – such as bankruptcy, or
- you can no longer deliver the agreed activities.

5.4.1 Language Centres Partnership Grant Program Reporting, Monitoring and Acquittal Framework



Proportional Reporting and Acquittal Requirements	Monitoring and Reporting Evidence
<p>Progress and Financial Reporting</p> <ul style="list-style-type: none"> • Mid-term progress report against project schedule, outcome metrics, and financials (single-year around 6-months, and multi-year around 12-months). • Final report against measurable outcome metrics, and Community stakeholder feedback (within 4-months of completion of project). <p>Acquittal (within 4-months of completion of project).</p> <ul style="list-style-type: none"> • Grantee's declaration that funds were spent in accordance with funding agreement, • supporting report with details of expenditure, and • statement from Grantee that project expectations were met. 	<p>6-month/yearly mid-term report against project schedule, outcome metrics (including Community benefits), and financials.</p> <p>End of project report against project outcome metrics and Community stakeholder feedback.</p> <p>Financial Declaration</p> <p>High-level breakdown of final expenditure against planned expenditure.</p> <p>Statement of project outcomes.</p>

Project monitoring and quality assurance may be undertaken on projects that receive an ALT LCPP Grant. Any audits and acquittal processes are done for the purposes of ALT assurance and good governance to ensure that government funding is being used for the purposes of the completion of the project and that Community outcomes are being achieved in furtherance of the objectives of the LCPP. Further, ALT staff will seek to proactively review and engage with grantees and stakeholders to share 'good news' stories and celebrate grantee and Community achievements to promote the Grant Program and how it is supporting Communities to achieve their Aboriginal Language goals.

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 grant 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 Grant Administration 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 delay a project start date due to stakeholders or resources being unavailable for a short period for



example a two-month (not 12 month) delay. You must still intend to undertake the project as per the project plan and funding agreement at the end of any short delay.

- a minor change to scope that aligns with the approved purpose and does not involve the seeking of any additional funds – for example where there is a change to methodology, but the outcome remains the same or is improved.

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.

Variations should be requested by email to grants@alt.nsw.gov.au.

ALT will consider the variation request and notify the grantee of its decision. Any variation to the funding agreement must be in writing and will take effect only upon execution by both parties.

For clarity and consistency, the ALT will capture 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 funded Grant activity, ALT will engage with grantees, Community and other Stakeholders to gain feedback on what worked, what didn't and how the Grant Program needs to improve for future years.

The focus areas for the evaluation will be:

Process Evaluation

Criteria	Specific information and evidence required
How well did the grant program work?	<ul style="list-style-type: none"> • Grantee feedback on grant application and reporting process • Grantee feedback on grant services and supports provided by ALT • Improvement identified for next grant program
Were grantees able to meet ALT financial and reporting obligations?	<ul style="list-style-type: none"> • ALT evaluation of grant reporting (during and post project) • Improvements identified for next grant program

Outcomes Evaluation

Criteria	Specific information and evidence required
Did the Grant Program support established Language Centres to deliver the goals outlined in their LCPP Funding Agreement?	<ul style="list-style-type: none"> • Number of established Language Centres supported • Language Centre agreed deliverables under the grant funding agreement • Improvements identified for next grant program



Aboriginal Languages
Trust

Criteria	Specific information and evidence required
Did the Grant Program support emerging Language Centres to develop or deliver the goals outlined in their LCPP Funding Agreement?	<ul style="list-style-type: none"> • Number of emerging Language Centres supported • Language Centre agreed deliverables under the grant funding agreement • Improvements identified for next grant program

A program evaluation brief will be prepared for the ALT decision maker, with recommendations for the next grant program.

6

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 Investment to discuss your complaint within one (1) week.

If the complaint cannot be addressed by the ALT Manager, Community 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 this Grant Program is administered in a way that is fair, transparent and incorporates appropriate safeguards against fraud. All applications for funding will be assessed impartially against the assessment criteria set out in these guidelines. Decisions to award grants will be documented and published.

6.3.1 Conflict of interest management

A conflict of interest arises when there is an actual, perceived or potential conflict between the personal interests of a staff member and their 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:

- All individuals involved in the administration and implementation of the Grant Program, including applicants and their staff, ALT Staff and ALT Board Members will be required to declare any actual, perceived or potential conflicts of interest.
- Any declared conflicts of interest and controls will be documented and reported in accordance with relevant ALT policies and government requirements.
- Strategies to manage the declared conflicts of interest will be formulated and implemented by the ALT Community Investment team.
- 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.
- 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.
- The details of any declared conflicts of interest and the steps taken to manage them will be briefed to the ALT Executive Director and the ALT Board.

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.

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 2024* applies, regard will be had to the key principles of grants administration specified in the Guide.