NSW Aboriginal Languages Week Grant Program 2024-2025

September 2024

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| Grant Program Details |  |
| Opening date and time | 23/08/2024 9:00 AM |
| Closing date and time | 16/09/2024 9:00 AM |
| Application outcome date | 23/09/2024 |
| Project delivery timeframe (for successful applications) | 20/10/2024 – 27/10/2024 |
| Evaluation timeframe (for successful applications) | 20/11/2024 – 27/11/2024 |
| 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) | $150,000 Total funding available  $1,000 up to $5,000 |
| 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

# Overview of grant/grants program

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, consistent with the objectives and functions of the Aboriginal Languages Trust (ALT), as set out in the Aboriginal Languages Act 2017 (NSW).

This is an open and non-competitive grants program.

Applicants can apply for grants from $1,000 up to $5,000.

The ALT has allocated $150,000 for the NSW Aboriginal Languages Week Grant Program in 2024. For events and activities delivered between 20 October and 27 October 2024.

Applications open 9:00am Friday 23 August 2024.

Applications close 9:00am Monday 16 September 2024.

Applications are to be completed online at https://alt.smartygrants.com.au/ Frequently Asked Questions (FAQs) to assist applicants are available from the ALT website at <https://www.alt.nsw.gov.au/>

You should read the program documentation available on the website before starting an application and contact the Aboriginal Languages Trust if you need more information by phone on 1300 036 406 or email at grants@alt.nsw.gov.au

## 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 the Languages learning, education, and employment opportunities

• Aligns with the objectives and functions of the Aboriginal Languages Act 2017 (NSW) and aligns with the ALT [Strategic Plan 2022 - 2027 » Aboriginal Languages Trust (nsw.gov.au)](https://www.alt.nsw.gov.au/learn/strategic-plan-2022-2027/)

The ALT has allocated $150,000 for the NSW Aboriginal Languages Week Grant Program in 2024.

Applicants can apply for grants from $1,000 up to $5,000.

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Selection criteria

# Selection criteria

## Eligibility criteria

**Who can apply for funding:**

* To be eligible you must be:
* an Aboriginal Community-controlled, not-for-profit organisation working with Aboriginal communities in NSW, and one of the following organisation types:
  + an Aboriginal and/or Torres Strait Islander 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 under the Aboriginal Land Rights Act 1983 (NSW)
  + an Incorporated Association (incorporated under state legislation, and commonly have ‘Association’ or ‘Incorporated’ or ‘Inc’ in their legal name)
* an unincorporated Aboriginal community group with a not-for-profit auspice organisation of one of the following organisation types:
  + an Aboriginal and 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 under the Aboriginal Land Rights Act 1983 (NSW)
  + an Incorporated Association (incorporated under state legislation, and commonly have ‘Association’ or ‘Incorporated’ or ‘Inc’ in their legal name)

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

**Note**: Applicants must have public liability of at least $10 million per claim.

**Applicants not eligible for funding are:**

• Federal and State Government agencies and bodies, including public schools and hospitals.

• Local Councils.

• Schools, Universities, TAFE, Adult and Community Education (ACE).

• For-profit organisations, including Aboriginal businesses.

• Unincorporated organisations or groups without an eligible auspicing organisation.

• Organisations that have not met project requirements, including acquittal and reporting for funding received from the Aboriginal Languages Trust or Aboriginal Affairs NSW in the previous two years.

• Organisations with redress sanctions as described in the National Redress Scheme.

**Important**

**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 Aboriginal Corporation. Unincorporated groups can partner with an eligible organisation to receive and administer the funding. The eligible organisation must apply on behalf of the unincorporated group.

**What can I apply for? What will be funded?**

Funding can be used for projects that meet any 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.

## Assessment Criteria

All applications will be screened for project eligibility.

Ineligible applicants will be notified in writing.

Eligible applications will be assessed against the criteria.

Funding decisions will be determined without reference to the comparison merits of other applications.

Eligible applications will be assessed by an assessment panel of two ALT staff members by 21 September 2024.

An organisation can only receive one grant under the Program. However, an auspice organisation may auspice an application for more than one unincorporated group, as well as submit their own application.

Assessment will be based on the following criteria:

• Meets the aims and objectives of the Aboriginal Language Week Grant Program.

• Are Aboriginal controlled owned, driven and supported, including evidence of local cultural authority for the activities.

• Demonstrated capacity to undertake and complete the project; will include consideration of any previous funding provided to the applicant by the ALT or Aboriginal Affairs NSW.

• Value for Money.

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| **Criteria** | **What are we looking for?** | **Weighting** |
| Project Quality | Evidence that the event or activity meets the program aims and objectives. | 20% |
| Project Detail | Explanation of what the funding will do and how it will be spent. | 20% |
| Project Impact | Evidence of who the event or activity will benefit and how this will be achieved | 20% |
| Capacity | Experience managing previous events or activities, or relevant training and experience of key staff involved | 20% |
| Value for money | It is clear how budget items contribute to the Event or activity. The budget is reasonable, realistic and demonstrates value for money | 20% |

Once the funding round closes, applications will be screened for eligibility.

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

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Application process

# Application process

## How to apply

The NSW Aboriginal Languages Week Grant Program is an “open and non-competitive” funding round.

This means applications are assessed individually against the selection criteria. Funding decisions for each application are determined 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 applications, and report on program outputs and outcomes.

Applicants are encouraged to complete an online application form through the SmartyGrants 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 SmartyGrants. 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.

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.

All applications will be screened for project eligibility. Ineligible applicants will be notified in writing and will not proceed to Stage 2.

The NSW Aboriginal Languages Week Grant Program is open from 23 August 2024 to 16 September 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 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 or governance risk will be actively managed in accordance with the relevant ALT policies.

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Assessment process

# Assessment process

## Assessment of grant applications

An Assessment Panel will assess applications against the assessment criteria.

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.

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. 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 two ALT staff members.

The assessment panel will:

• Review applications, consistent with the eligibility and assessment criteria.

• Assess each application individually.

• 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 Departmental Delegate, ALT Executive Director, is the final decision maker based on the recommendations of the assessment panel.

Stage 3: 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](http://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 ALT.

If the acquittal is not completed within the required timeframe, you will not be eligible to apply for any 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

• Published on ALT Website

## Notification of application outcome

Applicants will be advised of the 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 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.

### 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](mailto:grants@alt.nsw.gov.au)

## 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).

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Successful grant applications

# 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](http://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.

## Grant agreement

The ALT will enter into a grant agreement with applicants, and relevant service providers, who are approved to receive NSW Aboriginal Languages 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.

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

## Grant payment

The NSW Aboriginal Languages Grant Program funds will be paid directly to the applicants nominated bank account, as identified in your agreement, within four 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

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.

## 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.

## Indicative reporting and acquittal requirements

The NSW Aboriginal Languages Week Grant Program will be monitored, including project completion report and final report.

The applicant must advise the ALT of any changes likely to affect their approved funding 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 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.

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Additional information and resources

# Additional information and resources

## 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.

## 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.

## Ethical conduct

The ALT will make sure that the NSW Aboriginal Languages Week 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 NSW Aboriginal Languages Grant Program will be impartial, appropriately documented and published, publicly defensible and lawful.

### 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.

### 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