



Aboriginal Languages Educational Scholarship Program 2024-2025

25 November 2024



Grant Program Details	
Opening date and time	25/11/2024 9:00 AM
Closing date and time	05/01/2025 11:59 PM
Application outcome date	20/01/2025
Applicant notification of outcome	24/01/2025
Project delivery timeframe (for successful applications)	<p>Tier 1 is a single-year program. Projects should adhere to the following timelines:</p> <ul style="list-style-type: none"> Study must be completed within 12 months from the start date of the course. The latest possible end date is 30 June 2026. <p>Tier 2 and Tier 3 are 2-year multi-year programs. Projects should adhere to the following timelines:</p> <ul style="list-style-type: none"> Study/research must be completed within two years from the start date of the course/research project, or from the date the grant funds are received. The latest possible end date for the project is 30 June 2027. <p>All projects should start no later than 1 July 2025 to meet the completion deadlines above.</p>
Reporting and acquittal timeframe (for successful applications)	6-month mid-term progress reports (for projects longer than 6 months), and a final report at the completion of the project.
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)	<p>\$300,000 total funding available (individual grant amounts, excluding GST).</p> <p>Tier 1 Community and NSW TAFE Study Scholarship - \$1,000 - \$9,999.</p> <p>Tier 2 Undergraduate and Master’s Study Scholarship - \$10,000 - \$24,999, each year.</p> <p>Tier 3 Research Scholarship - \$25,000 - \$50,000, each year.</p>
Enquiries	Aboriginal Languages Trust Community Investment Team grants@alt.nsw.gov.au or 1300 036 406

Contents

Message from the Executive Director	v
Overview of grant program	1
1 Overview of grant program	2
1.1 Purpose and objectives	3
1.2 Grant value.....	5
Selection criteria	6
2 Selection criteria	7
2.1 Eligibility criteria	7
2.2 Assessment criteria	11
Application process	12
3 Application process	13
3.1 How to apply	13
3.2 Multi-Year Grant Process.....	13
3.3 Support available to applicants	14
Assessment process	15
4 Assessment process	16
4.1 Assessment of grant applications	16
4.2 Notification of application outcome.....	16
4.3 Feedback on applications [and appeal process].....	16
4.4 Publication of grants information.....	17
Successful grant applications	18
5 Successful grant applications	19
5.1 Grant agreement.....	19
5.2 Grant payment.....	19
5.2.1 Goods and Services Tax (GST) on Grant Payment.....	20
5.2.2 GST Payment for Goods and Services	20
5.2.3 GST Registration	20
5.3 Unspent funds	20
5.4 Indicative reporting and acquittal requirements.....	21
5.4.1 Aboriginal Languages Educational Scholarship Program Assessment, Reporting and Monitoring Framework	22
5.5 Variation	23
5.6 Evaluation.....	24
Additional information and resources	26
6 Additional information and resources	27
6.1 Complaint handling	27
6.2 Access to information.....	27

6.3	Ethical conduct.....	27
6.3.1	Conflict of interest management.....	27
6.3.2	Confidentiality	28
6.3.3	Government Sector Finance Act 2018 (NSW).....	28

Message from the Executive Director



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

The functions of the Trust 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 Trust Grants Programs is to distribute public money to achieve government policy outcomes for the benefit of the Community, not Trust or the NSW Government.

In this way, the Trust 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 Trust, to grow Aboriginal Language capacity, capability, use, understanding and resilience within their Communities.

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

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 Aboriginal Languages Educational Scholarship Program was established in October 2023 and is administered and funded by the ALT. It was established to provide grant funding to eligible Aboriginal individuals, to support them undertake training or education related to learning and teaching Aboriginal Language for the benefit of their Communities, as well as for Aboriginal Languages across NSW more broadly. In providing this grant the ALT is seeking to work with the Aboriginal Languages Community, to grow the number of Aboriginal Language speakers, educators and teachers within their Community, consistent with the objectives and functions of the ALT, as set out in the AL Act.

The Aboriginal Languages Education Scholarship Program will deliver value for money at both the Program and individual grant level. The term ‘value for money’ means different things to different people. The ALT take a big-picture view, looking at the total benefit to the Community and measuring it in the most transparent way, especially where applicants are competing for a share of a limited grant funding. ALT will consider the value of the grant and the identified measurable benefits a grantee is trying to achieve.

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

1. Grant requirements – what the grant amount you are seeking is and what you propose to spend the Grant on to undertake your study;
2. Specific grant outcomes – what course you are proposing to undertake and what qualifications or Languages Knowledge this will give you; OR
3. Research-based study outcomes – if you are undertaking tertiary level research such as a PhD or Doctorate or research-based activity on behalf of an ALT recognised Aboriginal Community Languages Organisation, what benefit the research will have to Aboriginal Languages in NSW.

This is an open, non-competitive grant program conducted over a single grant round.

Tier 1 is a single-year program. Tier 2 and Tier 3 are two-year, multi-year programs.

Individuals can be funded for the duration of their approved study, up to 30 June 2027. Studies can be on a full-time or part time basis but must be completed by 30 June 2027.

There are three Tiers of grants provided under the Aboriginal Languages Educational Scholarship Program for post-secondary tertiary education:

- Tier 1 Community Education and NSW TAFE level study – Attendance at an ALT recognised Community Aboriginal Languages Course or NSW TAFE Aboriginal Languages course, studying Aboriginal Languages.
- Tier 2 University Undergraduate and Master’s level study – Attendance at a NSW University, undertaking Undergraduate or Masters level Language study (preferably including Aboriginal Language(s) and Culture modules). For example, undertaking a Master’s in Education (Secondary) with elective course work and / or research modules in Aboriginal Languages or an Arts degree with a Major in Linguistics.
- Tier 3 Research – Undertaking a research-based study, either at a NSW University as part of a PhD or Doctorate, or on behalf of an ALT recognised Aboriginal Community Languages Organisation, where the main focus of the research is strengthening the use and practice of Aboriginal Languages within NSW Aboriginal Communities, whilst valuing Aboriginal ways of

knowing, being and doing and ensuring Community has sovereignty over Language research outcomes. (For example, undertaking a PhD with a focus on how to improve the wider user and adoption of Aboriginal Language through changes to Education practices and Curriculum).

Note: Throughout these Guidelines where there is a reference to an ALT recognised Aboriginal Community Languages Organisation, this should be taken to mean any Aboriginal Community Organisation that the ALT is satisfied has the necessary Aboriginal Languages capacity, expertise, credibility, respect, and qualifications and governance, to successfully deliver their stated outcomes on behalf of the Aboriginal Languages Community locally, and where required across NSW.

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

The two objectives of the NSW Aboriginal Languages Educational Scholarship Program are:

- to support Aboriginal individuals to undertake their Languages training and education to grow the number of Aboriginal Languages speakers, educators and teachers across NSW Communities, in alignment with the objectives and functions of the AL Act and ALT [Strategic Plan 2022 - 2027](#) » [Aboriginal Languages Trust \(nsw.gov.au\)](#).
- to undertake research to strengthen the use and practice of Aboriginal Languages within NSW Aboriginal Communities, whilst valuing Aboriginal ways of knowing, being and doing and ensuring Community has sovereignty over Language research outcomes

Funding can be used for study and research that meet the aims and objectives of Aboriginal Languages Education Scholarship Program. The following are examples of the types of activities that may be funded (including but not limited to the following):

Tier 1 – Community and NSW TAFE study scholarship

- Tuition Fees: covering the cost of courses.
- Books and supplies: purchasing textbooks, electronic books and resources, study equipment, and other necessary materials.
- On-campus: assistance with on-campus housing and parking costs.
- Transportation: transportation to attend a course.
- Course materials: software, technology, or specific tools required for a program.

Tier 2 and 3 Undergraduate, Master's level study and Community / PhD / Doctorate level research scholarship (ALT recognises that research degrees and projects take significant time and effort including giving up working hours and accessing information and resources)

- Tuition Fees: covering the cost of the PhD or Doctorate Fee to the University.
- Stipends: providing living expenses for researchers who cannot work due to full-time research commitments.
- Stipends: for lost work hours for those doing Master's level studies and research whilst working (such as teachers).
- Research travel: cost associated with conducting research and gathering data.
- Access to research data: costs associated with accessing and acquiring data (electronically or in hard copy) to inform your research.

- Professional memberships and certifications: costs associated with accessing and maintaining professional membership and Certifications associated with Aboriginal Languages.
- Books and supplies: purchasing textbooks, electronic books and resources, study equipment, and other necessary materials.
- Housing: assisting with on-campus accommodation costs.
- Transport: transport to and from PhD or Doctorate University for academic reporting purposes.
- Research materials: software, technology, or specific tools required for a program.
- Publication costs: costs associated with publication of research outcomes for the Aboriginal Languages Community
- Workshops and training: funding participation in seminars, workshops, or training relevant to the research field.

For all three tiers, funding cannot be used for:

- Previous study: costs associated with previous courses already completed
- Personal expenses: costs unrelated to the study or research, such as personal bills or discretionary spending.
- Indirect costs: overhead costs or administrative expenses that are not directly related to the study or research.
- Non-research or study related activities: Funding for activities that do not contribute to the specific study or research and its objectives.
- Debt repayment: paying off student, government, private and personal loans or debts.
- General living expenses: unless specified, everyday living costs that are not associated with the study or research.

Tier	ALT Objective	Community Outcomes
Tier 1 Community and NSW TAFE Scholarship - \$1,000 - \$9,999	To grow the number of Aboriginal Language speakers, by providing financial assistance (grant) to Aboriginal individuals to enable them to access, attend and complete courses that develop their understanding and interest in Aboriginal Languages.	<ul style="list-style-type: none"> • More Aboriginal Language speakers in local Communities. • Increased Knowledge, practice and interest in the study of Aboriginal Language and Culture in Community. • Improvements to resilience and strengthening Aboriginal Languages Capacity and Capability. • Community members have the time, access and resources necessary to participate in Aboriginal Languages studies.
Tier 2 Undergraduate and Master's Scholarship - \$10,000 - \$24,999	To nurture and strengthen Aboriginal Languages Knowledge, practice and qualifications of Aboriginal Languages across the NSW Aboriginal Languages Community, by financially assisting Aboriginal individuals, to undertake tertiary level Language studies.	<ul style="list-style-type: none"> • Improvements to the number, qualifications, experience and practice of Aboriginal Language experts in Community. • Aboriginal Language practitioners have education and qualification pathways to continue to develop, strengthen and grow the practice and Knowledge of Aboriginal Languages.
Tier 3 Research Scholarship - \$25,000 - \$50,000	To financially assist Individuals to enable them to successfully complete recognised and supported research, to build and strengthen Aboriginal Languages capacity, education, practice and Knowledge, whilst decolonising academia and valuing Aboriginal ways of knowing, being and doing. (Research outcomes must be published by grantee and free to use and access by all NSW Aboriginal Language Organisations and the wider NSW Aboriginal Community)	<ul style="list-style-type: none"> • Enable Community to develop, deliver, govern and own their own Language development, research, teaching and Knowledge sharing. • Enable Community to determine the best way to grow Aboriginal Language capacity and Knowledge in Community by funding their research projects. • Enable individuals to demonstrate and promote the wider / deeper impacts of their studies, beyond their own Communities. • Increase the number and strength of Aboriginal Languages actively used across NSW. • Actively decolonise academia and value Aboriginal ways of knowing, being and doing. • Promote Indigenous Data Sovereignty.

1.2 Grant value

The total value of the Aboriginal Education Scholarship Program for the 2025-26 financial year is \$300,000 (minimum and maximum values are shown below):

- Tier 1 - \$1,000 - \$9,999
- Tier 2 - \$10,000 - \$24,999, each year
- Tier 3 - \$25,000 - \$50,000, each year

2

Selection criteria

2 Selection criteria

The various Grants offered (Tiers) have been assessed as low risk, low complexity and low value in accordance with the NSW Grants Administration Guide. As such the eligibility and selection criteria are proportional to the grant being applied for.

2.1 Eligibility criteria

Tier 1: Community and TAFE Study Scholarship - \$1,000 - \$9,999

To be eligible you must be:

Criteria	Specific information and evidence required	Eligible
Identifies and is recognised by their Community as an Aboriginal person	Proof of Aboriginality	
A NSW Resident	Copy of Drivers Licence, <i>and either</i> : Copy of a bank statement OR copy of a utility bill Exception may be granted under special circumstances, where an applicant can demonstrate that the Language group area crosses State borders and/or the study/research will significantly benefit a NSW Languages group.	
Enrolled in an Aboriginal Language Course (or module(s)) at an ALT recognised Aboriginal Community Languages Organisation or NSW TAFE	<i>Must provide all the following:</i> Statement of acceptance and enrolment (from ALT recognised Aboriginal Community Languages Organisation, or NSW TAFE) confirming courses and modules enrolled in, when and where. Course details (from course handbook or similar including details on duration, modules, outcomes. etc). Confirmation of any course or study material costs (from teaching organisation). Confirmation of any additional costs associated with participating in the study i.e. travel, technology, etc (applicant budget).	

You are not eligible to apply if you:

- are a School, University, TAFE, or Adult Community Education Organisation;
- have already completed the course (the grant cannot be used to backpay completed studies); and/or
- have been found to have provided false or misleading information in applying for previous grants through the ALT.

Example of eligible application: Johnny is an Aboriginal person who lives in NSW. He is enrolled to undertake the Certificate I Aboriginal Languages for Everyday Use (Wiradjuri) 11258NAT-06 at TAFE NSW in 2025. Johnny is seeking \$5,000 to assist with the cost of books, study materials, technology to support his online learning, and public transport costs for face to face classes and has provided a breakdown of his estimated costs.

Tier 2: Undergraduate and Master's Level Study Scholarship - \$10,000 - \$24,999

To be eligible you must be:

Criteria	Specific information and evidence required	Eligible
Identifies and is recognised by their Community as an Aboriginal person	Proof of Aboriginality	
A NSW Resident	Copy of Drivers Licence, and either: Copy of a bank statement OR copy of a utility bill Exception may be granted under special circumstances, where an applicant can demonstrate that the Language group area crosses State borders and/or the study/research will significantly benefit a NSW Languages group.	
Enrolled in an Undergraduate or Master's degree or studying Postgraduate Module(s)	<i>Must provide all the following:</i> Statement of acceptance and enrolment (from University), confirming courses and modules enrolled in, when and where. Course details (from course handbook (can be electronic link) or similar including details on duration, modules, competencies, study requirements, qualifications, outcomes. etc). Statement (by applicant) explaining how your study will support the learning, use, strengthening, and/or teaching of Aboriginal Language, where this is not clearly identifiable in the course detail. Confirmation of any course costs (from University) Confirmation of any additional costs associated with participating in the study i.e. travel, technology, etc (applicant budget).	

You are not eligible to apply if you:

- are a School, University, TAFE, or Adult Community Education Organisation;
- have already completed the course (the grant cannot be used to backpay completed studies); and/or
- have been found to have provided false or misleading information in applying for previous grants through the ALT.

Example of eligible application: Lowana is an Aboriginal person who lives in NSW. She is enrolled to undertake a Master's in Indigenous Languages Education MAINLAED-01 at the University of Sydney. This one-year full time program is open to Aboriginal and Torres Strait Islander teachers seeking to develop their skills in Indigenous Language teaching. The program provides students with the Knowledge and skills necessary to effectively implement the NSW Aboriginal Languages Syllabus from Kindergarten to Year 12. Lowana has applied for a scholarship of \$30,000 to assist with course materials, fees, transport, attendance at school placements, and books and supplies. As Lowana has also had to reduce her work hours as a teacher to undertake this study, she has applied for a stipend for lost income so she can access and complete the course.

Example of eligible application: Doris is an Aboriginal person who lives in NSW. She is enrolled in the Bachelor of Arts with a Major in Linguistics at the University of NSW (UAC422000). This is a three-year full time degree which explores the foundations of Language and the relationship between Language, society, and self how the brain processes and uses Language and includes the study of linguistic diversity in urban settings and Indigenous contexts. The course costs approximately \$13,000 in fees annually. Doris is seeking a scholarship of \$20,000 each year, for two years (the maximum no. years under Tier 2 multi-year). This will help to cover the cost of her fees, study materials and some extra funding for tutoring support. The course explores the foundations of Language and the relationship between Language, society, and self, Languages Community and while this is not a specialist Aboriginal Languages degree, Doris is able demonstrate how the study will support the use and strengthening of Aboriginal Languages.

Tier 3: Research Scholarship - \$25,000 - \$50,000

To be eligible you must be:

Criteria	Specific information and evidence required	Eligible
Identifies and is recognised by their Community as an Aboriginal person	Proof of Aboriginality	
A NSW Resident	Copy of Drivers Licence, <i>and either</i> : Copy of a bank statement OR copy of a utility bill Exception may be granted under special circumstances, where an applicant can demonstrate that the Language group area crosses State borders and/or the study/research will significantly benefit a NSW Languages group.	
Enrolled in a PhD or Doctorate in NSW relating to Aboriginal Languages research OR Engaged by an ALT recognised Aboriginal Languages Community Organisation to undertake Aboriginal Languages research (for Community-led research projects – not delivered by a Tertiary Institution)	<i>Must provide all the following:</i> Statement of enrolment (from University), confirming when and where. Proof of Acceptance (from University) of research question relating to Aboriginal Languages. Research and Study Plan (approved by University) with milestones, any courses to be completed and expected outcomes/metrics. Confirmation of PhD or Doctorate Supervisor, and if required Committee. Confirmation that research outcomes will be published, and free to access, use and implement by the Aboriginal Languages Community. PhD or Doctorate research details (from course handbook (can be electronic link) or similar including details on duration, modules, competencies, study requirements, qualifications, outcomes. etc). Confirmation of any costs (from University). Details of any additional costs associated with participating in the study i.e. travel, technology, etc (budget). OR Statement from ALT recognised Aboriginal Community Languages Organisation confirming: <ul style="list-style-type: none"> • Community Language Plan (clearly showing how the research fits) • research question to be answered • research to be undertaken • who will the research go to • who will accept the research outcomes • who will oversee the research • any associated costs (budget) • duration of research • details on key research team members (CVs) 	
Conflict of Interest	Declaration by the applicant that there is / is not any <i>known</i> actual or perceived conflicts of interest with ALT staff, Executives or Board Members.	
Public Liability	Evidence of public liability insurance \$10,000,000 (Tier 3 only).	

You are not eligible to apply if you:

- are a School, University, TAFE, or Adult Community Education Organisation;
- have already completed the course/research (the grant cannot be used to backpay completed studies/research); and/or
- have been found to have provided false or misleading information in applying for previous grants through the ALT.

Example of eligible application: Jinny has been accepted by the University of NSW to undertake a 4-year PhD to answer an approved research question – Aboriginal Communities can strengthen and revitalise the use and practice of Aboriginal Languages across NSW through improvements to curriculum and changes to teaching methods to focus on Aboriginal ways of knowing, being and doing. Jinny has asked for \$58,000 per year including expenses associated with the collection of and access to research data, research tools (including a laptop and printer) and a Stipend to support them undertaking the research full-time. The Community recognising the importance of the research are also providing Jinny with a small grant to further supplement their income, which Jinny declared as part of their grant application. Jinny has agreed that the research outcomes, artefacts and recommendations be made publicly available on their website, ensuring these are accessible and free for Community to access and use. Jinny will also publish a book at the end of the PhD providing teaching aids, methods and approaches for Aboriginal Language Teachers.

Example of eligible application: Bud has been accepted by an ALT recognised Aboriginal Community Language Organisation to undertake a 2-year research project on their behalf, into the use, development and history of Gumbaynggirr Language and identify the health and active use of Gumbaynggirr Language in the Language group area. The research will result in an improved understanding of Gumbaynggirr Language Health and practice, recommendations for priority revitalisation projects and identification of methodologies and techniques for strengthening the practice of Gumbaynggirr Language. This research will be used to inform the Gumbaynggirr Language Stakeholders and Government regarding future funding and support. The research findings will have broader implications and may also help other NSW Aboriginal Language groups with similar Language opportunities and challenges. Bud has asked for \$59,999 per year for 2 years, including expenses associated with the collection of and access to research data, research tools (including a laptop and printer) and a Stipend to support him undertaking the research full-time. Bud has agreed with Community that the research outcomes, artefacts and recommendations will be published and made freely available to the Aboriginal Languages Community, including a research paper he will publish to at the end of the research documenting his methodology, findings and recommendations. To supplement his income, Bud will be undertaking a number of paid workshops and speaking engagements as part of the research project and he has declared this as part of his Grant application.

2.2 Assessment criteria

All Tiers

Applications will be assessed on a “first in, first served” basis.

Tier 1 and Tier 2

Tier 1 and 2 grant applications will be assessed against the eligibility criteria only.

Criteria	Specific information and evidence required
There are no assessment criteria for Tier 1 and Tier 2 Applications.	

Tier 3 Research

Tier 3 grant applications will be assessed against eligibility criteria and all assessment criteria.

Criteria	Specific information and evidence required	Yes / No
Criterion 1: The research promotes Community governance, use and practice of Language development, teaching and Knowledge sharing.	Statement on how the expected outcomes and deliverables will promote Community governance, use and practice of Language development, teaching and Knowledge sharing (such as resources for schools and Community groups, new ways of teaching etc).	
Criterion 2: The research is supported by an ALT recognised Aboriginal Community Languages Organisation	Statement from ALT recognised Aboriginal Community Languages Organisation, that this research is part of their Community Language Plan/supports the aspirations for their Community Language, including a description of how.	
Criterion 3: The research will be published, and made accessible and available for use by NSW Languages Communities, for the benefit of all	Statement describing how you propose to publish the research, including a description of how the research outcomes will be made accessible and available for use by NSW Languages Communities. Statement on how the research will benefit NSW Aboriginal Languages Communities.	
Criterion 4: The research will help increase the number and strength of Aboriginal Languages actively used across NSW and how will this be achieved.	Statement explaining which Language or Languages your research will focus on, and how your research will help increase the number and strength of Language speakers in this group, and/or for NSW Aboriginal Languages more broadly?	
Criterion 5: The research will actively seek to decolonise academia and value Aboriginal ways of knowing, being and doing, and how will this be achieved.	Statement explaining how your studies will decolonise academia and value Aboriginal ways of knowing, being and doing?	

3

Application process

3 Application process

3.1 How to apply

The Aboriginal Languages Educational Scholarship Program is an “open and non-competitive” funding round. The ALT will administer the Aboriginal Languages Educational Scholarship Program using the electronic Management System, SmartyGrants, which enables the ALT to obtain sufficient information to verify applicant details, assess applications, and report on program outputs and outcomes.

Applicants are encouraged to complete an online application form through the 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 of this Guide for information on the specific Selection Criteria for each Tier.

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.

As a non-competitive demand driven grant, applications will be assessed on a first come first served basis. The grant program will be assessed annually to ensure ALT can meet expected demand, but we encourage applicants to submit their application as early as possible. To reduce risk associated with the more complex Tier 3 research grants ALT have set aside a proportion of the funding for research projects.

Grant applications will be assessed as they are received.

3.2 Multi-Year Grant Process

Multi-year Grants can be applied for. An Applicant needs to make it clear in their application that:

- they are applying for two years of study or research and the expected completion date (Tier 2 and Tier 3 only);
- what grant funding and the value of grant funding they are applying for each year; and
- the final course qualifications and what modules will be studied each semester or what research activities will be completed.

Applicants should be aware that multi-year grant funding will be provided annually for approved courses or research. Funds for the follow-on year will only be released when evidence is provided that the grantee has successfully attended and completed the current year’s approved study or research.

Applicants should also be aware that where funding is provided across multiple semesters and years, ALT will require evidence of attendance and satisfactory academic or research progress at the end of each semester for monitoring and mid-term reporting purposes or every 6 months for a

research project. Where a grantee fails to demonstrate to ALT attendance or achievement of research and study outcomes at the end of a semester or 6-month period, they may be required to repay the remaining Grant amount and the Grant agreement may be varied or cancelled.

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 (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.

4

Assessment process

4 Assessment process

4.1 Assessment of grant applications

Stage 1: Eligibility Cull

As applications are received, the ALT assessment team will screen all the applications against the program's eligibility criteria (such as proof of Aboriginality). 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.

Eligible Tier 1 and Tier 2 applications will progress to establishment of a Funding Agreement.

Eligible Tier 3 applications will progress to Stage 2 for review by an assessment panel against the assessment criteria.

Stage 2: Assessment Criteria

Eligible Tier 3 applications will be reviewed by an assessment panel against the assessment criteria. Applications will be assessed within two (2) weeks by the Assessment Panel consisting of no less than two (2) members, including:

- An ALT staff member;
- A NSW Government Department or Agency staff member (non-ALT); AND / OR
- An Aboriginal Community member / Language Champion / academic.

The assessment panel will:

- Review applications against the assessment criteria.
- Assess each application individually and then as a group.
- Prepare and submit an assessment panel report to the ALT Executive Director.
- Oversee the timelines and effectiveness of the assessment process.

The Departmental Delegate, Executive Director, ALT is the final decision maker based on the recommendations of the assessment panel. Independent Probity Advice is not required as the Grant Program has been assessed as low value, low complexity and low risk. However, any engagement with external stakeholders including Board members, organisations or Ministerial Staff and MPs will be documented and records kept.

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

4.4 Publication of grants information

The Grants Administration Guide (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;
- ALT Website.

5

Successful grant
applications

5 Successful grant applications

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

5.1 Grant agreement

The Grant agreement lists important terms and conditions that applicants need to be aware of and the template is attached 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. Not make any financial commitments until funding agreement is executed;
5. Termination rights;
6. Monitoring and acquittal;
7. Repayment of unspent funds;
8. Responsibility for any project cost overruns; and
9. Program evaluation or audit requirements.

5.2 Grant payment

Aboriginal Languages Educational Scholarship funds will be paid directly to the applicant's nominated bank account (annually), 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. Date of Birth
4. ABN (if applicable)
5. Bank Account Details
6. Bank Statement on bank letterhead showing full name, account details and address (transaction or bank balance is not required).

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

5.2.1 Goods and Services Tax (GST) on Grant Payment

In accordance with the NSW Grants Administration Guide Para 4.1, “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).”*

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 variation processed to remove the language that created the perception of supply. Since ALT can only supply Grants (with a grant defined under paragraph 4.1 of the NSW Grants 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.

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

Tier 1 and 2 - If the grantee attends and passes the course(s) as specified in the Grant Agreement, then there is no requirement to repay funds.

Tier 3 - If the grantee completes the research as per the research plan and there are unspent funds remaining, you may be required to return the unspent funds. Contact the ALT Community Investment Team to discuss any underspend as there may be an opportunity to use any underspend on extending the scope of your research or deliver extra opportunities to educate and engage with

Community on research outcomes. Your request will be assessed and may be approved if the request aligns with the objectives of the grant program, Community requirements and supporting evidence from Community. The request will only be considered if it meets the necessary requirements for a variation to the existing agreement.

5.4 Indicative reporting and acquittal requirements

The Aboriginal Languages Educational Scholarship will be monitored, including a mid-term progress report and final report for grant agreements that are longer than 6 months. The applicant must advise the ALT of any changes likely to affect their approved Scholarship by contacting the ALT's Community Investment Team as soon as possible. This may include cost or scope changes and require negotiation of 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
- Tier 1 and 2: Any changes to enrolled course, course duration, course attendance / enrolment or study location.
- Tier 3: Any changes to key members of the research team (including PhD supervisor, Community support, research question / outcomes or research plan (including schedule, milestones and deliverables etc) and research duration.

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

5.4.1 Aboriginal Languages Educational Scholarship Program Assessment, Reporting and Monitoring Framework

Tier	Proportional Reporting and Acquittal Requirements	Monitoring and Reporting Evidence
<p>Tier 1 – Community and TAFE Study Scholarship (\$1,000 – \$9,999 per year)</p> <p>Tier 2 – Undergraduate and Master’s Study Scholarship (\$10,000 – \$24,999)</p>	<p>Progress and Financial Reporting</p> <ul style="list-style-type: none"> • End of Course / Module academic and attendance reporting; OR • End of Year academic, attendance and financial reporting; AND • End of Semester or module academic and attendance reporting <p>Acquittal</p> <ul style="list-style-type: none"> • Grantee’s declaration that funds were spent in accordance with funding agreement and / or Grant Agreement. • Certificate of Completion 	<p>Confirmation of Attendance</p> <p>Academic Transcript</p> <p>Certificate of Completion</p> <p>Financial Declaration</p>
<p>Tier 3 – Research Scholarship (\$25,000 - \$50,000)</p>	<p>Progress and Financial Reporting</p> <ul style="list-style-type: none"> • 6 monthly finance reporting • 12 monthly finance reporting • 6 monthly academic reporting against research plan • 12 monthly academic reporting against research plan • End of research financial and outcome reporting and evaluation <p>Acquittal</p> <ul style="list-style-type: none"> • Grantee’s declaration that funds were spent in accordance with funding agreement and / or Grant Agreement. • Confirmation of research outcomes • Statement from Aboriginal Community Languages Organisation or PHD / Doctorate research supervisor that research expectations were met 	<p>Academic Transcripts</p> <p>Confirmation of attendance as per research plan</p> <p>Declaration of financials</p> <p>Certificate of Completion</p> <p>Confirmation of research outcomes</p>

Table 3: Reporting and Acquittal Requirements

Quality Assurance checks may be completed on projects that receive Aboriginal Languages Educational Scholarship Program funding. Any audits and acquittal processes are done for the purposes of ALT assurance and governance (not in return for the Grant), to ensure funding is being used as expected, in accordance with AL Act and NSW government policy (Grants Administration Guide for example) and Community outcomes are being achieved. 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 Community 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 study or research, or the use of the same funds for a different, unapproved purpose, such as a different research topic), 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 scholarship grant or research 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 Community Investment 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 course due to a change from part-time to full-time study, a course being unavailable for a short period for example one semester (not 12 months), or having to delay your study for one Semester for unforeseen personal reasons beyond your control (deciding you no longer want to study is not an accepted reason for a change to duration). You must intend to undertake the study as per your grant agreement.
- 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 from one Aboriginal Languages course to another, or the same course through a different University or TAFE NSW location.

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 grant agreement and the likely impact on achieving grant outcomes.

You must notify ALT and request a Variation where:

- There is a change in the key research team or research supervisory team
- There is a change in the approved course or course modules
- There is a change in course duration
- There is a change in course provider
- You can no longer attend the course or change to a different course
- Or for any other reason where you identify you may not be able to deliver on the grant agreement.

If a variation request is accepted, further changes may be required such as changes to the Grant 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 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 study or research 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 main focus areas for each grantee evaluation will be:

Tier	Grantee Evaluation
Tier 1 and Tier 2- Community, TAFE and University	<ul style="list-style-type: none"> • Course Attendance • Course completion
Tier 3 - Research (\$25,000 - \$50,000)	<ul style="list-style-type: none"> • Research completed as per research plan • Outcomes met Community expectations OR • Outcomes met University expectations • Research outcomes and resources shared across NSW Aboriginal Languages Community

Tier	Grant Program Evaluation
Tier 1 and Tier 2 – Community, TAFE and University	<ul style="list-style-type: none"> • Number of successful courses completed • Percentage increase or decrease on successful completion on previous year(s) • Number of original applicants and percentage that dropped out before completing application • Percentage increase or decrease in applications from previous year(s) • Grantee feedback on process and how it can be improved • Compliance with reporting • Optional: TAFE / Community feedback on course uptake and course relevance • Optional: University feedback on course uptake and relevance (support required to keep providing courses or providing courses for free / reduced cost) • ALT review of course outcomes, relevance and opportunities for improvement • ALT to identify Grant Program improvements to increase access, applications, Language diversity and attendance / pass rates
Tier 3 - Research	<ul style="list-style-type: none"> • Number of successful research projects completed • Number of research applications • Percentage increase of research project applications on previous year(s) • Total number of different Languages targeted by research projects • Grantee feedback on process • University feedback on research projects and ALT advice to PhD supervisors on future research priorities • Compliance with financial and governance reporting and monitoring • Community feedback on research outcomes and future priorities for research • Identification of new Indigenous Data that was captured and is being held in a Sovereign capacity by Community as a result of the projects. • Number of Aboriginal Languages used in NSW and growth on previous year • Number of unique resources and research reports, shared with the wider NSW Languages Community • Percentage increase on previous year(s)

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 the Educational Scholarship Program process is fair, transparent, and incorporates appropriate safeguards against fraud, unlawful activities, and other inappropriate conduct. All decisions related to administration of the 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 documented 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 a panel member identifies a conflict of interest in relation to an application, that panel member will be excluded for the assessment of that specific application only.
- Where a 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 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 at 4.4 and, as noted at 6.2 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.
- 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 deed of confidentiality.
- 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 applies, regard will be had to the key principles of grants administration specified in the Guide.