Aboriginal Languages Sector Development Program Guidelines 2024-2025

11 April 2025

Aboriginal Languages Trust

Grant Program Details	
Opening date and time	22/4/2025 9:00 AM
Closing date and time	18/05/2025 11:59 PM
Application outcome date	2/06/2025
Application notification of outcome	9/06/2025
Project delivery timeframe (for successful applications)	1/07/2025 – 30/06/2026
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, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	$2,500,000 total Grant Program funding is available with individual grant amounts of between $150,000 - $400,000 (excluding GST).
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 is an Aboriginal-led NSW Government Agency, established under the *NSW Aboriginal Languages Act 2017.* 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

I am a proud Gamilaroi and Dhungutti woman with strong associations with the Redfern and La Perouse Aboriginal Communities. I have held leadership roles in local, State and National Aboriginal community-controlled and not-for-profit organisations, including within the NSW Land Rights network and as the CEO of the National Centre of Indigenous Excellence. I understand the importance of Aboriginal Language to our Culture and Communities.

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 the Trust or 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 in compliance with the NSW Grants Administration Guide 2024.

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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 Sector Development Program was established in April 2025 and is administered and funded by the ALT. It was established as part of the transition from the Partnership Funding Program and Sustainable Funding Program, to a more targeted, effective and efficient Grant Program across the ALT. The Aboriginal Languages Sector Development Program seeks to support Aboriginal Language Organisations based in NSW:

- strengthen and grow the NSW Aboriginal Languages Sector,
- create new jobs and secure employment for Aboriginal Language workers,
- stabilise Aboriginal Language Centre operations, and
- reclaim and revitalise Aboriginal Languages in NSW.

The Aboriginal Languages Sector Development Program will deliver value for money at both the Program and individual grant level by contributing to NSW Government's priorities and outcomes for Aboriginal Languages, including those under Target 16 of the NSW Agreement on Closing the Gap and the NSW International Decade of Indigenous Languages 2022-2032. 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, as well as the geographical spread of grants to support the growth of all NSW Aboriginal Languages.

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 grantee this has been reflected in the processes and requirements documented throughout the Grant Guidelines. We expect potential grantees 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 is you are seeking and what you propose to spend the grant on,

2. Specific grant outcomes – what the expected measurable outcome(s) will be, and

3. Community outcomes – what other benefits do you propose to deliver to your Community (or the broader NSW Aboriginal Languages Community) for example stabilising Aboriginal Language Community organisation operations, creating new jobs and securing employment for Languages workers, reclaiming and revitalising Aboriginal Languages in NSW, etc.

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

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

The purpose of the Aboriginal Languages Sector Development Program is to:

- Strengthen and grow the NSW Aboriginal Languages Sector through the creation of new sustainable job opportunities and secure employment for Aboriginal Language workers, stabilise Aboriginal Language Organisation operations, and reclaim and revitalise Aboriginal Languages in NSW, and

- Contribute to the NSW Government's priorities and outcomes for Aboriginal Languages, including those under Target 16 of the National Agreement on Closing the Gap and the NSW International Decade of Indigenous Languages 2022-2032.

The objective of the Aboriginal Languages Sector Development Program is to support existing Aboriginal Language Organisations to grow the Aboriginal Languages workforce that will in turn reclaim and revitalise Aboriginal Languages in NSW through:

- activities that reclaim and reawaken Aboriginal Language Knowledge through archival research and linguistic analysis,

- activities that promote, develop and maintain Aboriginal Language records and data,

- the creation and development of Aboriginal Language learning resources accessible to Aboriginal Communities,

- engaging Aboriginal Communities in Aboriginal Language revitalisation activities,

- delivery of Aboriginal Language education through Language tutoring, classes and workshops in many settings,

- delivery of Aboriginal Language translation services,

- training and development of Aboriginal Language workers and educators,

- networking and collaborating across Aboriginal Communities, Nations and Language Groups, and

- coordination of long-term Community Language Planning to grow Aboriginal Language use into the future.

Funding can be used for new and existing Aboriginal Language Organisations that meet the aims and objectives of the Program.

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 will be considered only where the building is owned by the Aboriginal Languages Organisation 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.

- Board remuneration or sitting fees.

- 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 Aboriginal Language Organisation activities.

1.2 Aboriginal Language Organisations

Aboriginal Language Organisations are owned and governed by Aboriginal Community members to support the Language aspirations of their Community. All Aboriginal Language Organisations operate differently to meet the discrete local and/or regional needs of their Community.

The ALT acknowledges that the reference to "Aboriginal Language Organisations" can mean different things to many people. For the purpose of providing transparency in the administration of this Grant Program, The ALT applies the following definition:

> NSW Aboriginal Language Organisations are NSW based incorporated not-for-profit Aboriginal Community organisations, whose primary activities relate to the revitalisation and transmission of NSW Aboriginal Languages (local and/or regional). They are already contributing to the Languages sector through the training and employment of Languages workers and can demonstrate meaningful Languages outcomes aligned to the aspirations of and to the benefit of their respective NSW Language Community(s). They are seeking to create new jobs and secure sustainable employment for Aboriginal Language workers, stabilise and grow their existing operations, and reclaim and revitalise Aboriginal Languages in NSW for the ongoing benefit of their Community(s).

Important note: This Grant Program establishes eligibility criteria which applies to all applications. Not all groups and organisations which fall within this definition will be eligible to be considered for this Grant Program. Please refer to Section 2 of this document for eligibility criteria.

1.3 Grant value

The total value of the Aboriginal Languages Sector Development Program for the 2024-2025 financial year is $2,500,000 with individual grant amounts of between $150,000 - $400,000 (excluding GST).

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Selection criteria

2   Selection criteria

The Grant offered has been assessed as low value, low risk and low complexity in accordance with the NSW Grants Administration Guide. As such the eligibility and assessment criteria, as well as the reporting, monitoring and acquittal processes are proportional to the grant being applied for.

Note: ALT have extensive experience and relationships with Aboriginal Languages experts, academics and other Community Organisations across NSW. To ensure grants are allocated to recognised and professional organisations that can deliver to the NSW Languages Community, it may be necessary for ALT to assess organisations either applying for or supporting an application in order for us to 'recognise them' for the purposes of the eligibility and assessment criteria. This will be based on our experience, knowledge and due diligence enquiries and if you have any concerns, you should contact ALT to seek clarification.

2.1   Eligibility criteria

To be eligible you must be:

Criteria	Specific information and evidence required	Eligible
A not-for-profit, Aboriginal Community Organisation, working with Aboriginal Communities in NSW whose primary business activity relates to NSW Languages revitalisation able to enter into a funding agreement with ALT	Declaration that revitalisation of an Aboriginal Language(s) from NSW is a core focus of your organisation's strategic goals and objectives. **Proof of Not-for-Profit status via:** • Registration with the Australian Charities and Not-for-Profit Commission (ACNC), or • If not registered with ACNC: • Declaration that the organisation will operate on a not-for-profit basis, consistent with ACNC definitions. • A commitment to apply for ACNC registration and provide the registration details to the ALT before receiving grant funding. **Proof of Aboriginal Community control:** • The organisation must demonstrate 51% or more Aboriginal people on the governing body. • Proof of connection to the Community in NSW, showing that the organisation delivers services within that community. **Proof of eligible organisational type (able to enter into a Funding Agreement with ALT and have an Australian bank account), including:** • Aboriginal Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth).	Yes ☐ No ☐

Criteria	Specific information and evidence required	Eligible
	• A company incorporated in Australia under the Corporations Act 2001 (Cth). • A Local Aboriginal Land Council (LALC) under the Aboriginal Land Rights Act 1983 (NSW). • An Incorporated Association under state legislation. • An Incorporated Cooperative under state legislation. • An Incorporated trustee on behalf of a trust. **Supporting Documentation:** • Provide proof of registration or incorporation under the relevant legislation (ACNC, ORIC, Corporations Act, Fair Trading, or ABR).	
Have public liability insurance of at least $10 million per claim	Details of public liability insurance company, reference number and current certificate of public liability insurance for not less than $10,000,000 per claim.	Yes ☐ No ☐
Must have received no less than two (2) grants from one of the following ALT Grant Programs and delivered these successfully: • Sustainable Funding Program • Partnership Funding Program	Each of the following must be provided: • Previous project outline (no less than 2), • Statement from the applicant that previous project expectations were met, including a description of the deliverables and outcomes met, and • Evidence of previous grant acquittal and end of project reporting.	Yes ☐ No ☐
Aboriginal Community Languages Plan/Strategic Plan	Each of the following must be provided: • Community Language(s) Plan or Organisations Strategic Plan. • Evidence of the local and/or regional Community engagement in the development of the Plan e.g. details of Reports or outcomes from Community discussions or consultations that have contributed to your organisation's Language planning.	Yes ☐ No ☐

The following are not eligible to apply:

- Individuals and sole traders;
- Federal, State or Local Government agency and/or body, including public schools and hospitals;
- School, University, TAFE, Adult and/or Adult and Community Education (ACE) organisation;

- For-profit organisations, including Aboriginal businesses;
- Unincorporated organisation or groups;
- Organisations or groups that have not met project requirements, including acquittal and reporting for funding received from the Aboriginal Languages Trust in the previous two years;
- 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*

2.2   Assessment criteria

Applicants must address all of the assessment criteria.

Criteria	Specific information and evidence required	Eligible
1. Good governance, financial management and business administration practices	You should demonstrate this through: • Providing evidence of robust financial, governance and business management practices, policies and processes. Supporting evidence to be provided: • any relevant internal and external governance, quality and financial audit reports over the last 2 years, • organisational governance, finance and reporting processes and policies.	33%
2. Contributes to the Languages sector through training and employment of Language workers	You should demonstrate this through: • Providing measurable outcomes which demonstrate meaningful Language outcomes to Community including (some, or all of the following) - How the proposal will provide secure employment for new and/or current staff of the Aboriginal Language Organisation. - How the proposal will strengthen the NSW Aboriginal Languages Sector. - How the proposal will provide professional development and professional experience to grow the skills and capabilities of the Aboriginal Languages Workforce. . - How your proposal will stabilise Aboriginal Language Organisation operations.	33%

Criteria	Specific information and evidence required	Eligible
	- How your proposal will reclaim and revitalise Aboriginal Languages in NSW. Supporting evidence to be provided: • Number of Aboriginal Languages workers that will be employed through the Grant Funding, and / or • Number of Aboriginal Languages workers that will be trained through the Grant Funding, and/or • Planned training and/or professional development experiences that will be available to Aboriginal Language workers through the Grant Funding , and/or • The Language activities that Aboriginal Language workers will deliver through the Grant Funding , and/or • Any other information relevant to the activities carried out by the organisation which demonstrate meaningful outcomes against the measures outlined.	
3. Community engagement and feedback	Demonstrate community support through a Community Letter of Support that outlines: • Key stakeholders and their involvement in your Language activities. • Your approach to engaging stakeholders during the funding period.	34%

Where stated any evidence to support the application must be provided.

Examples of the types of activities that can be funded under the Grant Program include Aboriginal Language Organisation operational costs including:

• Employment of ALC staff including professional development, staff travel, salaries and overheads in alignment with ALT legislated functions and Grant Program outcomes

• Board and governance costs (excluding Board sitting fees)

• Business administration costs

• Accounting and financial services

• Licensing and insurances

• Facilities & building maintenance (minor repairs, rent, power, water etc.)

The Grant Program is not designed to cover project specific costs.

3

Application process

3 Application process

3.1 How to apply

The Aboriginal Languages Sector Development Program is an "open, competitive" grant program. In accordance with the NSW Grant Administration Guide, this means grant "applications must be submitted by a specified date. Eligible applications are then assessed on their comparative merits against nominated criteria." All eligible applications are required to be submitted by a specific date and will be assessed on their comparative merits against the assessment criteria and other applications.

The ALT will administer the Aboriginal Languages Sector Development 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.

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

Please note

- Applications cannot be changed once submitted.
- The ALT may consider extending the closing date for all applicants. Any extensions on the closing date will be made public through the ALT website www.alt.nsw.gov.au on the ALT social media platforms and the SmartyGrants portal.
- The ALT will not extend the close date for individual applications or accept late applications.

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

3.2 Support available to applicants

The ALT engages independent grant writers to support eligible applicants to prepare grant applications for the Aboriginal Languages Sector Development Program 2024-2025. This support is offered to all eligible applicants. The level of support provided is determined by the applicant based on their needs. The ALT will maintain a register of support provided to eligible applicants. Any direct support provided in the application will be delivered by an ALT staff member not involved in the assessment process.

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. Records of advice provided by ALT, will be retained by ALT in accordance with NSW Government Policy.

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Assessment process

4 Assessment process

4.1 Assessment of grant applications

Stage 1: Eligibility Cull

The ALT assessment team will screen all the applications against the program's eligibility criteria. 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.

Stage 2: Assessment Criteria

Applications that pass the eligibility assessment will be referred to an Assessment Panel consisting of at least two (2) members (but may include more at ALT discretion), which may include:

- ALT staff,
- an independent representative with experience in grant administration, and
- Community Language practitioners.

Eligible applications will be assessed based on the assessment within two (2) weeks of the closing date. 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.
- On request, provide a confidential verbal briefing to others in the approval process.
- 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 will not be required as the Grant Program has been assessed as low value, low complexity and low risk.

Any engagement with external stakeholders including Board members, organisations or Ministerial staff and MPs will be documented and records kept.

Once an assessment is complete, successful applicants will progress to the establishment of a Funding Agreement.

Decision making

All submitted applications will be assessed against eligibility and assessment criteria. An Assessment Panel will assess the applications. The Panel will make a recommendation to the Delegated Officer as per the Decision Makers approval. The delegated decision maker will consider the Assessment Panel's recommendations. In making funding decisions, consideration may also be given to geographic distribution and prioritisation of certain organisations to ensure equitable access and alignment with strategic priorities. As a result, partial or complete funding may be offered.

4.2 Notification of application outcome

Applicants will be advised of their application outcome. Notification will be in writing through SmartyGrants once the Executive Director, ALT has finalised the approval process. Successful applicants will be announced publicly within seven (7) weeks of grant agreements being signed. Announcements will not be made regarding grants awarded before the grantee has been informed.

Unsuccessful applicants will be informed of the outcome of their application before the announcement.

4.3 Feedback on applications [and appeal process]

Applicants can request feedback on their application by contacting the ALT Community Investment Team on 1300 036 406 or via email on grants@alt.nsw.gov.au. Any complaints with regard to the process should be made in accordance with the complaints process defined withing this document.

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

4.4 Publication of grants information

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

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

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

Successful applications may be included in:

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

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Successful grant applications

5 Successful grant applications

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

Successful applicants will be required to:

- Enter into a funding agreement with the ALT within two (2) weeks of an offer being made.
- Start and complete funded activities and events by the dates specified in the funding agreement.
- Notify the ALT of any proposed changes to the funded activity, including timelines.
- Acknowledge the support of the ALT in accordance with the Funding Acknowledgement Guidelines which can be found at www.alt.nsw.gov.au

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. 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

The Aboriginal Languages Sector Development Program funds will be paid directly to the applicants nominated bank account, as identified in your agreement, within four (4) weeks of the agreement being signed and returned to the ALT.

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

1. Full Name
2. Address
3. 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 Grant Administration Guide Para 4.1.4, "a 'grant' is an arrangement for the provision of financial assistance by the NSW Government (or on behalf of the NSW Government) whereby money:

1. is paid to a grantee other than the NSW Government

2. is intended to help address one or more of the NSW Government's policy outcomes

3. is intended to assist the grantee to achieve its objectives

4. *does not result in the return of goods or services by the grantee of an equivalent value to the NSW Government (i.e. it is a non-reciprocal exchange).*

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

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

5.2.2   GST Payment for Goods and Services

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

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

5.2.3   GST Registration

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

Note: All information provided by ALT is general in nature and is designed to aid Grant recipients to formulate their own conclusions on Australian regulatory matters. The information must be applied to

your current circumstances only. The Grant recipient should seek independent advice regarding the income consequences pertaining to ALT Grants.

5.3 Unspent funds

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

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

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

5.4.1 Aboriginal Languages Sector Development Program Reporting, Monitoring and Acquittal Framework

Grant	Proportional Reporting and Acquittal Requirements	Monitoring and Reporting Evidence
ALT will develop unique performance measures with each Aboriginal Language Organisation during the Grant Agreement process, against the generic reporting requirements in this table	Progress, Performance and Financial Reporting • Mid-term progress report (around six months) – against activity schedule and performance, outcomes metrics, stakeholder feedback, and financial. • Final report (within 4-months of completion of project) – against activity schedule and performance, outcomes metrics, stakeholder feedback, and financial. • End of project feedback from Languages Centre Stakeholders. Acquittal • Grantee's declaration that funds were spent in accordance with funding. • Detailed supporting financial report with details of expenditure, for internal ALT governance. • Statement from Grantee that grantee expectations were met.	Mid-term report Final report End of project stakeholder feedback report Detailed Acquittal against planned expenditure for governance and assurance End of project financial report Statement of project outcomes.

Table 3: Reporting and Acquittal Requirements

Quality Assurance checks (over the lifetime of the funding agreement and up to 24-months post project completion) may be completed on projects that receive an ALT Aboriginal Languages Sector Investment Program Grant. 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 the 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 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. 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 grant agreement and the likely impact on achieving grant outcomes.

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

You MUST notify ALT and request a Variation where:

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

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

For clarity and consistency, the ALT will capture any variation requests and record decisions. Variations should be requested through the grants@alt.nsw.gov.au email

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 main focus areas for the evaluation will be:

![Aboriginal Languages Trust logo]

Aboriginal Languages Trust

Project Evaluation

Criteria	Specific information and evidence required
Was the project successfully delivered? Did the grantee meet all measurable outcomes?	• Post-project evaluation plan and/or engagement with Community and project stakeholders seeking feedback on project and project outcomes • Engagement with project manager • Assessment of final deliverables against outcome metrics • Improvements identified for future projects, if applicable
Did the project meet all ALT financial and performance monitoring and reporting obligations?	• ALT evaluation of performance and financial reporting (during and post project) • Improvements identified for next grant program
How well did the grant program work?	• Grantee feedback on process • Community and stakeholder feedback on process • Improvement identified for next grant program

Grant Program Evaluation

Criteria	Specific information and evidence required
Is the Program continuing to grow / diversify and target a number of Aboriginal Languages across NSW	• Number of successful Community projects delivered • Percentage increase on previous year(s) • Number of new grantees as percentage of total grantees. • Number of new Languages supported as total of grant value • Improvements identified for next grant program
Did the Grant Program support Aboriginal Communities to deepen the growth and nurturing Aboriginal Language?	• Number of different Languages covered by projects • Number of Languages supported as a total of grant value • Percentage of different Language projects as a percentage of grant funding. • Did funded projects inform the future development of Community-led and designed Languages projects/activities and are what are these projects? • Did the projects raise awareness and use of Aboriginal Languages in NSW? • Improvement identified for next grant program.

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

![NSW Government logo]

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 Engagement and Investment to discuss your complaint with one (1) week.

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

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

6.2 Access to information

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

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

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

6.3 Ethical conduct

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

6.3.1 Conflict of interest management

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

The ALT acknowledges that within Aboriginal Communities, individuals possess personal, professional, and cultural relationships, in which they hold belonging, authority, and accountability. The strength of these connections often assists in the appropriate revitalisation of Language and Culture but can also create challenges in relation to independence of decision making. Given the

Community connections of staff in roles with probity responsibilities to this Grant Program, actual or perceived conflicts of interest with applicants is expected.

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

- Any declared conflicts of interest and controls will be documents and reported in accordance with relevant ALT policies and government requirements.

- All parties involved in the Program, including applicants and ALT Staff, Executives and Board Members, need to declare any actual or perceived conflicts of interest.

- All staff involved in the process who have a conflict of interest are to bring this to the attention of their supervisor and, where appropriate, strategies to manage the risks will be identified and implemented.

- Where an assessor identifies a conflict of interest in relation to an application, that assessor will be excluded for the assessment of that specific application only.

- Where the ALT Executive Director declares a conflict of interest in relation to an application, approval of the relevant applications will be escalated to the Deputy Secretary, Aboriginal Affairs NSW.

- All conflicts of interest, will be noted in the recommendations to the ALT Executive Director and will be noted in Board meetings, including the nature of the conflict and controls to manage the risks.

6.3.2 Confidentiality

There may be a legal obligation to maintain confidentiality over certain information and the ALT will generally seek to treat applicant information as confidential. However, there are requirements to publish or produce certain grants information. As outlined above, documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

Subject to the above, the following procedures are in place to help ensure that the unauthorised release of confidential information does not occur:

- Confidentiality declarations are to be signed by all persons involved in performing functions related to the funding application and the assessment process.

- Documents and records will be kept confidential and secure in SmartyGrants or in the Department's official EDRMS system.

- Information that could be perceived as giving an unfair advantage must be kept confidential until it is publicly available to all participants.

- If there are doubts about the confidentiality status of any information, the matter will be referred to the ALT Executive Director, who may seek legal advice.

- Printed information is to be kept in a secure place and securely disposed of.

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.