



Aboriginal Languages Trust - Support Guide for Grants Applicants

1. Purpose

This guide was developed by the Aboriginal Languages Trust support you preparing for your Grants application.

The guides purpose is to make your Grants experience easier.

Simply follow the steps within this guide to help build your Grants Writing skillset.

2. Grant Writing simplified

This flow chart shows the important steps in the development of a Grant application.



3. Step by Step

Hints for each step in the process

<p>Step 1 - Prepare</p>	<p>To understand the grants program, read the Guidelines and Frequently Asked Questions.</p> <p>Seek support from your Aboriginal Community and can they contributed to the planning of your project or application? Community support can include Community members or a Language Project Working Group. A working group may consist of Local Aboriginal Organisations or Groups currently involved in Aboriginal Language activities.</p> <p>Note: Letters of support from Aboriginal Community Controlled Organisations or representatives will strengthen your application.</p>
<p>Step 2 - Draft</p>	<p>Use the Project Plan template to start writing your project plan and downlaod a copy of the application form from https://www.alt.nsw.gov.au/ or SmartyGrants.</p> <p>Note: (if you are a first time user you will need to create a user profile). Refer to SmartyGrants – Step by Step Guide.</p>
<p>Step 3 – Revise</p>	<p>Get someone in your Community or working group to review and proof read your project plan, budget and draft application – a fresh perspective is always helpful.</p> <p>Note: Please save your application regularly.</p>
<p>Step 4 – Edit</p>	<p>Once your project plan, budget and application have been reviewed, make any last changes.</p> <p>Tick off the grant application checklist to ensure you have included and uploaded everything before submitting your application online.</p>
<p>Step 5 – Submit</p>	<p>Finalise and submit your application online using SmartyGrants.</p> <p>If you need support or have any questions regarding the Aboriginal Languages Revival Program, please call the Trust staff on 1300 036 406 or email grants@alt.nsw.gov.au</p> <p>Applications close: Tuesday 28 February 2023 at 5pm.</p>

4. Grants – Project Plan Template

<p>Project Name</p>	<p>Please note that the Project Title may be used for media and communication purposes.</p>		
<p>Project Location</p>			
<p>Project Language/s</p>			
<p>Project Start Date:</p>		<p>Project End Date:</p>	

7. Project Outcomes

The project **outcomes** are what your project is trying to achieve.

Be sure to align your outcomes with the **Grant program outcomes (below)**, this will strengthen your application.

Hint: Refer to the program guidelines for more information on the program outcomes.

- Revive or reawaken Aboriginal Languages through effective language activities
- Develop resources to support Aboriginal Language activities
- Promote wider use and appreciation of Aboriginal Language activities
- Support Aboriginal Language custodianship by building Community capacity to direct Language revitalisation efforts
- Grow the Aboriginal Languages sector through workforce development.

How will your Language project align with the outcomes you have selected?

8. Project Activities

Project Activities are how your project will achieve its **outcomes**. Each activity should have its own due date.

Try to keep it simple – too many activities may take the focus away from your project outcomes.

Project Activities:	Due Date: <i>[insert start and due date]</i>	
Describe the activities your Language project will run.	Start Date	End Date
Activity 1:		
Activity 2:		
Activity 3:		

9. Key Stakeholders and Communication

Key stakeholders are people or groups directly or indirectly impacted by the project. This includes groups in the Aboriginal Community who will benefit from the project.

List your key stakeholders and how you plan to communicate with them.

Hint: Which Community groups will your project benefit

- Youth under 5 years
- Youth 6 -12 years
- Youth 13 – 18 years
- Men
- Women
- Elders

You may have stakeholders in more than one of the groups listed, Tick all groups that apply to your project.

How will you communicate?

10. Community Support

Hint: Demonstrating that the Aboriginal Community supports and has contributed to the planning of, your project will strengthen your application. Examples of Community support can include a letter of support from the following:

- Community members on a Project Working Group;
- Local Aboriginal Organisations on a Project Working Group;
- Letters of support from Aboriginal Community representatives or organisations;

Note: Community support letters can be uploaded to support your application.

11. Project Budget

You need to provide a detailed budget showing what the grant money will be used for.

The more detail you provide the better. Limited budget information may delay assessment or even result in your application being not considered.

List the planned income and expenditure for the project, starting with the ALT Grant funding, followed by any additional income such as your own funds or funds being contributed by another organisation.

Expenditure is all the costs involved in running your project including staff, equipment and administration costs.

Hint: You can use the budget below to develop a detailed breakdown of all planned income and expenditure to deliver your Language project. **GST is not included in the budget.**

Note: don't forget to link the expenditure to specific project activities.

Income	Amount (\$)	Expenditure	Amount (\$)
ALT Grant	\$	Personnel	\$
		Equipment	\$
		Activities	\$
		Administration	\$
In Kind Contributions			
Total Income		Total Expenditure	

12. Application checklist

Before submitting your application, please check:

- Your organisation or Auspice is eligible to apply for the grant;
- An authorised or delegated person from the organisation has approved the application;
- All required questions have been completed in fully;
- The application has been reviewed and proof read;
- The budget has been checked for accuracy;
- All relevant documents have been uploaded.

13. Contact us

If you have any other questions, please contact the Aboriginal Languages Trust staff:

Phone: 1300 036 406

Email: grants@alt.nsw.gov.au