

Aboriginal Affairs NSW

# NAIDOC Grants Program

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2024 Program Guidelines



Grant Program Details	
Round opening and Closing dates	4 March 2024 to 12 April 2024
Application outcome date	Mid-June onwards
Project delivery timeframe (for successful applications)	7 July 2024 to 30 November 2024
Decision-maker	The Minister for Aboriginal Affairs and Treaty
NSW Government Agency	Aboriginal Affairs NSW
Type of grant opportunity	Open, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	<b>Minimum grant amount:</b> \$500 <b>Maximum grant amount:</b> \$3,000 <b>Total funding available in 2024:</b> \$250,000
Enquiries	For any enquiries, contact to your nearest regional office (please see section 6.2) or Community Investments team at AANSW on 1800 019 998 or <a href="mailto:grants@aboriginalaffairs.nsw.gov.au">grants@aboriginalaffairs.nsw.gov.au</a>

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# 1

Overview of grant program

# 1 Overview of grant/grants program

The theme for NAIDOC Week in 2024 is Keep the Fire Burning! Blak, Loud and Proud (see <https://www.naidoc.org.au/awards/current-theme> for further information).

Applicants can apply for grants of \$500 to \$3,000 (excluding GST) for the hosting of activities and events during NAIDOC Week that celebrate Aboriginal and Torres Strait Islander history, culture and achievements, and align with the theme of NAIDOC Week in 2024.

Events and activities must be held between 7 July 2024 and 30 November 2024

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## 1.1 Objectives

The objective of the NAIDOC Grants Program is to support the holding of events and activities in NSW during NAIDOC Week (7–14 July 2024) that celebrate Aboriginal and Torres Strait Islander history, culture and achievements, and align with the theme of NAIDOC Week in 2024.

In addition, events and activities should promote a greater awareness and understanding of Aboriginal history and culture within the broader local or regional community.

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## 1.2 Grant value

AANSW has allocated \$250,000 for the 2024 NAIDOC grants program -

- Applicants can apply for grants from \$500 to \$3,000 (excluding GST)
- An Organisation can apply for a maximum of one grant from the 2024 NAIDOC Grants Program
- An eligible Organisation may additionally act as an auspice for one other applicant organisation/group.

# 2

Selection criteria

## 2 Selection criteria

Selection criteria for a grant comprises both eligibility and assessment criteria.

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### 2.1 Eligibility criteria

#### 2.1.1 Eligible applicants

- Incorporated not-for-profit organisations registered with NSW Fair Trading under the *Associations Incorporation Act 2009* (NSW)
- Aboriginal Corporations registered under the *Corporations (Aboriginal Torres Strait Islanders) Act 2006* (Cth)
- Not-for-profit companies incorporated in Australia under the *Corporations Act 2001* (Cth)
- Local Aboriginal Land Councils established under the *Aboriginal Land Rights Act 1983* (NSW)
- NSW local councils operating under the *Local Government Act 1993* (NSW)
- Incorporated cooperatives (incorporated under state/territory legislation, and commonly have 'Cooperative' in their legal name)
- Incorporated trustees on behalf of a trust, including Catholic School trusts
- Unincorporated Aboriginal groups that have entered into an agreement with an eligible organisation to auspice the funding.

#### NSW Public Schools

While NSW Public schools are not an eligible applicant to the Program, projects may be held on NSW Public School grounds and/or for the benefit of a school community where the applicant is an eligible organisation (e.g. an incorporated not-for-profit Parents & Citizens organisation, incorporated Aboriginal Education Consultative Group etc).

#### Unincorporated groups

If an unincorporated Aboriginal group wishes to apply for a 2024 NAIDOC Grant, it will need to partner with an eligible organisation to receive and administer the funding. The eligible organisation must apply on behalf of the unincorporated group.

#### Other eligibility requirements

- Be an eligible entity located in NSW, and able to enter into a funding agreement with Aboriginal Affairs NSW Premier's Department, have an Australian bank account, and an Australian Business Number (ABN):
- Projects must be delivered within NSW;
- Applicants must have public liability insurance of at least \$10 million per claim.

#### 2.1.2 Ineligible applicants

You are not eligible if you are:

- An Individual
- Federal and state Government agencies and bodies, including public schools and hospitals
- NSW Public Schools (**see note below**)
- For-profit organisations, including Aboriginal businesses
- unincorporated Aboriginal organisations or groups without an eligible auspicing organisations

- applicant or auspice is banned to apply due to non-compliance in previous AANSW Grants
- organisations with redress sanction as described in the National Redress Scheme.

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## 2.2 Eligible Costs

Funding can be used for activities and events that are held in NSW and meet the objectives of the 2024 NAIDOC Grants Program.

The following are examples of the types of NAIDOC Week activities and events that have previously received funding:

- community festivals and fun days
- public exhibitions
- community gatherings
- cultural workshops
- NAIDOC-themed sporting activities or competitions
- school community-based activities
- women's, men's and Elders-only activities.

More examples of previously funded projects are available on the Aboriginal Affairs NSW website ([aboriginalaffairs.nsw.gov.au](http://aboriginalaffairs.nsw.gov.au)) or at NSW grants finder website (<https://www.nsw.gov.au/grants-and-funding>).

Funding can be used:

- to purchase materials and consumables such as art supplies, personal protective equipment (PPE) and catering (excluding alcohol, gift cards) – for the purpose of the project or event
- to pay for workshop facilitators, artists and Elders
- for rental or hire fees for the purposes of the activity.

### Purchasing merchandise

NAIDOC Grants funding can only be used to purchase merchandise – such as clothing, bags, flags and hats – in limited circumstances. Funding can only be used to purchase merchandise where it is:

- NAIDOC themed, and
- part of a uniform or outfit to be worn by performers, volunteers or organisers of a NAIDOC event or activity, or
- created as part of an art activity – for example, an artist working with a group of children to develop a local NAIDOC-themed artwork that is printed on bags for the children and/or community.

However, the total cost of the merchandise **cannot be more than 50%** of the total funding requested from Aboriginal Affairs NSW.

Examples of where funding cannot be used to purchase merchandise include:

- items to hand out to people attending an event or participating in activities, such as flags or branded shirts
- items branded with an organisation's name or logo.

Merchandise must be purchased from recognised Aboriginal businesses. To start your search for Aboriginal businesses, applicant may visit Supply Nation at [supplynation.org.au](http://supplynation.org.au) Or can search for local Aboriginal Businesses in their area.



## 2.3 Ineligible Costs

- Retrospective funding for activities and events that have already been held
- activities that are the responsibility of government agencies
- activities that are exclusively for the benefit of the applicant organisation and its staff, such as cultural capability activities
- activities and events held outside NSW
- capital purchases – any type of building, construction or capital works, including renovations to a building, housing-related costs or the purchase of land
- purchasing equipment such as office equipment, tents and IT equipment
- gifts, including gift cards and merchandise to distribute as gifts
- Activities or events that allow alcohol, tobacco or gambling,.
- private events such as those open only to members of a specific organisation
- sitting fees, travel allowances or costs associated with the membership of boards/councils
- operating and administrative costs such as rent
- costs that are not directly associated with the activity or event.

See the Frequently Asked Questions (FAQs) on the Aboriginal Affairs NSW website ([aboriginalaffairs.nsw.gov.au/grants/](http://aboriginalaffairs.nsw.gov.au/grants/)) for further information on what can and cannot be funded.

## 2.4 Assessment criteria

Criteria	What we are looking for	Weighting
<b>Alignment with the NAIDOC theme</b>	The activity or event celebrates Aboriginal history, culture and achievements and meets the broader objectives of NAIDOC. The theme for NAIDOC week in 2024 is Keep the Fire Burning! Blak, Loud and Proud.	20%
<b>Promotes broader local or regional community understanding</b>	The activity or event promotes a greater awareness and understanding of Aboriginal history and culture within the broader local or regional community.	20%
<b>Aboriginal community support</b>	Aboriginal people are involved in the development and delivery of the activity or event.	20%
<b>Capacity to deliver</b>	The applicant has demonstrated capacity to undertake and complete the activity or event. This will include consideration of any previous funding provided to the applicant by Aboriginal Affairs NSW	20%

Criteria	What we are looking for	Weighting
Value for money	The activity or event demonstrates value for money	20%

All applications will be assessed on the following criteria:

# 3

Application process

## 3 Application process

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### 3.1 How to apply

Applications are to be completed online at the Aboriginal Affairs NSW online grants platform: [aboriginalaffairs.smartygrants.com.au](http://aboriginalaffairs.smartygrants.com.au).

**Please note**, applications will not be accepted via other channels. Therefore, applicants are encouraged to allow sufficient time to submit applications using the online system, including allowing for unexpected delays.

For assistance, please refer to the Applicant's Guide (<https://applicanthelp.smartygrants.com.au/help-guide-for-applicants>) and the FAQs on the Aboriginal Affairs NSW website.

Applicants can choose to submit a video response to application questions about project objectives and outcomes. Aboriginal Affairs NSW regional staff are available to support applicants with recording and preparing a file for upload if required (with the exception of staff involved in the assessment process).

Regional office contact details are listed at the end of these program guidelines.

One application per applicant/organisation is eligible each calendar year.

Applications must be submitted by 5pm Friday April 12th, 2024.

Please note, applicants must provide a declaration that the information in the application is true and correct. Penalties may apply for false or misleading information.

See the FAQs for more details.

#### 3.1.1 Late Submissions

Late applications will not be considered or accepted unless AANSW determines, at its sole discretion, that it is in the interests of the fairness of the program to accept the late application.

A late application must have already been commenced by the applicant prior to the round closing date and time, and a request for late application must be received by AANSW no later than one hour after the round closing date and time.

#### 3.1.2 Supporting Documents:

##### Essential documents

The below documents are required before you submit your application:

- Letter of support from the local Aboriginal community (e.g., from local Aboriginal Elders/groups, community groups or potential participants). Letters must be current and specific to the project. A letter of support provided by an alliance/consortium should clearly demonstrate support of the membership base of the alliance/consortium
- Certificate of currency for public liability insurance of minimum \$10 million.

##### Recommended documents

- Evidence of the value of goods and services (for budget items such as hiring of venue, catering and hiring and/or purchases of equipment)
- Applicants are encouraged to provide documentation and evidence that supports their application (e.g., evidence of successfully delivering other projects, detailed project plan).

# 4

Assessment process

## 4 Assessment process

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### 4.1 Assessment of grant applications

Demand for 2024 NAIDOC Grants is likely to be high. This is an open and competitive grants program. Applications will be assessed and scored against set criteria. Applications with the highest scores are more likely to be funded.

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

Eligible applications will then be assessed by the relevant Regional Manager/team followed by the panel discussion comprised of 3 suitably qualified Aboriginal Affairs NSW staff members.

Type	Assessment	Assessor
Eligibility Checks	Confirmation of applicant eligibility	Aboriginal Affairs NSW, Community Investments
Staff assessment	Assessment of individual applications, scored against the assessment criteria	Aboriginal Affairs NSW, Regional Teams
Grant Assessment Panel	Moderate the staff assessments at a panel meeting to make a final recommendation to the Minister for Aboriginal Affairs and Treaty	A Grant assessment Panel comprised of Aboriginal Affairs NSW staff
Decision-maker	Final decision on application based on the panel recommendations	The Minister for Aboriginal Affairs and Treaty

All assessment recommendations will be provided in writing to the Minister for Aboriginal Affairs and Treaty. The Minister is the final decision-maker considering the recommendations of the assessment panel.

In accordance with section 6.3.2 of the Grants Administration Guide, the Minister will not approve nor decline a grant without first receiving written advice from officials on the merits of the proposed grant.

Applicants may be offered part of the funding if the application includes some ineligible activities or budget items.

Aboriginal Affairs NSW staff may request further information and/or clarification from applicants at any time during the assessment process.

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### 4.2 Notification of application outcome

All the applicants including Ineligible applicants will be notified in writing of the outcome of their application.

### 4.2.1 Feedback on applications

If an applicant wishes to seek feedback of an unsuccessful application, the applicant organisation should contact the Community Investment team at [grants@aboriginalaffairs.nsw.gov.au](mailto:grants@aboriginalaffairs.nsw.gov.au). Feedback session will be held via Teams meetings.

There is no appeal process available for this grant program.

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## 4.3 Disclosure of information

Details of successful applications including recipient name, funding amount and project location are required to be published on the NSW Government's grant and funding finder at [nsw.gov.au/grants-and-funding](http://nsw.gov.au/grants-and-funding). Details of successful applicants may also be included in:

- Public media releases
- An announcement on the Aboriginal Affairs NSW website, and
- Aboriginal Affairs social media.

Applicants should be aware that information provided to Aboriginal Affairs NSW may be made publicly available under the *Government information (public access) Act 2009 (NSW)*. Information may also be made publicly available as a result of an order for papers made by the NSW legislative Council under Standing Order 52.

Before information is released in response to an application under *GIPA Act*, there will be an assessment of the public interest considerations in favour of and against disclosure of that information and there may be consultation requirements that apply.

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# 5

Successful grant  
applications



## 5 Successful grant applications

Successful applicants will be notified through the online grants portal Smarty Grants and will be invited to enter into a Funding Agreement with Aboriginal Affairs NSW (AANSW). An Acceptance of offer and Funding Agreement form will be opened in the online grant portal Smarty Grants.

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### 5.1 Grant agreement

Successful applicants will be required to:

- Accept the offer of funding and enter into a Funding Agreement with AANSW within 4 weeks of the offer being made
- Start and complete funded activities and events by the dates specified in the Acceptance of offer and funding Agreement form
- Notify AANSW of any proposed changes to your funded activity or event
- Acknowledge the support of Aboriginal Affairs NSW in accordance with the Funding Acknowledgement Guidelines ( <https://www.aboriginalaffairs.nsw.gov.au/grants/Aboriginal-Affairs-NSW-Funding-Acknowledgement-Guidelines.pdf>)
- Report on outcomes from the activity and acquit the grant within one month of project completion
- Complete a project acquittal report detailing project activities and impact, as well as financial acquittal statement of income and expenditure detailing funds received and what funds were spent on. If the acquittal is not completed within the required timeframe, you will not be eligible to apply for AANSW grants programs until all outstanding reporting and acquittals are completed.

Project variations may be accepted where the requested change aligns with the Program Guidelines and the original intend of the approved project.

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### 5.2 Grant payment

Some applicants may be approved for and thus may be offered partial funding where budget includes ineligible items, and as recommended by the panel.

All the payments will be made after executing the Funding Agreement, and on provision of a valid Tax invoice, and all other required information.

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### 5.3 Unspent funds

The recipient must retain all invoices and receipts for the project in accordance with the acceptance of offer, and/or Funding Agreement.

All unspent funds must be returned to AANSW within one (1) month of completion of the funded event/activity.

Unspent funds can be returned either via Electronic Funds Transfer (EFT) or Cheque. Contact your Regional office of AANSW to obtain the details for the deposit.

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### 5.4 Indicative reporting and acquittal requirements

The recipient will provide Aboriginal Affairs NSW with a “Completion Report and Certificate of Acquittal” by submitting an Acquittal form in Smarty Grants within one (1) month of the Project unless otherwise agreed to by Aboriginal Affairs NSW.

Aboriginal Affairs NSW will email the recipient all the details on how access the Completion Report and Acquittal Form on SmartyGrants at least 1 month before the Project completion date.

If the recipient does not acquit properly this may affect the eligibility for future Aboriginal Affairs NSW grant funding

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## 5.5 Aboriginal Cultural and Intellectual Property

Any Aboriginal Cultural and Intellectual Property submitted in an application remains the property of the relevant community organisations or Aboriginal and Torres Strait Islander person and will be dealt with in accordance with the Aboriginal Cultural and Intellectual Property Protocol, which is available on Aboriginal Affairs NSW website.

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## 5.6 Evaluation

The reporting and acquittal form will be reviewed and evaluated by the regional staff. The regional staff may ask for any invoices and receipts for the project, if they feel it is needed.

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## 6 Additional information and resources

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### 6.1 Feedback sessions

If an applicant wishes to seek feedback of an unsuccessful application, the applicant organisation should contact the Community Investment team at [grants@aboriginalaffairs.nsw.gov.au](mailto:grants@aboriginalaffairs.nsw.gov.au)

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### 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.

Provide any relevant contact details or other sources of information for individuals seeking information from the relevant agency about the GIPA Act and/or Standing Order 52.

#### **Applicant Support and Contacts**

For any questions regarding the Aboriginal Affairs NSW Cultural Grants Program, please contact your nearest AANSW Regional Office on the phone numbers below or email the Community Investments team at [grants@aboriginalaffairs.nsw.gov.au](mailto:grants@aboriginalaffairs.nsw.gov.au)

Regional Office	Phone number
Illawarra Southern Batemans Bay	02 8575 1013
New England and North-west Tamworth	02 8575 1172
Greater Northern Coffs Harbour	02 8575 1068
Murdi Paaki Broken Hill Bourke	02 9228 4877
Binaal Billa Dubbo	02 8575 1680
Hunter/ Central Coast Newcastle	02 85751680
Greater Sydney Sydney	02 9228 4796

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## 6.3 Ethical conduct

### Variations to the funded projects

AANSW will only consider variations to funded project budget, timeline and/or scope if:

- the changes were reasonably unforeseeable and beyond applicant control
- the changes align with the original objectives of the grant program and project
- the changes meet program guidelines requirements

### Aboriginal Cultural and Intellectual Property

AANSW has developed an Aboriginal Cultural and Intellectual Property (ACIP) Protocol that aims to build awareness and respect for Aboriginal culture. The Protocol sets a standard for how AANSW engages with Aboriginal and Torres Strait Islander people and communities regarding their cultural and intellectual property and what it expects from the organisations it funds.

Any Aboriginal Cultural or Intellectual Property submitted in a grant application to AANSW remains the property of the relevant community organisation or Aboriginal person.

AANSW will not distribute or communicate any ACIP contained in SmartyGrants and agrees to respect the cultural protocols of Aboriginal people to whom it may apply.

More information on ACIP, including the Protocol is available on the AANSW website. (<https://www.aboriginalaffairs.nsw.gov.au/our-agency/staying-accountable/aboriginal-cultural-and-intellectual-property-acip-protocol/>).

### 6.3.1 Conflict of interest management

The following procedures will be put in place to manage any conflicts of interest between AANSW and applicants:

- Conflict of Interest declarations are to be signed by all persons involved in performing functions related to the assessment process.
- Regional project officers who assist an applicant with an application will not be involved in assessment for that program

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## Disclaimer

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