Community and Place Applicant Checklist

Applying for the Community and Place program is done online via Smarty Grants

All Expression of Interest applications must be submitted by 10am, 30 October 2023.

Before submitting your application, please use this checklist to ensure your organisation and project are eligible.

You can review the Community and Place Program Guidelines and Frequently Asked Questions on Aboriginal Affairs NSW website.

Please ensure you have all supporting documentation needed to submit your application.

Stage One – Expression of Interest

Requirement	Advice	Yes	No
Are you an Aboriginal and/or Torres Strait Islander Community-Controlled Organisation (ACCO) OR An unincorporated group with an eligible organisation to Auspice?	Applicants organisations should be: • incorporated under relevant legislation and not-for-profit; • controlled and operated by Aboriginal and/or Torres Strait Islander people; • connected to the community, or communities, in which they deliver the services; and • • governed by a majority Aboriginal and/or Torres Strait Islander governing body	☐	☐
Do you have evidence to support your ACCO status?	Evidence can include: • Certificate of Registration from ORIC • Copy of Rule book or constitution	☐	☐
Do you have public liability of at least $10 million per claim?	If you don't have public liability, you should include the cost of obtaining this in your project budget	☐	☐
Will your project take place between 1 July 2024 and 30 June 2025?		☐	☐
Do you have a basic project plan?	In your expression of interest be prepared to provide an overview of the following questions: • Which of the Closing the Gap Socio-Economic Target(s) will your project contribute to? • Do you have local Aboriginal community support? • Does your organisation have experience managing grant funding? • How much funding are you applying for?	☐	☐

Stage Two – Full Grant Application

Applicants who are successful in Stage One, will be invited to submit a full application for funding. Please note, an invitation to apply, does not guarantee funding. All applications will be assessed based on the criteria provided in the Program Guidelines.

The below checklist is a guide to support you in submitting a full application for Stage Two of the application process.

Requirement	Advice	Yes	No
Have you identified which of the Closing the Gap socio economic target(s) your project will contribute to?	Clearly explain how your project will contribute to the target(s) relevant to your project and remember the more information the better!	☐	☐
Do you have local Aboriginal Community Support?	Do you have documentation to show support from your local Aboriginal community? This can include supporting letters and collaborative project plans	☐	☐
Does your project represent value for money?	Ensure your budget is clear and items are separated by each line. Wherever possible, quotes should be provided, particularly for costs over $5,000 A budget guide is available on the AANSW website	☐	☐
Does your organisation or group have the capacity to deliver	Clearly demonstrate how you have the resources and experience to deliver your project. This can include examples of previous grants or projects.	☐	☐

Stage Two - Supporting documents.

Requirement	Advice	Yes	No
Public Liability Insurance	Applicants must provide an updated Certificate of Currency	☐	☐
Evidence of local Aboriginal Community Support	This can include supporting letters from local Community members and groups and/or collaborative project plans	☐	☐
Quotes	Quotes should be provided for any external costs over $5,000 particularly for projects including equipment, vehicles and infrastructure	☐	☐
Evidence of Development Application (DA) Lodgements (for projects including capital works)	This can include an email confirmation of your application being lodged with your local council	☐	☐
Landowner consent (for projects including capital works)	A landowner consent template is available on the AANSW Website	☐	☐