2023-24 Community and Place Grants Program
Step by Step Guide to applying online

When applying for a grant, you need to complete an application in SmartyGrants. This procedure will assist you to login, navigate through, start and complete your application in the online system.

Program Guidelines and Frequently Asked Questions (FAQs) are available on the Aboriginal Affairs NSW Website.

If you need help logging in please contact Aboriginal Affairs NSW Community Investments team at grants@aboriginalaffairs.nsw.gov.au or 1800 019 998

1: Logging in and starting an application

To login, go to https://aboriginalaffairs.smartygrants.com.au.

- You will be promoted to login or register for the website.
- If you have previously used SmartyGrants you can enter your details under Login.
- If you are using SmartyGrants for the first time, you will need to Register your details by entering the information requested and following the prompts.

To start an application:
- Click on **My Submissions**
- Click on **Current Rounds**
- Click on **Community and Place Grants Program**
- Click **Start New Submission**

2: Tips for using the online system

- The Form Navigation box on left of the page will help you move between sections.

- You can click the link to jump directly to the page you want or use the Next and Previous Page buttons at the top or bottom of each page.

- Press the Save Progress button. Ensure you save regularly to prevent data loss.

- Use the Save and Close button to save a partially completed application. You can revisit your application later time using My Submissions when you log in.

3: Completing an application form

- Read the information provided thoroughly and ensure your application meets the required criteria. The Applicant is the organisation undertaking the project.

- Questions marked with a red asterisk (*) are mandatory and must be completed. Skipping these questions will prompt you with an error and will not permit you to submit your application.

- If you are having problems submitting, it is likely that one of these questions have been missed or answered in the wrong format.

1: Name of Applicant Organisation *	
	Response required.

- Click the Next Page button to begin filling out your application.

- Large text boxes invite you to provide more information on that question.

- To help you with your responses many questions will have a hint below the answer field. The hint will tell what information is needed to assess your project.

- You will need to upload attachments such as your public liability insurance and any supporting material. To do this, you need to have the documents saved on your computer.
- Once all information has been completed, you need to review your application before you can submit. Click the Next Page after agreeing with your information.

- If you see the following error message, you will need to revise your application before it can be submitted:

> Some changes to your application are required before it can be submitted. Check the highlighted items and fix them before the application is submitted.

To identify the issue, scroll down the page until you see a prompt

> Response required.
> Go to page

- You will need to upload attachments such as your public liability insurance and any supporting material. To do this, you need to have the documents saved on your computer.

- Once all issues have been resolved and you have ensured all your information and uploaded documents are correct, you will be able to click the **Submit** button.

- Once you have submitted your application, you will receive an automated confirmation email (example below) with a copy of your submitted application attached. It will also acknowledge that your application has been received.

Thank you. Your submission has been received.

Submission Number: Application ID

A copy of your submission is attached. You can also return to Site Homepage at any time to view your submission, but now that it is submitted it cannot be changed.

Applicants will be notified of the outcome of their applications approximately six weeks from the program closing date.

If you have any questions, please contact us on grants@aboriginalaffairs.nsw.gov.au

Kind Regards

Aboriginal Affairs, Community Investments Team

IMPORTANT: If you do not see the above confirmation screen, or do not receive a confirmation of submission, your application has not been submitted.

Community and Place Expression of Interest Application Form

* indicates a required field

Before you begin

The Aboriginal Affairs NSW Community and Place Grants Program aims to deliver tangible local benefit and impact to Aboriginal communities against the Closing the Gap socio-economic outcome targets, recognising that Aboriginal communities have the solutions to problems or issues in their community. Projects funded under the Program must contribute to the Closing the Gap targets specifically, not just the broad outcome area.

The Community and Place Grants Program aims to support one-off projects which include programs, equipment, vehicles and infrastructure developed by local Aboriginal communities and with local community support to drive change and contribute towards the 17 socio-economic outcome targets under the National Agreement on Closing the Gap.

A total of $10 million in funding is available in 2023/2024 between 1 July 2024 and 30 June 2025 (this will be a condition of grant funding).

Expression of Interest Applications close 10am, Monday 30 October 2023

Before completing this application form, please ensure you have read the Community and Place Program Guidelines.

An Applicant's Guide and Frequently Asked Questions (FAQs) to assist applicants are available from the Aboriginal Affairs NSW website.

Please note that organisations can only submit one application.

You can apply for a total amount of up to $250,000 maximum.

If you have any questions, please reach out to grants@aboriginalaffairs.nsw.gov.au

Eligibility

To be eligible for an Aboriginal Affairs NSW Community and Place Grant Program, applicants must be an Aboriginal and/or Torres Strait Islander Community-Controlled Organisation (ACCO) or an unincorporated Aboriginal community group with an agreement for an eligible organisation to auspice the funding.

An Aboriginal and/or Torres Strait Islander Community Controlled Organisation delivers services, including land and resource management, they build the strength and empowerment of Aboriginal and Torres Strait Islander communities and people.

The following organisations and groups are **not** eligible for funding under the program:

- Incorporated not-for-profit organisations not controlled or operated by Aboriginal and Torres Strait Islander people.
- Unincorporated groups which are not led by Aboriginal people.
- Federal and State Government agencies and bodies.
- NSW Public Schools.
- For-profit organisations, including Aboriginal businesses.
- Unincorporated organisations or groups without an eligible auspicing organisation.

- Organisations that have not met project requirements, including acquittal, and reporting for funding received from Aboriginal Affairs NSW in the previous two years.
- Organisations with redress sanctions, as described in the National Redress Scheme.

Is your organisation or group one of the following:

Aboriginal Community Controlled Organisations

To confirm eligibility, please tick the boxes relevant to your organisation. Please note you will be asked to provide supporting documentation should your Expression of Interest be successful.

Incorporated under relevant legislation and not-for-profit *
○ Yes   ○ No

Controlled and operated by Aboriginal and/or Torres Strait Islander people *
○ Yes   ○ No

Connected to the community, or communities, in which they deliver services *
○ Yes   ○ No

Governed by a majority Aboriginal and/or Torres Strait Islander governing body *
○ Yes   ○ No

Auspice Eligibility

Please confirm your Auspice Organisation is one of the following:

Supporting Documentation

Please provide evidence to confirm your organisations ACCO status. Documents might include:

- Certificate of ORIC Registration
- Rule Book or Constitution

New Question *
Attach a file:

A minimum of 1 file must be attached.

Ineligible

Based on the answers you have provided your organisation is ineligible for funding under the Community and Place Grants Program.
Further information on eligibility for the program can be found in the program guidelines and frequently asked questions (FAQ's)

Please contact grants@aboriginalaffairs.nsw.gov.au if you have any questions.

Applicant Details

* indicates a required field
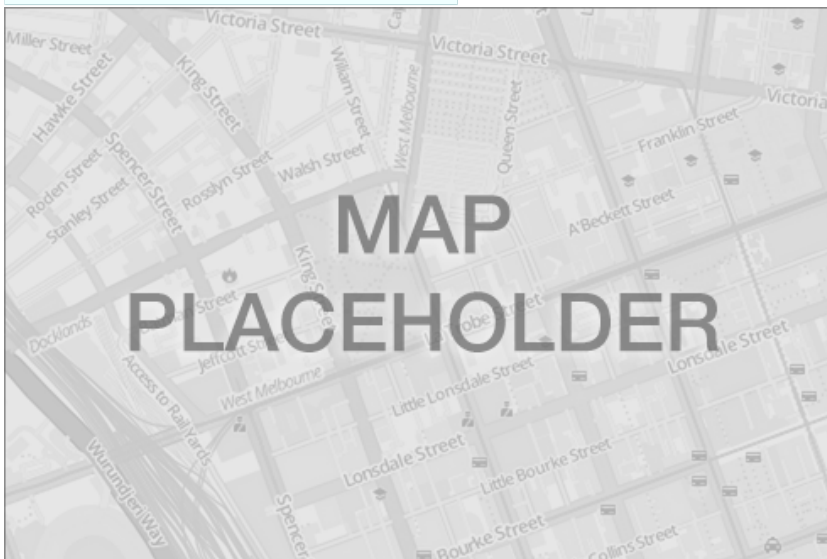
Organisation Details

Organisation Name *
Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Primary Address
Address

Any, but at least one field is required.

Postal Address
Address

Primary Phone Number *

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Other Phone Number

[   ]

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Email Address *

[   ]

Must be an email address.

Website

[   ]

Must be a URL.

Does the applicant organisation have an Australian Business Number (ABN)? *

○ Yes ○ No

ABN *

[   ]

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Primary Contact Details

Applicant Organisation Primary Contact *

Title	First Name	Last Name
[ ]	[ ]	[ ]

Primary Phone Number *

[   ]

Must be an Australian phone number.

Primary Email Address *

Must be an email address.

Alternate Contact Details

Applicant Organisation Alternate Contact

Title	First Name	Last Name

Alternate Contact Phone Number

Must be an Australian phone number.

Alternate Email Address

Must be an email address.

Auspice Details

Auspice *
Organisation Name

Auspice Primary Address *
Address

Auspice ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Auspice Project Contact *

Title	First Name	Last Name

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type   More information
ACNC Registration
Tax Concessions
Main business location

Auspice Project Contact Primary Phone Number *

Must be an Australian phone number.

Auspice Project Contact Primary Email *

Must be an email address.

Must be an ABN.

Project Details

* indicates a required field

Project Essential Details

Please take note of the below application number:

This field is read only.
The identification number or code for this submission.

Which category of funding are you applying for? *
☐ Category 1 - Programs
☐ Category 2 - Infrastructure
☐ Category 3 - Equipment and Vehicles

Title *

Word count:
Must be no more than 25 words.
Provide a name for your initiative. Your title should be short but descriptive.

Brief description *

Word count:
Must be no more than 50 words.
Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

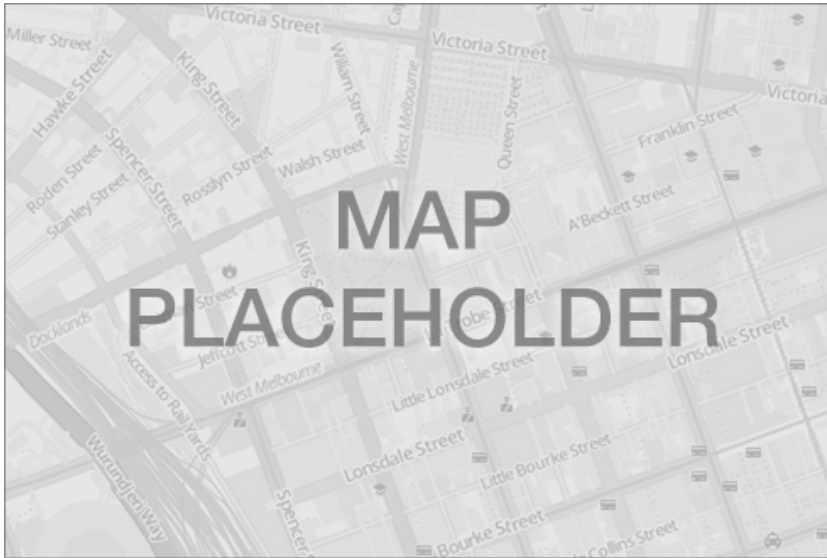**Anticipated start date** *

Must be a date.

Anticipated end date *

Must be a date.

Primary location of your initiative
Address

Any, but at least one field is required.
Primary location does not need to be a specific address, and can be postcode, suburb, state, etc. If delivered online, please specify the area of focus for delivery.

Please update anticipated start/end date (between 01/07/2024 to 30/06/2025)

You have indicated above that **your project either starts before 01/07/2024 or ends after 30/06/2025.**

As per the AANSW 2023-2024 Guidelines, the projects/events under Round 2 must be delivered between 01/07/2024 to 30/06/2025.

Please update the details to ensure your dates fit within these timeframes.

*

Which local community will benefit from your project? *

Total Amount Requested
*

$

Must be a dollar amount.
What is the total financial support you are requesting under this grant?

Please update total amount requested.

You have indicated above that **your project amount requested is less than $0 or above, $250,000.**

As per the AANSW 2023-2024 Community and Place Guidelines, applicants can only apply for funding between $0-$250,000.

Please update the total amount requested above.

New Question *

How would you like to submit your Expression of Interest to the 2023/24 Community and Place Grants Program? *

Video Response - Before you start!

You have chosen to upload a video or audio response.
- Responses can be filmed or recorded on a mobile phone or portable video device.
- Professional editing or production is NOT required or expected.
- AANSW staff are available to support you with recording and preparing a file for upload if required. Please contact your nearest Regional Office for assistance.

You can upload a single file or provide a link to your video/audio response

When planning to record your video or audio response think about:
- Location and background.
- Equipment – mobile phone or computer.
- Style – are you answering the questions or is someone interviewing you?
- The quality – is it clear and easy to hear? .
- Practicing getting more comfortable and become more natural in front of the camera or microphone.
- Watching the video or listening to the recording and make notes on where you can improve or make more appropriate responses
- Make sure you answer all the questions.

Video Upload - Essential Questions

Please ensure you review the below questions, and provide responses to all of these in your video response.

Question 1 - Tell us about your organisation, who are you and what experience have you had managing projects and/or funding?

Question 2 - What is your proposed project, how will it be delivered and who will be involved?

Question 3 - How much funding are you applying for and what do you expect to use the funding on?

Question 4 - Which of the Closing the Gap Targets will your project contribute to?

Question 5 - Where will your project take place, and which local Aboriginal community will benefit from your project?

Video and Audio Upload
Attach a file:

Upload a file here

Video and Audio Link

You can copy and past a link to youtube or dropbox

Expression of Interest Questions

What is your proposed project, how will it be delivered and who will be involved?
*

Tell us about your organisation, who you are and what experience you have had managing projects and/or funding? *

Please provide an overview of what the funding will be used for *

Closing the Gap Targets and Outcomes

Which of the Closing the Gap Socio-Economic Targets will your project contribute to?

Declaration

* indicates a required field

Review and Submit

Please ensure you review your application, making sure you have completed all required fields.

2023-24 Community and Place Expression of Interest Application Form
Form Preview

You will not be able to amend this form once it is submitted.

Your application form will not be officially submitted until you "review and submit" your application form, having completed all the required questions.

Aboriginal Cultural and Intellectual Property (ACIP)

Aboriginal Affairs NSW 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 Aboriginal Affairs NSW engages with Aboriginal people and communities in regard to their cultural and intellectual property and what we expect from the organisations we fund.

Any Aboriginal Cultural or Intellectual Property submitted in a grant application to Aboriginal Affairs NSW remains the property of the relevant community organisation or Aboriginal person. Aboriginal Affairs NSW will not distribute or communicate any ACIP contained in SmartyGrants and agrees to respect the cultural protocols of Aboriginal people which it may apply to.

More information on ACIP, including the Protocol is available on our website

Disclaimer

Submission of application does not guarantee funding. Any costs associated with preparing this application are to be met by the applicant.

Aboriginal Affairs NSW reserves the right to withdraw funding at any time, particularly if any information provided in the application is found to be false or the project does not comply with public health orders under section 7 of the *Public Health Act 2010 (*NSW). Applicants should read all relevant program information to be fully informed of requirements of the Aboriginal Affairs Community and Place Grants Program

Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- if this project application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded;
- the Department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and

- in some circumstances the Department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

Privacy Notice

Aboriginal Affairs NSW is requesting this information from you so that we can assess your application for the AANSW Community and Place Grants Program as well as to generally administer the Program.

The person who makes an application that contains personal information is responsible for obtaining the consent of the person whom that information is about and making them aware of the content of this privacy notice.

Aboriginal Affairs NSW will not disclose your personal information to anybody else unless we are required to do so by law, for example if the information is needed in an emergency or for a law enforcement purpose. Information you provide may be provided where Aboriginal Affairs NSW is authorised or compelled to do so, for example, in response to an access request under the *Government Information (Public Access) Act 2009 (NSW)*.

Providing us with the requested information is not required by law. However if you choose not to provide us with the requested information, we will not be in a position to consider the application further.

Any person may request access to their personal information that is held by Aboriginal Affairs NSW at any time. To access or update your personal information, or for more information on our privacy obligations, contact Aboriginal Affairs NSW.

Aboriginal Affairs NSW will handle and store your personal information in accordance with its Privacy Management Plan and the *Privacy and Personal Information Protection Act 1998 (NSW)*.

Should this project be successful, the following information may be made public: the name of the organisation (applicant), project title, project description, location of the project and the amount awarded to the project.

Applicant Checklist

Before submitting your application, please confirm the following *

☐ The organisation is eligble to apply
☐ An authorised or delegated person from the organisation has approved the application
☐ All required questions are fully completed
At least 3 choices must be selected.

Declaration

The Applicant represents and warrants that this application has been submitted by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc).

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

By submitting this application form I hereby declare that:

- I agree for my project to be automatically considered in other NSW funding programs;
- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- All relevant conflicts of interest have been declared

Evaluation Consent

When evaluation activities are undertaken I consent to be contacted. *
○ Yes ○ No

Authorisation

I agree * ☐ Yes

Name of authorised person *

Title | First Name | Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone Number *

Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

Must be an email address.