

# 2021 Aboriginal Languages Community Investments

## 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.

If you need help logging in, please contact the Aboriginal Language Trust team at [conversation@aboriginalaffairs.nsw.gov.au](mailto:conversation@aboriginalaffairs.nsw.gov.au) or phone 1800 019 998

**If you are unsure of your eligibility to apply or have any questions about the application process, please contact us before commencing or submitting your application as you cannot change or retrieve the application once submitted.**

### 1. Logging in and starting an application

- You will need to go to the Aboriginal Affairs NSW website and navigate to the Grants page, select the 2021 Aboriginal Languages Community Investments Program and then select the link for the Aboriginal Affairs NSW SmartyGrants landing page, or follow this link: <https://aboriginalaffairs.smartygrants.com.au/languages2020-21>
- You will be prompted to login or register for the website. If you have previously used the SmartyGrants Portal, then you can enter your login 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.

#### Login or Register

You must register before you can make an online submission.

Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.

It only takes a moment to register and you can get started on your submission straight after registering.

Fields marked with \* must be completed.

##### Login

If you're already registered or have started an online form log in here.

##### Register

If you haven't registered or started filling in a form, register here.

Email Address:

\*

Register

Password: \*

[Forgotten your password?](#)

By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

Log In

- **To start an application: Select 'Start a submission'**



## 2. Tips for using the online system

### 2.1 Navigation

To navigate (move through) the application form, you will find a Form Navigation box to the left of the page. 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.

### 2.2 Saving your application

To save your application, press the **'Save Progress'** button. Ensure you save regularly to prevent data loss. If you wish to leave a partially completed application form use the **'Save and Close'** button. You can then revisit your application later using the **'My Submissions'** link when you log back in.

### 2.3 Completing an application

- Read the information provided thoroughly and ensure your application meets the required criteria. For the purpose of the application, '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.

**Who can apply**

Please refer to the Aboriginal Languages Community Investments Program 2021 Funding Guidelines for further information including eligibility and assessment criteria

**1. Are you eligible to apply for funding under this program? \***

Yes - refer to guidelines 'Who can apply (eligible)'

No - refer to guidelines 'Who cannot apply (not eligible)'

**Response required.**

**Go to page**

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

- Large test boxes invite you to provide more information on that question. Where there are word counts and limits, this will be indicated in a hint below that field. It will tell you how many words you currently have in that section and how many are allowed.
- You will need to upload attachments to support your application. 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**

- 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 for completing your Application Form. We will now commence its assessment.

**Submission Number: LANXXX2021**

A copy of your acceptance is attached. You can also return to <https://aboriginalaffairs.smartygrants.com.au/> at any time to view your application. Now that it is accepted, your submission can not be changed.

If you have any questions, please contact us on 1800 019 998 during office hours or email [conversation@aboriginalaffairs.nsw.gov.au](mailto:conversation@aboriginalaffairs.nsw.gov.au).

Kind Regards,

The Aboriginal Languages Trust

**IMPORTANT: If you do not see a confirmation screen or receive a confirmation of submission email, it is likely that your application has not been submitted.**