

# 2020/21 Aboriginal Languages Community Investments Program

## Frequently Asked Questions

### Contents

<b>Funding</b> .....	3
Can I submit more than one application for funding? .....	3
Will all applications receive funding? .....	3
Will a successful application receive all the funding it has requested? .....	3
Can I include the costs of project administration in the budget?.....	3
Should I include GST in my budget?.....	3
<b>Projects</b> .....	3
What are some examples of projects that the Program might fund? .....	3
Can I apply for funding to run a festival or event? .....	4
Can I apply for funding for a project that is part of, or will lead to, a ‘for-profit’ activity? .....	4
Our language revival activities are only starting and are small compared to other communities, how can we compete against more established language centres and organisations? .....	4
Our organisation has not undertaken languages activities before but we are a large organisation with capacity to undertake large projects. Can we apply for funds from a higher category than the Reawaken category? .....	4
What is the role of a project advisory or governance group? Why should we have one?.....	5
Will the intellectual property of our project materials that includes secret, sacred and private business remain the property of our community? .....	5

If we are successful in receiving funding, what will the reporting be?.....	5
<b>Organisation eligibility</b> .....	5
Our group or organisation is not incorporated or recognised as any type of legal entity, can we apply for funding? .....	5
Are there any insurance requirements? .....	6
Can organisations make a joint application? .....	6
Are NSW Government entities such as public schools eligible for funding? .....	6
Our organisation was a successful recipient of the 2019/20 Aboriginal Languages Community Investments Program. Are we eligible to reapply this year?.....	6
<b>Application process</b> .....	7
Do I have to provide supporting documents? .....	7
Can I provide support material from an Elder in audio due to poor literacy? So rather than transcribe a support letter for an Elder, I can record it and send it with my application? .....	7
Can I have an extension to submit my application late? .....	7
When will I know about the outcome of my application?.....	7
What if my application is unsuccessful? .....	7
<b>Online application process</b> .....	7
What is SmartyGrants? .....	7
How do I apply online? .....	8
What type of device and internet browser do I need to apply online?.....	8
I don't have reliable access to the internet, how can I apply online? .....	8
Can I download a copy of the application form in advance?.....	8
Do I need to complete my application in one session? .....	8
Can I review what I have written online? .....	9
Will I receive a confirmation email, confirming my application has been received? .....	9
Will I get a copy of my application once I have submitted it online? .....	9
How do I get help if I am having trouble completing my application? .....	9
Are there instructions on how to complete my application online? .....	9

## **Aboriginal Languages Community Investments Program 2020/21: Frequently Asked Questions (FAQs)**

*Please read these FAQs in combination with the Guidelines and online application form in SmartyGrants.*

### **Funding**

#### **Can I submit more than one application for funding?**

Yes. Applicants can submit more than one application. However, due to the limited amount of total funding available each organisation will only receive funding for one project.

#### **Will all applications receive funding?**

No. The application process is competitive.

Successful applications will be those which meet the eligibility criteria, the assessment criteria and can demonstrate that the organisation applying has the capacity to deliver the project.

#### **Will a successful application receive all the funding it has requested?**

Not necessarily. Partial funding may be offered so that the investments are wider and more equitably distributed across projects. Partial funding may also be offered if not all of a project's activities are eligible for funding. If partial funding is being considered, the Aboriginal Languages Trust will contact you to discuss and negotiate.

#### **Can I include the costs of project administration in the budget?**

Yes, up to a maximum of 10% of the total funding requested. Your administration costs may include the public liability insurance premium, auspice organisation fees, contributions towards rent and other administrative costs for the duration of the project.

#### **Should I include GST in my budget?**

No. Your budget in the application form should exclude GST. Include the costs of all budget items without the GST that would be payable.

If your application is successful and your organisation or the Auspice organisation is registered for GST, you will be paid GST in addition to the approved grant funding. If your organisation is not registered for GST, you will only be paid the grant amount.

### **Projects**

#### **What are some examples of projects that the Program might fund?**

These are just some ideas to get you started and it is not an extensive list. The Program is open to all kinds of ideas as long as they fit the objectives of the Program and assessment criteria. Please contact the Aboriginal Languages Trust if you have an idea you're not sure about and would like to discuss.

- Developing a community language strategy

- Mentoring community members to teach language
- Developing a program to teach language, including training materials
- Running language classes in preschools, schools or community (Please note, we are unable to pay for NSW Department of Education teacher salaries or activities that are the responsibility of Language Nests)
- Language dictionaries, online or printed
- Producing resources in language, such as storybooks, films and voice recordings
- Producing performances in language, such as plays, dances or musicals

You can also get ideas for projects from the following websites:

- <https://www.arts.gov.au/funding-and-support/indigenous-languages-and-arts-program>
- <https://vacl.org.au/home>
- <http://www.fpcc.ca/language/>

### **Can I apply for funding to run a festival or event?**

No, the Aboriginal Language Community Investments Program 2020/21 does not provide funding to deliver one-off events such as festivals. However, an organisation can apply for funding for a project that will be presented as part of a festival, such as a languages showcase or workshop during a community event.

### **Can I apply for funding for a project that is part of, or will lead to, a ‘for-profit’ activity?**

Yes, if the activity fits the assessment criteria in the Guidelines it can be a profit making activity or lead to other profit making activities. For example, a project that develops language resources for sale. However, the project must demonstrate evidence of local cultural authority for the activities and a benefit to the broader Aboriginal community.

### **Our language revival activities are only starting and are small compared to other communities, how can we compete against more established language centres and organisations?**

The Aboriginal Language Community Investments Program 2020/21 recognises that Aboriginal communities are in various stages of languages revival. The Program includes 3 funding categories that match the differing stages. Aboriginal groups and organisations who are doing new, emerging and small scale language activities can apply under the “Reawaken” category.

Applicants need to indicate on their application form which category they are applying under. If you need assistance with working out which category best suits your project, please contact the Aboriginal Languages Trust. We may also move projects to a different category if we think it is a better fit. We will contact you to discuss this before any decisions are made. Project proposals will only be assessed within the context of the category they have applied under and only against other applications in that category, not against all applications.

### **Our organisation has not undertaken languages activities before but we are a large organisation with capacity to undertake large projects. Can we apply for funds from a higher category than the Reawaken category?**

You should apply under the category that best suits your project. While an organisation may have significant financial or project management capacity, if you are only starting out with language revival activities you may not have the expertise in this type of activity.

**What is the role of a project advisory or governance group? Why should we have one?**

Evidence from other languages activities and Aboriginal communities is that language projects with an advisory group are more likely to be successful. A language advisory group is typically made of up local Aboriginal community members with different experiences and from different groups, organisations and even government agencies. The group can help with planning for languages activities, provide advice to the people running the program and be a contact point for the Aboriginal Languages Trust to communicate with during the project and beyond. The group may also provide the cultural authority needed for a project. Having an existing language advisory group, or setting one up as part of your project, is not essential but will strengthen your application.

**Will the intellectual property of our project materials that includes secret, sacred and private business remain the property of our community?**

Yes, under the Aboriginal Languages Community Investment Funding Agreement the ownership of all Aboriginal cultural and intellectual property and confidential information that is created under the project will remain with the relevant Aboriginal people, communities and/or organisation.

**How long do we have to start and complete the project?**

Ideally projects would be completed within 12 months of receiving funding but this can be negotiated based on the project if the application is successful.

**If we are successful in receiving funding, what will the reporting be?**

At a minimum all grant recipients will be required to submit a financial acquittal with a statement of expenditure to the Aboriginal Languages Trust at the end of the project (we will provide a template and can help to guide you in completing it if required).

Other reporting requirements, including timing of reporting, will be agreed upon between the grant recipient and the Aboriginal Languages Trust on an individual project basis during the project planning stage. This may include documenting projects through film or case study or providing the Aboriginal Languages Trust with copies of any materials created as part of the project.

**Organisation eligibility**

**Our group or organisation is not incorporated or recognised as any type of legal entity, can we apply for funding?**

Yes, but you will need to find an organisation of your choice who is an eligible legal entity under the Guidelines to apply on your behalf and receive and administer the funding under an auspice arrangement. The auspice organisation's details must be included in the application form. The auspice organisation can be an Aboriginal or non-Aboriginal organisation, as long as it is eligible under the Guidelines.

An auspice arrangement is where a legal entity, such as an incorporated association, receives and manages funding on behalf of an individual, group or unincorporated organisation. While an

individual, group or unincorporated organisation can deliver a project only legal entities are able to receive and manage grant funding from the Aboriginal Languages Trust.

If successful, unincorporated Aboriginal groups and organisations will need to enter into an Auspice Services Agreement with an incorporated organisation so that the roles and responsibilities of each party are agreed upon before the funding is received. The Aboriginal Languages Trust has templates available to assist with this.

General information on auspicing is available from the Not-for-profit Law website at:  
<https://www.nfplaw.org.au/auspicing>

**Are there any insurance requirements?**

Yes. The applicant organisation must be covered by Public Liability insurance of up to \$20 million. The insurance cover must be valid for the entire duration of the project.

If your organisation is not covered, you will need to approach another organisation to auspice your application so that your project will be covered under their Public Liability insurance. You may also negotiate an agreement with another organisation that you are working in partnership with, including a school, to have their public liability cover your activities. Please attach evidence of any agreement to your application.

**Can organisations make a joint application?**

An application needs to be made by a single organisation which will accept responsibility should the application be successful. However, the application may identify partners that will add to the applicant organisation's capacity to deliver the project.

It is not a requirement that other organisations are a party to the application.

**Are NSW Government entities such as public schools eligible for funding?**

Federal, State and local Government entities, including public schools are not eligible for funding under the program.

However, eligible applicants may wish to partner with schools and languages activities can be run in schools.

**Our organisation was a successful recipient of the 2019/20 Aboriginal Languages Community Investments Program. Are we eligible to reapply this year?**

Yes, organisations who applied for funding in last year's Program can apply again. In considering your application the assessment panel will take into account the progress of your previously funded program and, if relevant, your financial acquittal.

## **Application process**

### **Do I have to provide supporting documents?**

1. No, however your application will be stronger if you do. Support material is used to gain a deeper understanding of your work and is a valuable tool for you to demonstrate your work and project. Including letters of support from Aboriginal community representatives, for example, can help to demonstrate that your Project is supported by the community. Clear support material can help strengthen the competitiveness of your application. Support material can include:
  - Referees
  - CVs and biographies
  - CVs and biographies
  - Language work examples
  - Reviews, articles and/or media
  - Letters of support (e.g. from Elders, Language speakers, project partners, collaborators, venues, other participants)
  - Letters of confirmation or support from a Local Aboriginal Land Council or Aboriginal organisations if you are working with Aboriginal communities.

### **Can I provide support material from an Elder in audio due to poor literacy? So rather than transcribe a support letter for an Elder, I can record it and send it with my application?**

A: Yes, you can upload video and audio files to your application in SmartyGrants. If you create audio or video files as supporting material, it is strongly recommended you try to keep files under 5MB. Please read the Help Guide for Applicants for more information on file types that can be uploaded.

### **Can I have an extension to submit my application late?**

No. To ensure a fair and transparent process, we will not provide any extensions. Applications must be submitted by 12 March 2021 to be assessed.

In exceptional circumstances, you can request an extension to submit supporting documentation only. Send an email request to [conversation@aboriginalaffairs.nsw.gov.au](mailto:conversation@aboriginalaffairs.nsw.gov.au) prior to the application closing date and you will receive a reply with a decision.

### **When will I know about the outcome of my application?**

The Aboriginal Languages Trust will notify all applicants of the outcome of their application following the assessment of project proposals and within 4 weeks of the closing date for the program.

### **What if my application is unsuccessful?**

The Aboriginal Languages Trust will provide unsuccessful applicants with feedback and information on other possible funding sources upon request.

## **Online application process**

### **What is SmartyGrants?**

SmartyGrants is a user friendly web based grant management system. It enables the Aboriginal Languages Trust to oversee and administer all our grant programs online.

### **How do I apply online?**

You will need to register in the SmartyGrants system if you haven't already. To register, click on the links and follow the instructions on the page. The registration process is simple and straightforward. Once registered, you will be able to start your application.

### **What type of device and internet browser do I need to apply online?**

To complete an application form, you will need access to the internet on a PC or Mac desktop or laptop computer, or a tablet or smartphone (although some tablet and phone devices may not display or interact correctly or clearly as the site is not optimised for smartphones).

There is no need to install software. To access SmartyGrants you only need an internet browser and an internet connection.

SmartyGrants is compatible with the latest versions of the following browsers (while SmartyGrants does try to ensure backwards compatibility with older versions, there may be some limitations):

- Google Chrome
- Safari
- Firefox
- Opera
- Internet Explorer
- Microsoft Edge

### **I don't have reliable access to the internet, how can I apply online?**

Applications can be completed at any time before the closing date and across multiple sessions. You can access the application form and system using any computer that has an internet connection. You can use the computer at your local library, seek assistance from your Local Council, or even your local Aboriginal Affairs NSW office.

If the above options are not available, please contact the Aboriginal Languages Trust to discuss.

### **Can I download a copy of the application form in advance?**

The application form will be available when the Program opens from 1 February 2021 until the Program closes on 12 March 2021. You will then be able to download a copy of the application form for your information.

### **Do I need to complete my application in one session?**

No, you can complete your application in more than one session. Remember to save your application regularly. In order for your application to be considered you will need to 'submit' your application. When your application is ready to be lodged click on the 'submit' button.



***Please note, once you click on the 'submit' button, you will not be able to make any changes to your form.***

**Can I review what I have written online?**

Yes, before submitting your application you are able to review what you have written. You will not be able to change any part of the application once submitted, so please ensure you review it beforehand.

**Will I receive a confirmation email, confirming my application has been received?**

Yes, when you submit your application online you will be sent a confirmation email to your nominated email address that your application has been received. This confirmation email will contain your application's unique ID or reference number, as well as a copy of your application. Please keep this in a safe place as part of your records as you may need to refer to it at a later date. If you have any questions regarding your application, you may need to quote your application's unique ID number.

**Will I get a copy of my application once I have submitted it online?**

Yes, it will be attached to the confirmation email you will receive. Please keep it in a safe place as part of your records, as you may need to refer to it at a later date. You can also access a copy of your application through the 'My Submissions' area once you have logged into the online system.

**How do I get help if I am having trouble completing my application?**

You can get help by looking at the information posted on the SmartyGrants website, it contains a document that provides instructions on how to complete your application online.

You can also get help by contacting the Aboriginal Languages Community Investments team at Aboriginal Affairs NSW on 1800 019 998.

**Are there instructions on how to complete my application online?**

Yes, they are contained in a document you can download from the SmartyGrants website.