



Aboriginal
Affairs

Aboriginal Affairs NSW 2023 NAIDOC Grants Program Frequently Asked Questions

Applications open: Thursday 16 February 2023

Applications close: 2pm, Friday 24 March 2023

Apply at <https://aboriginalaffairs.smartygrants.com.au/>

These Frequently Asked Questions are designed to help organisations and groups that wish to apply for a grant. Please read these in combination with the Guidelines and online application form in SmartyGrants.

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About NAIDOC Week

What is NAIDOC?

NAIDOC stands for 'National Aborigines and Islanders Day Observance Committee'. The committee was once responsible for organising national activities during NAIDOC Week and its acronym has since become the name of the week itself.

What is the purpose of NAIDOC and NAIDOC Week?

The purpose of NAIDOC is to celebrate the history, culture, and achievements of Aboriginal and Torres Strait Islander peoples. NAIDOC Week is celebrated not only in Aboriginal and Torres Strait Islander communities but by many Australians. The week is a great opportunity to participate in a range of activities as well as support your local Aboriginal and Torres Strait Islander communities.

When is NAIDOC Week in 2023?

This year NAIDOC Week will be held between 2 to 9 July 2023.

However, NAIDOC celebration activities do not need to be restricted only to this week. To be eligible for funding under the Aboriginal Affairs NSW 2023 NAIDOC Grants, events and activities must be held between 2 July and 30 November 2023.

What is the theme for NAIDOC Week 2023?

The theme of NAIDOC Week 2023 is *For Our Elders* at <https://www.naidoc.org.au/awards/current-theme>

How do I find out more about NAIDOC?

More information is available at <http://www.naidoc.org.au>.

Program Information

What are the assessment criteria for the Aboriginal Affairs NSW NAIDOC Grants program?

Assessment will be based on the following criteria:

- Activity or event celebrates Aboriginal history, culture and achievements and meets the broader objectives of NAIDOC in line with the national theme of NAIDOC. The theme for NAIDOC Week in 2023 is *For Our Elders*.
 - *Tip: Your application should describe how the event or activity is aligned with the theme of NAIDOC Week. Cultural activities or events that do not reflect the NAIDOC theme will not be funded.*
- Activity or event promotes a greater awareness and understanding of Aboriginal history and culture within the community.

- *Tip: This could be through open community events, cultural workshops that align with the NAIDOC Week theme or the development of resources or films to document the activity or event. Be specific in describing the event or activities that you are seeking funding for.*
- Aboriginal people are involved in the development and delivery of the activity or event.
 - *Tip: This might be through an organising committee or group. It could also be demonstrated through partnerships. Your application should specifically name any project partners, including community leaders or groups.*
- 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.
 - *Tip: Include information on past funding you've received from Aboriginal Affairs NSW and outcomes you've achieved from this funding. Information such as project length, budget, skills and experiences of organisers or community partners will be considered under this criteria.*
- The activity or event represents value for money.

Tip: Include a detailed budget and estimate of how many people will be participating. Events or activities with more people won't necessarily be assessed higher than small events. However, factors such as if the event or activity is receiving funding from a range of sources and what are the outcomes for participants and community will be considered. The higher costs in remote communities will be taken into consideration.

What are the opening and closing dates to apply for funding?

Applications open: Thursday 16 February 2023.

Applications close: 2pm, Friday 24 March 2023.

Why does the application ask for project location information?

Project location information helps Aboriginal Affairs NSW understand what activities and events are being held across New South Wales as part of the assessment process.

Location information will help us map and promote events as well as report to community and Government on activities.

What is the grant acquittal process?

It is a condition of funding that all recipients must complete a Project Completion and Acquittal Report online in SmartyGrants within **21 days of the completion of the event or activity**. Aboriginal Affairs NSW will send all recipients an email reminder before this report is due.

Aboriginal Affairs NSW requires applicants to provide proof of expenditure of grant funds, such as copies of invoices and receipts for purchases, as a minimum. Receipts must be provided for all

merchandise (shirts, hats, etc.) purchases. Recipients may also provide photos, media coverage, links to video clips, etc, where relevant to demonstrate project outcomes.

If Aboriginal Affairs NSW is not satisfied with the information provided, we may ask for additional information to demonstrate that the NAIDOC Grant funds have been spent in accordance with the terms of the funding.

If the acquittal is not completed within the required timeframe, you will not be eligible to apply for Aboriginal Affairs NSW NAIDOC Grants for the next two years.

Funding

Will all applicants receive funding?

No. The application process is competitive for the limited funding available. Successful applications will be those that meet the eligibility criteria and best address the assessment criteria.

Is there a limit on the amount of funding that can be applied for?

There is limited funding available. Small grants from \$500 to \$3,000 are available.

To be eligible for funding over \$1,000, activities or events must be significant for the local community. Significant activities or events include those that:

- are the only NAIDOC Week event in the local community; or
- involve several partner groups/organisations in addition to the applicant organisation.

However, they do not necessarily have to involve large numbers of participants, particularly in regional or remote communities.

Will a successful application receive all the funding it requested?

Not necessarily. Partial funding may be offered to applicants so there is a wider and more equitable distribution of funds across communities. Partial funding may also be offered if part of an applicant's activities is ineligible for funding. For example, purchase of gift cards for workshop participants.

If partial funding is offered, applicants will need to assess whether the activity is viable or needs to be modified due to the reduced funding. Alternatively, the balance of funds could be obtained from other sources.

What will not be funded?

Funding cannot be used for:

- 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 of NSW
- capital purchases – any type of building, construction or capital works including renovations to a building, housing related costs or the purchase of land
- purchase of equipment such as office equipment, tents, IT equipment
- gifts, including gift cards and merchandise to distribute as gifts
- purchase of alcohol
- private events such as those open only to members of a specific organization
- sitting fees, travel allowance or costs associated with membership of boards/councils
- operating and administrative costs such as rent or
- costs that are not directly associated with the activity or event.

Can we purchase merchandise such as clothing, bags, flags and hats with NAIDOC Grant funds?

NAIDOC Grants funding can only be used to purchase merchandise 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 works 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:

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

Merchandise must be purchased from recognised Aboriginal businesses. You can search Supply Nation [here](#) for Aboriginal businesses.

Can the budget include an organisation's operating costs (such as staffing, consultants, rent, phone and electricity bills)?

No. Funding through the NAIDOC Grants program is for the support and delivery of one-off NAIDOC Week events or activities, not for an organisation's ongoing operating costs.

What are GST implications for my grant?

NAIDOC Grants payments from Aboriginal Affairs NSW are GST exempt. No GST will be paid to successful applicants.

However, it is the applicant's responsibility to comply with any taxation liability that may arise in the delivery of the project. For more information, visit the Australian Tax Office website.

Eligibility

Who can apply?

Aboriginal Affairs NSW NAIDOC Grants, where possible, are distributed to Aboriginal run and controlled organisations.

Applicants will be eligible for funding if they are:

- incorporated not-for-profit organisations registered with NSW Fair Trading under the Associations Incorporation Act 2009 (NSW)
- Aboriginal Corporations registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)
- 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 Council 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 groups who have entered into an agreement with an eligible organisation to auspice the funding.

Applicants must be located in NSW and/or delivering a service to communities within NSW.

Applicants will be required to provide a copy of their current Certificate of Currency with public liability of at least \$10 million per claim.

Who cannot apply?

Applicants will not be eligible for funding if they are:

- individuals
- Federal and State Government agencies and bodies, including public schools and hospitals
- NSW Public Schools (however, can partner with an eligible organisation)
- for-profit organisations, including Aboriginal businesses
- unincorporated organisations or groups without an eligible auspicings organisation
- organisations that have not met project requirements, including acquittal and reporting for previous funding received from Aboriginal Affairs NSW.

Can organisations make a joint application or a 'partnership' application?

Yes. If you are applying as part of a partnership arrangement, one of the organisations in the partnership will need to take the lead role in the project and apply for the grant. If the project is successful, the Funding Agreement will be with the applicant organisation.

If your organisation or group is unincorporated but wishes to apply for a grant, your organisation will need to enter an auspicing agreement with an eligible organisation. This auspicing organisation will need to apply for the grant and the Funding Agreement will be established with this auspicing organisation. The unincorporated organisation will be listed as a project partner in the application.

We suggest that in these circumstances you develop an auspicing agreement between the unincorporated and auspicing organisations which clearly describes each organisation's role and responsibilities.

Our organisation or group is not incorporated, is there any way we can apply for funding?

Unincorporated organisations must apply through an eligible organisation. The auspice organisation's details must be included in the application form as the applicant.

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

As part of the NSW Government, NSW Public Schools cannot apply for NAIDOC Grants. They should approach an eligible organisation to partner with, such as an incorporated P&C, incorporated local Aboriginal Education Consultative Group (AECG) or Local Aboriginal Land Council (LALC) to be the applicant.

What events and activities can be funded?

The following are examples of the types of events and activities that have previously been successful in obtaining a NAIDOC Grant:

- 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.

There are examples of projects previously funded through NAIDOC Grants on the Aboriginal Affairs NSW website at <https://www.aboriginalaffairs.nsw.gov.au/grants/case-studies/>

Are there any insurance requirements?

Yes. The applicant organisation must be covered by Public Liability insurance of up to \$10 million. The insurance cover must be valid for the entire duration of the NAIDOC event being held. If your organisation is not covered, you will need to approach another organisation to sponsor your application so that your event will be covered under their Public Liability Insurance.

Application process

Can I submit more than one application for funding?

Yes. However, due to the limited amount of total funding available, each organisation will only receive funding for one event or activity.

Only one application needs to be completed for each NAIDOC activity or event. However, if an event will be taking place at several locations, a separate application will be needed for each event.

Will late applications be considered?

No, applications will close at 2pm, Friday 24 March 2023. Late applications will not be accepted under any circumstances. We encourage all prospective applicants to lodge their application well in advance of the closing date. Do not leave your application to the last minute.

What is SmartyGrants?

SmartyGrants is a user-friendly web based grant management system. It enables Aboriginal Affairs NSW to oversee the whole NAIDOC Grants program online including the applications, grant maintenance and communications.

Why is the application process online?

Applying online means we will be able to reduce the program's reliance on paper, reducing the need for applicants to print documents. It utilises available technology and makes the application process simpler and quicker.

How do I apply online?

You will need to register in the SmartyGrants system. 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. If you have previously registered on SmartyGrants, you do not have to reregister.

Will you accept late applications after the program closing date?

Applications must be submitted by 5pm Friday 17 March 2023. Late applications will not be accepted or considered unless Aboriginal Affairs NSW, in its sole discretion, determines that it is in the interests of the fairness of the program to accept the late application.

This may include an applicant experiencing exceptional circumstances that prevented the submission of the application that were:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles. If your organisation is affected by exceptional circumstances, it is in your interest to contact Aboriginal Affairs NSW to advise them of the circumstances as soon as possible and be able to provide detail and evidence of the exceptional circumstance.

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. Applications can be completed 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 your local Aboriginal Affairs NSW office.

As a last resort hard copy application forms can be requested from Aboriginal Affairs NSW and completed. They need to be provided back to Aboriginal Affairs NSW prior to the closing date.

Is my application and information secure? Is it safe to apply online?

Yes, it is safe to apply online. Your application and information are submitted to a secure database which is only able to be accessed by authorised program staff and assessors. Your information does not go 'offshore', it is securely held in a data warehouse in Sydney and is backed up regularly.

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

Yes. Once you register you will be able to download a copy of the application form.

Do I need to complete my application in one session?

No, you can complete your application in multiple sessions. Remember to save your application regularly. For your application to be considered you will need to submit your application.

When your application is ready to lodge click on the Submit button.

Can I review what I have written online?

Yes, before submitting your application you can 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 before.

Will I receive a confirmation email that my application has been received?

Yes, when you submit your application online you will be sent a confirmation email which confirms that your application has been received. The confirmation email will be sent to your nominated email address so please keep Aboriginal Affairs NSW updated if your contact details change.

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 later. If you have any questions regarding your application, you will 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. It will be sent to your nominated email address. Please keep it in a safe place as part of your records, as you may need to refer to it later. 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 with instructions on how to complete your application online. You can also get help by contacting the Aboriginal Affairs NSW regional offices listed at the end of this document.

Are there instructions on how to complete my application online?

Yes, they are in a downloadable document on the Aboriginal Affairs NSW website at <https://www.aboriginalaffairs.nsw.gov.au/grants/naidoc-week-grants/>

These instructions include an easy step by step process which will help you complete your application online.

Why do I need to provide my bank account as part of my application?

Bank account details are required at application stage to reduce delay in payments. If your application is successful and you have completed the funding agreement the funds will be paid automatically to your nominated bank account.

What questions will I be asked in the application; can I print them out first?

Refer to the Help Guide for Applicants on the SmartyGrants website. A copy of the application form can also be downloaded once you have registered in the online system. A copy of the application form can also be 'previewed' before you register or log into the SmartyGrants system.

What happens after my application has been submitted?

Your application will be assessed for eligibility and if it is considered eligible it will then move to the next stage which is the assessment of applications against the program's assessment criteria.

When will I know the outcome?

Within seven weeks from the closing date.

How will I find out the outcome?

Aboriginal Affairs NSW will advise all applicants by email. This email will be sent to the applicant contact email addresses as provided in grant application.

Please let Aboriginal Affairs NSW know if your contact details change throughout the grants process so we can update our records.

More information

Who do I contact for further information?

For any questions regarding the Aboriginal Affairs NSW 2023 NAIDOC Grants, please contact your nearest Aboriginal Affairs NSW regional office on the phone numbers below:

Batemans Bay	02 8575 1037
Tamworth	02 8575 1172
Coffs Harbour	02 9566 8318
Broken Hill	02 9228 5224
Bourke	02 9228 5224
Dubbo	02 8575 1073
Newcastle	02 9273 3968
Sydney	02 8575 1105

Website: www.aboriginalaffairs.nsw.gov.au

Email: grants@aboriginalaffairs.nsw.gov.au