



2023 – 2024 Cultural Grants Program 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.

Additional Information

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

If you need help logging in, please contact your nearest Aboriginal Affairs NSW Regional Office or Aboriginal Affairs NSW Community Investments team at grants@aboriginalaffairs.nsw.gov.au.

Region/Office	Phone number
Illawarra Southern Batemans Bay	02 8575 1013
New England North-West Tamworth	02 8575 1172
Greater Northern Coffs Harbour	02 9566 8318
Murdi Paaki Broken Hill	02 9228 4877
Binaal Billa Dubbo	02 8575 1518 02 8575 1073
Hunter Central Coast Newcastle	02 8575 1680
Greater Sydney Sydney	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.

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.

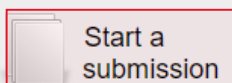
Fields marked with * must be completed.

<p>Login</p> <p>If you're already registered or have started an online form log in here.</p> <p>Email Address: *</p> <input type="text"/> <p>Password: *</p> <input type="password"/> <p>Forgotten your password?</p> <p>By clicking Log In you agree to Our Community's Privacy Policy and Terms of Use.</p> <p>Log In</p>	<p>Register</p> <p>If you haven't registered or started filling in a form, register here.</p> <p>Register</p>
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To start an application:

- Click on **My Submissions**
- Click on **Current Rounds**
- Click on **2023-2024 Cultural Grants**
- Click Start **New Submission**

2023-2024 Cultural Grants Program Round 1



Preview
the form



Download
preview form

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 at a 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.

Applicant Details

* indicates a required field.

Organisation Details

Organisation Name *

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

- 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.

- 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.

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 submitting your application for Aboriginal Affairs NSW 2023-2024 Cultural Grants Program.

Submission Number: [APPLICATION ID](#)

A copy of your submission is attached. You can also return to [SITE HOMEPAGE LINK](#) at any time to view your submission, but now that it is submitted it can not be changed.

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

Kind Regards

Aboriginal Affairs NSW 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.