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Updated: 5 October 2022

Closing the Gap

**Community**

**& Place Grants**

Aboriginal Affairs NSW

Delivering local impact in Aboriginal communities by Aboriginal community organisations.

FAQs

Frequently Asked Questions

These Frequently Asked Questions are designed to help organisations and groups that wish to apply for the Aboriginal Affairs NSW Community and Place Grants. Please read these in combination with the Program Guidelines and online application form in SmartyGrants.

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# Program Overview

## 

## What is the purpose of the Community and Place Grants Program?

The Community and Place Grants Program aims to deliver tangible local benefit and impact to Aboriginal communities against Closing the Gap socio-economic target areas, recognising that Aboriginal communities have the solutions to problems or issues in their community.

## What are the program objectives?

The Community and Place Grants Program aims to support one-off projects including programs, equipment, vehicles, and infrastructure. Projects will be developed by local Aboriginal communities and with local community support to drive change and deliver tangible community outcomes against the [17 socio-economic targets of Closing the Gap](https://www.closingthegap.gov.au/national-agreement/targets).

More information on the Closing the Gap socio-economic targets can be found on the AANSW website [here](https://www.aboriginalaffairs.nsw.gov.au/closingthegap/nsw-partnership/).

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

**PROGRAM OPENS:** 9am, Monday 5 September 2022

**PROGRAM CLOSES:** 5pm, Friday 14 October 2022

## Where can I get more information about Closing the Gap in NSW?

Information on the National Agreement, Priority Reforms and the 2021-22 NSW Implementation Plan are available on the Aboriginal Affairs NSW website [here](https://www.aboriginalaffairs.nsw.gov.au/closingthegap/nsw-partnership/)

## What is the assessment criteria for the Community and Place Grants Program?

Assessment will be based on the following criteria:

|  |  |
| --- | --- |
| **Criteria** | **What are we looking for?** |
| Align with the Community and Place Grants Program objective: deliver tangible benefit and impact against the Closing the Gap socio-economic outcome targets in a local Aboriginal community | Project clearly demonstrates how it will contribute to one or more of the Closing the Gap socio-economic outcome targets for a local Aboriginal community in NSW. Projects must contribute to the Closing the Gap targets specifically, not just the broad outcome area. |
| Demonstrate local Aboriginal community support | Clear evidence of broad support from the local Aboriginal community and community involvement in the project design and implementation. |
| Value for money | Project budget is realistic and cost effective. There is a clear link between the budget items and the project activities and outcomes |
| Capacity to deliver | Applicant has demonstrated relevant experience and capacity to deliver the project.  For infrastructure applications, landowner consent and planning approvals are provided |

## How will my application be assessed?

This is an open and competitive grants program. Applications will be assessed against the criteria and ranked competitively against each other. Applications with the highest scores are more likely to be funded.

Once the funding round closes, applications will be screened for eligibility. Ineligible applicants will be notified in writing. Eligible applications will then be assessed by a panel comprising senior Aboriginal Affairs NSW officers and senior staff from across the NSW government against the assessment criteria, within four weeks of submission.

The Minister for Aboriginal Affairs is the final decision-maker and will consider the recommendations of the assessment panel when deciding.

Aboriginal Affairs NSW staff may request further advice and/or clarification from applicants at any time during the assessment process.

Where the application includes some ineligible activities or budget items, applicants may be offered part of the funding sought in their application.

Independent probity advisers will provide guidance on issues concerning integrity, fairness and accountability that may arise throughout the application, assessment, and decision process. This will help ensure decisions are made with integrity, fairness, and accountability, while delivering value for money for NSW.

## What is local for the purpose of the grant

AANSW recognises that Aboriginal groups and communities across NSW define their communities in many ways. ‘Local’ does not necessarily mean one township or location. When assessing if your project is local, the panel will consider:

* Is there an existing relationship between the proposed locations or communities?
* Does the applicant demonstrate a history of working with people across the locations?
* Does the applicant demonstrate involvement from people across the project footprint?
* Is there a geographical link (i.e. does the project cover a logical geographical area without large gaps between locations)
* Does the applicant demonstrate links between locations in the application?

## What does evidence of local community support mean?

When assessing local community support. the panel will consider the following:

* Any evidence that the local Aboriginal community where the project is proposed to be delivered is supportive of the project
* How the local Aboriginal community has been involved in the development of the project
* How the local Aboriginal community will be involved in the implementation of the project

Evidence of local Aboriginal community support could include letters from other local Aboriginal organisations, groups or relevant community stakeholders or outcomes from community feedback or surveys.

## 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. AANSW will send all recipients an email reminder before this report is due.

AANSW requires recipients to provide evidence of project activity such as photographs / videos/ flyers / communications or social media posts demonstrating the project event or activities. The recipient is also required to provide a statement of income and expenditure along with proof of purchase such as receipts, paid invoices, a bank statement or profit and loss statement for the project funds.

If AANSW is not satisfied with the information provided, we may ask for additional information to demonstrate that the 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 AANSW grants for the next two years.

## What is Aboriginal Cultural and Intellectual Property?

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 the Aboriginal people it may apply to.

More information on ACIP, including the Protocol is available on our [website.](https://www.aboriginalaffairs.nsw.gov.au/our-agency/staying-accountable/aboriginal-cultural-and-intellectual-property-acip-protocol/)

# Funding

## 

## How much can I apply for?

Funding is available under two different streams:

**STREAM 1:** Grants of up to and including $100,000

**STREAM 2:** Grants between $100,001 and $250,000

## Can an applicant submit more than one application?

Yes, applicants can submit one application per stream. Applicants must demonstrate that the applications are for distinctly different projects.

## What types of activities can be funded?

**Programs**

* Hosting mental health support meetings in the community to enhance social and emotional wellbeing
* Running networking and mentoring events to empower economic participation and development of Aboriginal people
* Facilitating outreach services to support young   
  people and minimise engagement with the criminal justice system

**Infrastructure**

* Refurbishing or upgrading a shelter that provides support to ensure that Aboriginal families and households are safe
* LALCs acquiring land to facilitate Aboriginal communities maintaining a distinctive cultural,   
  spiritual, physical, and economic relationship with their land and waters
* IT building upgrades to ACCO offices to support internet connectivity and digital inclusion

**Equipment and Vehicles**

* Purchasing study and educational materials for   
  youth centres to support students to achieve their full learning potential
* Purchasing equipment for the provision of Aboriginal health services

## 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?

**STREAM 1 -** Applicants can apply for grants of up to $100,000  
**STREAM 2 -** Applicants can apply for grants between $100,001 and $250,000.

Applicants can only apply once per stream and will need   
to submit separate applications if applying for both streams of funding.

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

Not necessarily. Partial funding may be offered if part of an applicant’s activities is ineligible for funding, for example duplicates an existing funded project.

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.

## Can I apply for a project which includes the purchase of vehicles?

Yes. The purchase of vehicles such as cars, buses, trucks, trailers, motorised vehicles, including boats, and any modifications to existing vehicles including trade-ins is eligible under the Community and Place Grants Program.

The vehicle must be registered under the name of the applicant organisation. If your unincorporated group has partnered with an eligible ACCO to apply, the vehicle must be registered under the name of the ACCO.

These projects will be considered if they meet the program objectives of being developed by local Aboriginal communities and with local community support to drive change and deliver community outcomes against at least one of the 17 socio-economic targets of Closing the Gap.

When applying, you are required to enter the address where the vehicle will be registered as the project location. You will also need to demonstrate how the ongoing costs for the vehicle will be met.

## Are there limits to how much equipment can be purchased in an application?

No. However, all equipment purchases must be directly related to the delivery of outcomes against the program objectives.

## What will not be funded?

Funding **cannot** be used for:

* Wages, salaries and on-costs for ongoing staff
* Sitting fees, travel allowance or costs associated with membership of boards/councils
* International travel costs. Proposals for domestic travel costs need to demonstrate the benefits of travel to the project, organisation and community
* Activities that may create an ongoing dependency on Closing the Gap Grant funding, i.e. funding over multiple years
* Costs that are not directly associated with the delivery of the project funded by the grant
* Project costs that are supported by another grant, subsidy or financial assistance
* Retrospective project costs incurred prior to earliest possible project start date of 1 July 2022
* Cost to cover existing debts or budget deficits
* General operational costs

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

No. General operating costs are ineligible for funding.   
Only costs associated with the project activities are eligible for funding.

## Can grant funds be used for wages, salaries and on-costs?

Grant funds cannot be used for wages, salaries and on-costs for ongoing staff.

However, funding may be used to engage contract or temporary staff, for example specialist expertise or skills, where the following conditions are met:

* the role relates directly to the delivery of the project
* An existing ongoing staff member is not assigned   
  to the role
* Staffing and contractor costs do not exceed the duration of the project

Applicants must clearly demonstrate how the costs are associated with the program objectives and project delivery.

## Can funding be used for planning and development application costs?

No. Planning approvals are required to be submitted as   
part of your application. Retrospective expenses are ineligible for funding.

## I have an auspice. How much of the budget should go to auspice fees?

An application can include up to 10% of the requested funding amount as an auspice fee.

## Can grant funds be used for administration fees?

Yes. An application can include up to 10% of the   
requested funding amount as an administration fee.   
This includes auspicing fees.

## Can funding be used for works related to housing?

No. Refurbishments, renovations, or new housing builds   
are ineligible.

## Do I need to provide quotes for the project?

Applicants are strongly encouraged to upload quotes, where relevant, with their application to substantiate their project budget, particularly for purchase of equipment, vehicles, and capital works. Quotes should align and substantiate the main items of expenditure to be funded with your grant application.

The project budget should be presented by major line items and in enough detail for assessors to consider it within the competitive assessment process. To support the completion of your grant application project budget, a completed project budget sample can be viewed [here](https://www.aboriginalaffairs.nsw.gov.au/grants/community-and-place-grants/).

## Should I include GST in my budget?

No. Your budget in the application form should exclude GST. Include 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.

## What are GST implications for my grant?

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 be paid the grant amount.

It is the recipient organisation’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?

To be eligible for a Closing the Gap Strengthening Community Capability Grant, 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 ACCO to auspice the funding.

An Aboriginal and/or Torres Strait Islander ACCO that delivers services, including land and resource management, which build the strength and empowerment of Aboriginal and Torres Strait Islander communities and people and is:

* incorporated under relevant legislation and not-for-profit
* controlled and operated by Aboriginal and/or Torres Strait Islander people
* connected to the community or communities in which they deliver the services
* governed by a majority Aboriginal and/or Torres Strait Islander governing body.

**Eligibility Criteria:**

* Applicant organisations must be an eligible legal entity located in NSW and able to enter into a funding agreement with Aboriginal Affairs NSW.
* Applicant organisations must have public liability of at least $10 million per claim or include the cost of insurance within their application.
* Unincorporated Aboriginal community groups that have entered into an agreement with an eligible organisation to auspice the funding.

AANSW has an eligibility check form to assist you [here](https://www.aboriginalaffairs.nsw.gov.au/grants/community-and-place-grants/)

## Who cannot apply?

Applicants **will not be** eligible for funding if they are:

* Individuals
* Incorporated not-for-profit organisations not controlled or operated by Aboriginal and/or Torres Strait Islander people.
* Federal, State and local Government agencies and bodies
* NSW public schools
* For-profit organisations, including Aboriginal businesses
* Unincorporated Aboriginal organisations or groups without an eligible auspicing organisation
* Organisations that have not met project requirements, including acquittal and reporting for grant funding received from AANSW in the previous two years
* Organisations with redress sanctions as described in the National Redress Scheme

## Can a business that is working with an Aboriginal community-controlled organisation or group apply for funding?

No. Businesses and for-profit organisations are ineligible for funding and cannot apply under the program. This includes through an auspice arrangement with an eligible applicant.

An eligible applicant can contract a business to undertake work as part of the project. However, the project cannot be solely delivered by the business.

## Should I apply for planning approval before applying for funding?

Planning approvals, including development consent from local councils, Crown Lands and Heritage councils are not an eligibility requirement to have your application assessed. However, they are a requirement for any funding, regardless of how well your application is scored.

For this reason, it is in the interest of your application to either show that you have all necessary approvals, or that you are actively pursuing these, and the status of them. Should evidence of DA approval not be available yet, then evidence of development application (DA) lodgment is strongly recommended at the time of application.

This can include:

* a letter from your local council confirming DA lodgment;
* an email from a local council officer confirming that your DA has been lodged;
* a screenshot from your local council DA tracker page or the NSW Planning Portal clearly showing that your DA had been lodged and the DA number for your project.

**Please note**: Development and Crown Land approvals can be a lengthy process, taking up to two years in some instances. If you do not already have these approvals, it may be unlikely your project will be completed within the time frame allowed by the program (delivery between January 2023 – December 2023). Failure to deliver a project within the time frame may result in your grant offer being withdrawn.

**Note** also that ‘capacity to deliver’ is one of the merit assessment criteria for this program, and you should therefore aim to clearly demonstrate how your project will be delivered in the required timeframe (January 2023 – December 2023).

If you are not sure whether you require planning approval, contact your local council before applying.

## Do I need authorisation from the land or property owner?

Yes. You are responsible for obtaining approval for the proposed project from the appropriate property/landowner.

If you are a leaseholder, you must ensure the length of your lease will allow you to complete your project and provide the outcome required, if your application is successful as per the Program Guidelines and as agreed in your Funding Deed. Evidence of length of lease may be required prior to the release of funding.

## When should I apply for land or property owner’s consent?

You must secure approval from the land or property owner before applying for funding. If your project is successful and the land or property owner’s consent is applicable, the release of grant funds will depend on evidence of consent and the time frame for delivery of the project.

Please obtain the relevant approval for your project to proceed or complete the Property/Landowner’s Consent template on our website and submit with your application.

## Can I apply for a component or stage of a larger project?

Yes, provided that the works funded with the Community and Place Grants Program grant are a new project stage that does not commence before 1 January 2023 and will be completed by 31 December 2023.

Before funding is released, grant recipients are required to clearly indicate what the funding will be expended on if the same project received funding from another funding source.

## 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 with this auspicing organisation. The unincorporated organisation will be listed as a project partner in the application.

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

Unincorporated groups must be Aboriginal community groups – that is, they must be led by Aboriginal people. If an unincorporated Aboriginal group wishes to apply for a Community and Place grant, they will need to partner with an eligible organisation to receive and administer the funding (auspice). The eligible organisation must apply on behalf of the unincorporated group.

## What is an Auspice organisation?

An auspicing organisation means that another organisation, which is an eligible organisation under this grant program, agrees to apply for and be responsible for the grant funding on behalf of your unincorporated association or group.

Aboriginal Affairs NSW has template Auspice Agreements available for funded organisations to use and adapt.

## [My organisation already receives government/private/philanthropic funding. Can I still apply?](https://brooklinecommunity.org/grant-program-faq/#18f19f04bc48210f4)

Yes. Receiving funding from other sources does not prevent an organisation from applying to this program. However, if the project has other income sources the application must clearly indicate all income sources and related expenditure. Applicants will be asked to show all income and expenditure for the project, not just the component being requested through this program.

Before funding is released, grant recipients are required to clearly indicate what the funding will be expended on if the same project received funding from another funding source.

## 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 project.

If your organisation is not covered, you will need to approach another organisation to sponsor your application so that your project will be covered under their Public Liability Insurance.

Alternatively, the cost of public liability insurance for the purposes of the project can be included in the project budget as part of the administration costs.

# Application Process

## 

## What is the application process?

To apply for funding, you will need to complete and submit the application form through our secure online grants system, [SmartyGrants](https://aboriginalaffairs.smartygrants.com.au/) at <https://aboriginalaffairs.smartygrants.com.au/>

Fill out the fields in the form, remembering to press   
save regularly, and when all fields have been completed,   
hit submit.

AANSW will have a panel of assessors to review each application and notify the applicant of the outcome within four weeks of the program closing date.

## What is SmartyGrants?

[SmartyGrants](https://aboriginalaffairs.smartygrants.com.au/) is a user-friendly web-based grant management system. It allows AANSW to oversee the   
whole COVID-19 Aboriginal Community Response Grants Program online, including the applications, grant management and communications.

## Why is the application process online?

Applying online means we will can reduce the program’s reliance on paper and 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](https://aboriginalaffairs.smartygrants.com.au/) 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](https://aboriginalaffairs.smartygrants.com.au/), you do not have to reregister.

## Will you accept late applications after the program closing date?

Applications must be submitted by 5pm Friday 14 October 2022. 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,](https://aboriginalaffairs.smartygrants.com.au/) you only need an internet browser and an internet connection.

[SmartyGrants](https://aboriginalaffairs.smartygrants.com.au/) 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.

As a last resort. hard copy application forms can be requested from AANSW and completed. They need to be sent back to AANSW 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. AANSW has a [Step by Step Guide](https://www.aboriginalaffairs.nsw.gov.au/grants/covid-19-aboriginal-community-response-grants-program/) for applicants available on our website which includes a PDF version of the application form.

In addition, once you register in SmartyGrants 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, just remember to save your application regularly.

For your application to be considered you will need to make sure you submit it. When your application is ready to lodge click on the **Submit** button.

## Can I answer questions with a video or audio recording?

Applicants can choose to submit a video response to application questions on project objectives and outcomes. (Assessment Criteria: Alignment with the Community and Place Grants Program objective).

For these questions you can choose to respond by uploading a short video or audio recording of yourself or other members of your organisation, reading the questions and answers aloud.

You will still need complete all other eligibility, project details and assessment **questions** in the online application form.

## Do I need professional equipment to record my answers?

Responses can be filmed or recorded on a mobile phone, webcam, 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.

## How do I record my answers on video or audio?

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 natural in front of the camera or microphone
* Watching the video or listening to the recording and make notes on where you can improve responses
* **Ensure you have a copy of the application form and that you answer all the questions.**

## 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.

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

Yes. When you submit your application in SmartyGrants, you will be sent a confirmation email confirming that your application has been received by AANSW.

The confirmation email will be sent to your nominated email address so please keep AANSW 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 via your nominated email address. Please keep it in a safe place as part of your records. 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?

A [Step by Step Guide](https://www.aboriginalaffairs.nsw.gov.au/grants/covid-19-aboriginal-community-response-grants-program/) is available to help you complete the application form. You can also get help by contacting the Contact Officers.

**Phone:** 1800 019 998

**Email:** [grants@aboriginalaffairs.nsw.gov.au](mailto:grants@aboriginalaffairs.nsw.gov.au)

## What supporting documents are required?

|  |  |
| --- | --- |
| **Mandatory** | **Recommended** |
| Evidence of organisations ACCO status | Project plans |
| Evidence of  community support | Quotes |
| Public liability (or  a budget that includes purchase of this) | Any other documents  or plans that may support your application |
| Planning approvals (for projects including capital works) |  |
| Landowner consent  (for projects including capital works) |  |

## 

## Is there a budget template to assist with my application?

Yes. A budget template can be found on AANSW   
Community and Place Program web page, or you can access a copy [here](https://www.aboriginalaffairs.nsw.gov.au/media/website_pages/grants/community-and-place-grants/Community-and-Place-Grants-Budget-Guide.docx).

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

Bank account details are required at application stage to reduce a delay in payment.

If your application is successful and you have completed the funding agreement, the funds will be paid automatically to your nominated bank account.

## Why do I need to provide a profit and loss statement as part of my application?

A profit and loss statement is only required for applications under *Stream 2.* A profit and loss statement is requested as part of Assessment Criteria: Capacity to deliver and value for money, to help demonstrate your ability to manage a budget with NSW Government funding and organisation sustainability to achieve your project objectives.

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

A copy of the application form can be downloaded once you have registered in the online system.

The application form includes separate questions for Stream 1 and Stream 2, but you will only need to answer the questions for the stream you have selected.

A [Step by Step Guide](https://www.aboriginalaffairs.nsw.gov.au/grants/covid-19-aboriginal-community-response-grants-program/) has been developed to show you how to complete the application questions for each separate stream.

## What happens after my application is submitted?

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

If my organisation is successful,   
what is the reporting process for   
our project?

For projects with end dates later than 30 June 2023, you will be required to complete a progress report for the period up to 30 June 2023 as well as an acquittal report 21 days after project completion.

For projects with end dates prior to 30 June 2023, you will   
be required to complete an acquittal report 21 days after project completion.

Note: if progress reporting and acquittal requirements are not met, your organisation may not be eligible for AANSW funding for a two-year period.

## How will I find out the outcome?

AANSW will advise all applicants by email. This email will be sent to the applicant’s contact email addresses as provided in the grant application.

## How long will it take before I get an outcome?

Applicants will be notified of the outcome of their   
application by early December 2022. This is subject to Ministerial approval.

## Will I receive feedback on my application?

AANSW will notify all applicants of the outcome of their application via email. Should an applicant be unsuccessful and wish to discuss this further, a feedback session can be arranged with the Community Investments team.

## Who can I contact about whether my project is suitable or the status of my application?

AANSW has dedicated Contact Officers for the   
Community and Place Grants Program. For any   
questions regarding the program, please contact your nearest AANSW Regional Office on the numbers below   
or email [grants@aboriginalaffairs.nsw.gov.au](mailto:grants@aboriginalaffairs.nsw.gov.au)

# More information

## Who do I contact for further information?

For any questions regarding the Aboriginal Affairs NSW Community and Place Grants Program, please contact your nearest AANSW Regional Office on the phone numbers below or email [grants@aboriginalaffairs.nsw.gov.au](mailto:grants@aboriginalaffairs.nsw.gov.au).

Please note that while AANSW regional staff will be pleased to answer questions about the application process, they cannot provide advice or comments on the content or merits of your application.

|  |  |
| --- | --- |
| AANSW Regional Office | Contact Number |
| Batemans Bay | 02 8575 1199 |
| Tamworth | 02 8575 1172 |
| Coffs Harbour | 02 8575 1068 |
| Broken Hill | 02 9228 5224 |
| Bourke | 02 9228 5224 |
| Newcastle | 02 9273 3968 |
| Dubbo | 02 8575 1073 |
| Greater Sydney | 02 8575 1105 |