**Community and Place 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.

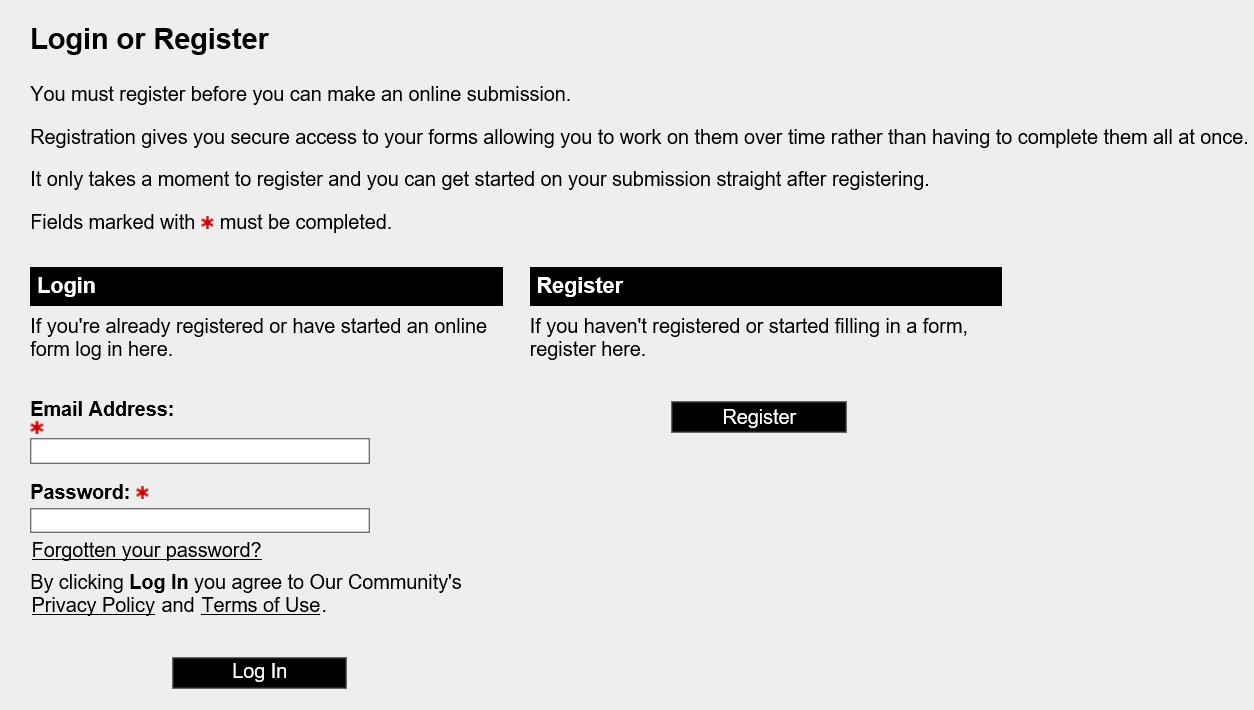
Program Guidelines and Frequently Asked Questions (FAQs) are available on the [Aboriginal Affairs NSW Website](https://www.aboriginalaffairs.nsw.gov.au/grants).

If you need help logging in please contact Aboriginal Affairs NSW Community Investments team at [grants@aboriginalaffairs.nsw.gov.au](mailto:grants@aboriginalaffairs.nsw.gov.au) or 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.



**To start an application:**

* + - Click on **My Submissions**
    - Click on **Current Rounds**
    - Click on **Community and Place Grants Program**
    - Click **Start New Submission**

**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 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.
* Graphical user interface

  Description automatically generated with medium confidenceIf you are having problems submitting it is likely that one of these questions have been missed or answered in the wrong format.
* 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:

Graphical user interface, application, Word

Description automatically generated

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.

Rectangle

Description automatically generated with medium confidence

* 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. Your submission has been received.

**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.

Applicants will be notified of the outcome of their applications approximately six weeks from the program closing date.

If you have any questions, please contact us on [grants@aboriginalaffairs.nsw.gov.au](mailto:grants@aboriginalaffairs.nsw.gov.au)

Kind Regards

Aboriginal Affairs, 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.**

# Community and Place Program Application Form Preview

\* indicates a required ﬁeld

## Before you begin

The Aboriginal Aﬀairs NSW Community and Place Grants Program aims to deliver tangible local beneﬁt and impact to Aboriginal communities against the Closing the Gap socio- economic outcome targets, recognising that Aboriginal communities have the solutions to problems or issues in their community. Projects funded under the Program must contribute to the Closing the Gap targets speciﬁcally, not just the broad outcome area.

The Community and Place Grants Program aims to support one-oﬀ projects which include programs, equipment, vehicles and infrastructure developed by local Aboriginal

communities and with local community support to drive change and contribute towards the [17 socio-economic outcome targets under the National Agreement on Closing the Gap](https://www.closingthegap.gov.au/national-agreement/targets).

A total of $15 million in funding is available in 2022/23 via two streams:

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

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

Projects must be able to be delivered by recipients between 01 January 2023 and 31 December 2023.

**Applications close** 5pm Friday 14 October 2022.

Before completing this application form, please ensure you have read the Community and Place Program Guidelines.

An Applicant’s Guide and Frequently Asked Questions (FAQs) to assist applicants are available from the Aboriginal Aﬀairs NSW [website](https://www.aboriginalaffairs.nsw.gov.au/grants/2022-closing-the-gap-strengthening-business-capability-grants/)

**Please note that you can only submit ONE application in each stream.**

If you have any questions, please reach out to a grant contact oﬃcer for assistance by:

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

**Regional Oﬃce Contacts:**

Batemans Bay 02 8575 1199

Tamworth

02 8575 1172

Coﬀs Harbour 02 8575 1068

Broken Hill 02 9228 5224

Bourke

02 9228 5224

Dubbo

02 8575 1073

Newcastle

02 9273 3968

Greater Sydney 02 8575 1105

## Eligibility

To be eligible for an Aboriginal Aﬀairs NSW Community and Place Grant Program, 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 Community Controlled Organisation delivers services, including land and resource management, they build the strength and empowerment of Aboriginal and Torres Strait Islander communities and people.

The following organisations and groups are **not** eligible for funding under the program:

* Incorporated not-for-proﬁt organisations not controlled or operated by Aboriginal and Torres Strait Islander people.
* Unincorporated groups which are not led by Aboriginal people.
* Federal and State Government agencies and bodies.
* NSW Public Schools.
* For-proﬁt organisations, including Aboriginal businesses.
* Unincorporated organisations or groups without an eligible auspicing organisation.
* Organisations that have not met project requirements, including acquittal, and reporting for funding received from Aboriginal Aﬀairs NSW in the previous two years.
* Organisations with redress sanctions, as described in the [National Redress Scheme](https://www.nationalredress.gov.au/institutions).

1. **Will your organisation or unincorporated group be partnering with an eligible ACCO to Auspice your funding?**

* Yes ❍ No

## Aboriginal Community Controlled Organisations

1. To conﬁrm eligibility, please tick the boxes relevant to your organisation

**Incorporated under relevant legislation and not-for-proﬁt \***

* + Yes ○ No

**Controlled and operated by Aboriginal and/or Torres Strait Islander people \***

* + Yes ○ No

**Connected to the community, or communities, in which they deliver services \***

* + Yes ○ No

**Governed by a majority Aboriginal and/or Torres Strait Islander governing body \***

* + Yes ○ No

## Aboriginal Community Controlled Organisations

1. To conﬁrm Auspice eligibility, please tick the boxes relevant to your Auspice organisation

**Incorporated under relevant legislation and not-for-proﬁt \***

* + Yes ○ No

**Controlled and operated by Aboriginal and/or Torres Strait Islander people \***

* + Yes ○ No

**Controlled and operated by Aboriginal and/or Torres Strait Islander peopleConnected to the community, or communities, in which they deliver services \***

* + Yes ○ No

**Governed by a majority Aboriginal and/or Torres Strait Islander governing body \***

* + Yes ○ No

1. **Please provide supporting documentation to conﬁrm the eligibility or your organisation (or Auspice organisation) \***

Attach a ﬁle:

This could include a rule book, constitution or other relevant documents

## Ineligible

Based on the answers you have provided your organisation is ineligible to apply for the Community and Place grants program.

Please contact your nearest AANSW Regional Oﬃce regarding eligibility requirements for this program.

Further information on eligibility for the program can be found in the program guidelines and frequently asked questions (FAQ's)

# Project Details

\* indicates a required ﬁeld

## Application Number

**Please take note of the below application number:**

This ﬁeld is read only.

The identiﬁcation number or code for this submission.

You can choose to respond to sections **Closing the Gap Targets** and **Project Catergories**

using the following options:

**A: Uploading a short video or audio recording of yourself or other members of your organisation reading the questions and answers aloud.**

**Please note -** Should you choose video or audio responses you should have copy of the application form and answer all required sections.

You will still be required to upload supporting documents.

Responses can be ﬁlmed or recorded on a mobile phone or portable video device. Professional editing or production is NOT required or expected.

**B: Completing the text boxes in the application form below.**

AANSW staﬀ are available to support you with recording and preparing a ﬁle for upload if required. Please contact your nearest Regional Oﬃce for assistance.

1. **How would you like to submit your responses? \***
   * I will be submitting a video or audio response for all questions in the above mentioned sections
   * I will complete the text boxes in the application form

Please note, you will still be required to upload documents in the relevant sections

**You can upload a single ﬁle, or a separate ﬁle for each question.**

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 become more natural in front of the camera or microphone.
    - Watching the video or listening to the recording and make notes on where you can improve or make more appropriate responses
    - Make sure you answer all the questions.

1. **Video and Audio Upload \***

Attach a ﬁle:

## Project Essential Details

1. **Applicant Organisation Name \***
2. **Project Title \***
3. **Project Description - What is the project, how will it be delivered and who will be involved? \***
4. **Project Start Date \***

Must be a date and no earlier than 1/1/2023.

1. **Project End Date \***

Must be a date and no later than 31/12/2023.

1. **Which Stream of funding are you applying for? \***
   * Stream 1 (up to and including $100,000)

You can only apply once for each stream of funding. If you are applying for both streams, you must submit a separate application for each.

1. **How much are you applying for? \***

$

Must be a whole dollar amount (no cents) and no more than 100000.

1. **How much are applying for? \***

$

Must be a whole dollar amount (no cents) and between 100001 and 250000.

## Project Location

Please provide details regarding the project location below.

1. **Where is the primary address that the project will take place? \***

Address

1. **Which local community will beneﬁt from your project? \***

# Closing the Gap Targets and Outcomes

\* indicates a required ﬁeld

## Closing the Gap Targets and Outcomes

The Community and Place Grants Program aims to support one-oﬀ projects which include programs, equipment, vehicles and infrastructure developed by local Aboriginal

communities and with local community support to drive change and contribute towards the [17 socio-economic outcome targets under the National Agreement on Closing the Gap](https://www.closingthegap.gov.au/national-agreement/targets).

**The projects must contribute to the Closing the Gap targets speciﬁcally, not just the broad outcome area.**

Listed below are the Closing the Gap Socio-Economic Outcome Areas.

**Please note:** when selecting your relevant outcome area, you will be asked for further information on the target and how your project addresses this.

**13. Which of the socio-economic outcome areas does your project contribute to?**

You can choose more then one target if appropriate At least 1 choice must be selected.

❏ 1 - Everyone enjoys long and healthy lives

❏ 2 - Children are born healthy and strong

❏ 3 - Children are engaged in high quality, culturally appropriate early childhood education in their early years

❏ 4 - Children thrive in their early years

❏ 5 - Students achieve their full learning potential

❏ 6 - Students reach their full potential through further education pathways

❏ 7 - Youth are engaged in employment or education

❏ 8 - Strong economic participation and development of people and their communities

❏ 9 - People can secure appropriate, aﬀordable housing that is aligned with their priorities and need

❏ 10 - Adults are not over-represented in the criminal justice system

❏ 11 - Young people are not over-represented in the criminal justice system

❏ 12 - Children are not over-represented in the child protection system

❏ 13 - Families and households are safe

❏ 14 - People enjoy high levels of social and emotional wellbeing

❏ 15 - People maintain a distinctive cultural, spiritual, physical and economic relationship with their land and waters

❏ 16 - Cultures and languages are strong, supports and ﬂourishing

❏ 17 - People have access to information and services enabling participation in informed decision- making regarding their own lives

❏ None of the above

## Target 1- Close the Gap in life expectancy within a generation by 2031

Outcome Area - Everyone enjoys long and healthy lives

**14. Please provide information on how your project contributes to Closing the Gap in life expectancy within a generation, by 2031 \***

## Target 2 - By 2031, increase the proportion of Aboriginal and Torres Strait Islander babies with a healthy birthweight to 91 per cent.

Ouctome Area - Children are born healthy and strong

**14. Please provide information on how your project will contribute to increasing the proportion of Aboriginal and Torres Strait Islander babies with a healthy birthweight by 2031 \***

## Target 3 - By 2025, increase the proportion of Aboriginal and Torres Strait Islander children enrolled in Year Before Fulltime Schooling (YBFS) early childhood education to 95 per cent

Outcome Area - Children are engaged in high quality, culturally appropriate early childhood education in their early years

**14. Please provide information on how your project contributes to increasing the proportion of Aboriginal and Torres Strait Islander children enrolled in YBFS early childhood education to 95 percent \***

## Target 4 - By 2031, increase the proportion of Aboriginal and Torres Strait Islander children assessed as developmentally on track in all ﬁve domains of the Australian Early Development Census (AEDC) to 55 per cent.

Outcome Area - Children thrive in their early years

**16. Please provide information on how your project will contribute to increasing the proportion of Aboriginal and Torres Strait Islander children assessed as developmentally on track in all ﬁve domains to 55 per cent by 2031 \***

## Target 5 - By 2031, increase the proportion of Aboriginal and Torres Strait Islander people (age 20-24) attaining year 12 or equivalent qualiﬁcation to 96 per cent

Outcome Area - Students achieve their full learning potential

**14. Please provide information on how your project will contribute to increasing the proportion of Aboriginal and Torres Strait Islander people (aged 20-24) in attaining year 12 or equivalent to 96 percent by 2031 \***

## Target 6 - By 2031, increase the proportion of Aboriginal and Torres Strait Islander people aged 25-34 years who have completed a tertiary qualiﬁcation (Certiﬁcate III and above) to 70 per cent.

Outcome Area - Students reach their full potential through further education pathways

**14. Please provide information on how your project contributes to increasing the proportion of Aboriginal and Torres Strait Islander people (aged 25 - 34) who have completed a tertiary qualiﬁcation to 70 percent by 2031 \***

## Target 7 - By 2031, increase the proportion of Aboriginal and Torres Strait Islander youth (15-24 years) who are in employment, education or training to 67 per cent.

Outcome Area - Youth are engaged in employment or education

**14. Please provide information on how your project will contribute to increase the proportion of Aboriginal and Torres Strait Islander youth (aged 15-24) who are in employment, education or training to 67 percent by 2031 \***

## Target 8 - By 2031, increase the proportion of Aboriginal and Torres Strait Islander people aged 25-64 who are employed to 62 per cent.

Outcome Area - Strong economic participation and development of people and their communities

**14. Please provide information on how your project contributes to increasing the proportion of Aboriginal and Torres Strait islander people (aged 25 - 64) who are in empoloyment to 62 percent by 2031 \***

## Target 9 - By 2031, increase the proportion of Aboriginal and Torres Strait Islander people living in appropriately sized (not overcrowded) housing to 88 per cent.

Outcome Area - People can secure appropriate, aﬀordable housing that is aligned with their priorities and needs

**14. Please provide information on how your project contributes to increasing the proportion of Aboriginal and Torres Strait Islander people living in appropriately sized housing to 88 percent by 2031 \***

## Target 10 - By 2031, reduce the rate of Aboriginal and Torres Strait Islander adults held in incarceration by at least 15 per cent

Outcome Area - Adults are not over-represented in the criminal justice system

**14. Please provide information on how your project contributes to reducing the rate of Aboriginal and Torres Strait Islander adults held in incarceration by at least 15 percent by 2031 \***

## Target 11 - By 2031, reduce the rate of Aboriginal and Torres Strait Islander young people (10-17 years) in detention by 30 per cent

Outcome Area - Young people are not over-represented in the criminal justice system

**14. Please provide information on how your project contributes to reducing the rate of Aboriginal and Torres Strait Islander young people (aged 10-17) in detention by 30 percent by 2031 \***

## Target 12 - By 2031, reduce the rate of over-representation of Aboriginal and Torres Strait Islander children in out-of-home care by 45 per cent

Outcome Area - Children are not over-represented in the child protection system

**14. Please provide information on how your project contributes to reducing the rate of over-representation of Aboriginal and Torres Strait Islander children in out-of-home care by 45 percent by 2031 \***

## Target 13 - By 2031, the rate of all forms of family violence and abuse against Aboriginal and Torres Strait Islander women and children is reduced at least by 50 percent, as progress towards zero.

Outcome Area - Families and households are safe

**14. Please provide information on how your project contributes to reducing the rate of all forms of family violence and abuse against Aboriginal and Torres Strait Islander women and children by at least 50 percent by 2031 \***

## Target 14 - Signiﬁcant and sustained reduction in suicide of Aboriginal and Torres Strait Islander people towards zero

Outcome Area - People enjoy high levels of social and emotional wellbeing

**14. Please provide information on how your project contributes to the signiﬁcant and sustained reduction in suicide of Aboriginal and Torres Strait Islander people toward zero \***

## Target 15 - By 2030, a 15 per cent increase in Australia’s landmass subject to Aboriginal and Torres Strait Islander people’s legal rights or interests. By 2030, a 15 per cent increase in areas covered by

Aboriginal and Torres Strait Islander people’s legal rights or interests in the sea.

Outcome Area - People maintain a distinctive cultural, spiritual, physical and economic relationship with their land and waters

**14. Please provide information on how your project contributes to incteasing areas covered by Aboriginal and Torres Strait Isalnders people's legal rights or interests in the sea by 15 percent by 2030 \***

## Target 16 - By 2031, there is a sustained increase in number and strength of Aboriginal and Torres Strait Islander languages being spoken

Outcome Area - Cultures and languages are strong, supported and ﬂourishing

**14. Please provide information on how your project contributes to the sustained increase in number and strength of Aboriginal and Torres Strait languages being spoken by 2031 \***

## Target 17 - By 2026, Aboriginal and Torres Strait Islander people have equal levels of digital inclusion

Outcome Area - People have access to information and services enabling participation in informed decision-making regarding their own lives

1. **Please provide information on how your project contributes to Aboriginal and Torres Strait Islander people having equal levels of digital inclusion by 2026 \***

## Ineligible

Based on the answers you have provided your project is ineligible under the guidelines.

Further information on project eligibility please review the program guidelines and frequently asked questions (FAQ's)

# Project Categories

\* indicates a required ﬁeld

## Supporting Documentation

Please provide the below documents to support your application.

**Please upload a Project Plan \***

Attach a ﬁle:

**Does your project include capital works? \***

* + Yes
  + No

**Does your project include the purchase or lease of a vehicle? \***

* + Yes
  + No

## Project categories

Please ensure you have read pages 2 and 3 of the Program Guidelines before continuing this application. The Frequently Asked Questions (FAQs) also have further information and examples on what may be funded.

1. **Which of the below program categories apply to your project? \***
   * Programs
   * Infrastructure
   * Equipment and Vehicles

At least 1 choice must be selected.

You may select more then one category if appropriate

## Programs

Projects may include, but are not limited to:

* + - Health, cultural wellbeing, skills development programs for Aboriginal community members
    - Delivery of programs or services
    - Events, workshops

1. **What is the scope of the program and activities to be undertaken? \***
2. **Are you partnering with other organisations or community groups to deliver your program? If so, please indicate who these groups are and their role in your program. \***
3. **Who will beneﬁt from your program? \***

For example: Aboriginal Youth and young people

1. **Please upload a project plan to support your application \***

Attach a ﬁle:

## Infrastructure

Projects may include, but not limited to:

* Construction of new infrastructure
* Upgrades, repairs, refurbishments, repurposing, or renovations to a building
* Fit out of a building
* IT upgrades to a building
* Purchase of land or property
* Landscaping
* Installation of ﬁxed structures on land

1. **What is the scope of your project and the proposed activities to be undertaken? \***
2. **Are you partnering with other organisations or community groups to deliver your project? If so, please indicate who your partners are and what role they play.**

**\***

1. **Who will beneﬁt from your program? \***
2. **Please provide a copy of your project plan to support your application \***

Attach a ﬁle:

1. **Does your project include capital works? \***
   * Yes
   * No
2. **Please provide a copy of property/landowner's consent and all planning approvals \***

Attach a ﬁle:

You must provide this information if your project includes Capital Works. If the information is not provided your application may be deemed unsuccessful.

## Equipment and Vehicles

Projects may include, but are not limited to the purchase or lease of free standing equipment such as:

* vehicles, buses, trailers
* IT equipment
* oﬃce equipment
* equipment needed for service provision repair to specialised equipment

1. **What is the scope of your project and activities to be undertaken? \***
2. **Are you partnering with other organisation or community groups to deliver your project? If so, please indicate who your partners are and what role they play.**

**\***

1. **Who will beneﬁt from your program? \***

**Does your project include the purchase or lease of a vehicle? \***

* + Yes
  + No

## Purchase or Lease of vehicle

**Please enter the address in which the vehicle will be registered \***

Address

**Please demonstrate your organisations capacity to meet ongoing vehicle costs such as services and registrations \***

# Milestones and Activities

## Milestones and Activities

**Milestones** are the main steps needed to complete your project. **Milestone Activities** are the steps needed to complete a milestone. There are likely to be multiple activities for each milestone.

See example below:

**Milestone Name**

**Activities need to achieve this milestone Start Date**

**End Date**

**How does this Milestone contribute to the identiﬁed Closing the Gap Socio- Economic Target/s**

Engage Contractors

Engage local Aboriginal contractors for work 05/01/2023

02/02/2023

Engagement of Aboriginal contractors contributes to Target 8, providing Aboriginal community members with an employment opportunity and experience to help progress their career.

**Please list the milestones and activities in the table below.** (More rows can be added if required).

**Milestone Name Activities**

**needed to achieve this milestone**

**Start Date End Date How does this**

**milestone contribute to the identiﬁed Closing the Cap Socio-Economic Target/s**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Must be a date and between 1/1/2023  and 31/12/2023. | Must be a date. |  |
|  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Community Support and Capacity

\* indicates a required ﬁeld

## Community Support

Projects must be delivered in a local Aboriginal community in NSW.

Applications must show clear support from the local community including community involvement in the development and implementation of the project.

1. **Please indicate how the local community has been involved in the development of your project \***

Please ensure you list all the ways community have been engaged in developing your project

1. **How will the local community be involved in the implementation of your project? \***

Please ensure you list all the ways community will be involved in implementing your project. The more

examples you provide the better for your application.

1. **Please provide evidence of local community support \***

Attach a ﬁle:

This could include letters from community organisations or traditional owners

## Capacity

1. **Explain your organisation’s capacity to undertake and complete the project. Have you managed other projects, do you have experienced staﬀ or volunteers? \***

## Financials

**Please provide a copy of your most recent audited ﬁnancial statements.**

If your are not providing your 2022 audited ﬁnancials, please also include a recent proﬁt and loss (un-audited).

**\***

Attach a ﬁle:

# Project Income and Expenditure

## Project Budget (Income)

Please indicate all income sources related to your project.

**Please note** - the ﬁrst line should be equal to the amount at Page 2 - Question 9 (How much areyou applying for)

**Income description Income amount (budgeted) Explanatory notes**

|  |  |  |
| --- | --- | --- |
| Provide a clear description for  each budget item | Must be a dollar amount. | Add notes if you need to provide  more context |
|  |
| AANSW Funding Requested |  | Amount applied for through this  program |
|  |  |  |
|  |  |  |

## Project Budget (Expenditure)

Please include a detailed breakdown of all planned expenditure of the Community and Place Grant.

Applications that do not include a detailed budget breakdown will NOT be eligible.

**Please Note:** Your total budget amount should be the same as your requested funding amount.

A budget template is available from the AANSW Website should you need some guidance.

**Income Source Expenditure**

**type**

**Amount (projected)**

**Budget Item Description**

**Notes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Please select the  type of expenditure | Enter the total projected amount to be spent  Must be a dollar  amount. | Provide clear descriptions for  each budget item | Add notes if you need to provide  more context |
|  |
|  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |

## Project Budget Totals

**Total Income Amount Total Expenditure Amount**

|  |  |
| --- | --- |
| This number/amount is calculated. | This number/amount is calculated. |
| $ | $ |

## Supporting Documents

**Please attach any relevant documents to support your project budget.**

Attach a ﬁle:

For example: Quotes from suppliers

# Applicant Details

\* indicates a required ﬁeld

## Applicant Details

Please provide details of the organisation who will be delivering the project.

**Applicant Organisation \***

Organisation Name

**Applicant Organisation Primary Address \***

Address

**Applicant Organisation Contact \***

Title First Name Last Name

**Applicant Organisation Contact Primary Phone Number \***

Must be an Australian phone number.

**Applicant Organisation Contact Primary Email \***

Must be an email address.

## Applicant ABN

**Applicant Organisation ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

|  |  |
| --- | --- |
| Information from the Australian Business Register | |
| ABN |  |
| Entity name |  |
| ABN status |  |
| Entity type |  |
| Goods & Services Tax (GST) |  |
| DGR Endorsed |  |
| ATO Charity Type | [More information](http://abr.business.gov.au/HelpTaxConcessions.aspx) |
| ACNC Registration |  |
| Tax Concessions |  |
| Main business location |  |

Must be an ABN.

## Auspice Details

**Auspice \***

Organisation Name

**Auspice ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

|  |  |
| --- | --- |
| Information from the Australian Business Register | |
| ABN |  |
| Entity name |  |
| ABN status |  |
| Entity type |  |
| Goods & Services Tax (GST) |  |
| DGR Endorsed |  |
| ATO Charity Type | [More information](http://abr.business.gov.au/HelpTaxConcessions.aspx) |
| ACNC Registration |  |
| Tax Concessions |  |
| Main business location |  |

Must be an ABN.

**Auspice Primary Address \***

Address

**Auspice Project Contact \***

Title First Name Last Name

**Auspice Project Contact Primary Phone Number \***

Must be an Australian phone number.

**Auspice Project Contact Primary Email \***

Must be an email address.

## Bank Details - Application Form

**Bank Account Details**

*Should your application be successful, providing these details will allow for grant funds to be deposited directly into this bank account, helping us to get the funds to your organisation quicker.*

**Note:** If you have an Auspice please enter their Account Details here.

**Bank Account Name \***

Account Name should match the Auspice or Applicant Name

**BSB Number \***

Must be a number.

**Bank Account Number \***

## Public Liability Insurance

Must be a number.

It is a requirement that all applicants hold public liability of at least $10 million per claim. If you do not currently have public liability you should be willing to purchase this as part of your project application.

**Do you have public liability of at least $10 million per claim? \***

* Yes
* No

**Please provide a copy of your certiﬁcate of currency for public liability insurance \***

Attach a ﬁle:

**Does your projected budget include the purchase of public liability insurance? \***

* Yes
* No

## Please Review your Application

You have indicated that you do not have Public Liability Insurance and do not have the purchase of insurance included in your project budget.

As per the program guidelines, Public Liability Insurance is required for all projects to be eligible for funding.

**Please review your application before submission.**

# Declaration

\* indicates a required ﬁeld

## Review and Submit

**Please ensure you review your application, making sure you have completed all required ﬁelds and uploaded supporting documentation.**

**You will not be able to amend this form once it is submitted.**

**Your application form will not be oﬃcially submitted until you "review and submit" your application form, having completed all the required questions.**

## Aboriginal Cultural and Intellectual Property (ACIP)

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 Aboriginal people which 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/)

## Disclaimer

Submission of application does not guarantee funding. Any costs associated with preparing this application are to be met by the applicant.

Aboriginal Aﬀairs NSW reserves the right to withdraw funding at any time, particularly if any information provided in the application is found to be false or the project does not comply with public health orders under section 7 of the *Public Health Act 2010 (*NSW). Applicants should read all relevant program information to be fully informed of requirements of the Aboriginal Aﬀairs Cultural Grants Program.

## Privacy Notice

Aboriginal Aﬀairs NSW is requesting this information from you so that we can assess your application for the Cultural Grants Program as well as to generally administer the Program.

The person who makes an application that contains personal information is responsible for obtaining the consent of the person whom that information is about and making them aware of the content of this privacy notice.

Aboriginal Aﬀairs NSW will not disclose your personal information to anybody else unless we are required to do so by law, for example if the information is needed in an emergency or for a law enforcement purpose. Information you provide may be provided where Aboriginal Aﬀairs NSW is authorised or compelled to do so, for example, in response to an access request under the *Government Information (Public Access) Act 2009 (NSW)*.

Providing us with the requested information is not required by law. However if you choose not to provide us with the requested information, we will not be in a position to consider the application further.

Any person may request access to their personal information that is held by Aboriginal Aﬀairs NSW at any time. To access or update your personal information, or for more information on our privacy obligations, contact Aboriginal Aﬀairs NSW.

Aboriginal Aﬀairs NSW will handle and store your personal information in accordance with its Privacy Management Plan and the [*Privacy and Personal Information Protection Act 1998*](https://legislation.nsw.gov.au/%23/view/act/1998/133)[*(NSW)*](https://legislation.nsw.gov.au/%23/view/act/1998/133).

Should this project be successful, the following information may be made public: the name of the organisation (applicant), project title, project description, location of the project and the amount awarded to the project.

## Applicants Declaration

I declare that all information provided as part of this application including the attachments is true and correct, and that I am authorised to submit this application to Aboriginal Aﬀairs NSW on behalf of the organisation making this application.

I understand that this application is made subject to the disclaimer and privacy notice included in the application form.

**I/we understand that Community and Place program funding can NOT be used for the purchase of: \***

* Wages and salaries including on-costs for ongoing staﬀ
* Sitting fees, travel allowance or costs associated with membership of Board/councils
* Activities that may create an ongoing dependency on grant funding, such as funding over multiple years
* Costs that are not directly associated with the delivery of the Project this is funded by the grant
* State-wide projects
* Projects in a community outside NSW
* International Travel Costs. Proposals for domestic travel costs need to demonstrate the beneﬁts of travel to the project, organisation, and community.
* Project costs that are supported by another grant, subsidy or ﬁnancial assistance
* Project works or costs that have been or will be covered by insurance claims (for example, repairs following weather events)
* Project costs incurred prior to the earliest possible project start date
* Costs to cover existing debts or budget deﬁcits
* General operational or business as usual costs
* Maintenance or construction of residential infrastructure

**I/we agree with the above applicant declaration \***

* Yes
* No

**I/we conﬁrm that we have the delegated authority to submit this application on**

* Yes
* No

**behalf of the applicant organisation \***

**Name of person submitting the**

**application \*** Please conﬁrm your ﬁrst and last name

## Applicant Checklist

**Before submitting your application, please conﬁrm the following**

❏ The organisation is eligble to apply

❏ An authorised or delegated person from the organisation has approved the application

❏ All required questions are fully completed

❏ The application has been proof read or reviewed and the budget checked for accuracy

❏ All relevant documents have been uploaded.

At least 5 choices must be selected.