Aboriginal Affairs

NAIDOC Week 2015

Frequently Asked Questions

These Frequently Asked Questions clarify matters that have been raised by organisations intending to apply for a grant.

All potential applicants are encouraged to read the Frequently Asked Questions to ensure that their application addresses the relevant requirements. The following questions are addressed.

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Program General Information

What is NAIDOC?
NAIDOC stands for 'National Aborigines and Islanders Day Observance Committee'. This committee was once responsible for organising national activities during NAIDOC Week and its acronym has since become the name of the week itself. To find out more about NAIDOC, go to http://www.naidoc.org.au/

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 Indigenous communities but by Australians from all walks of life. The week is a great opportunity to participate in a range of activities as well as support your local Aboriginal and Torres Strait Islander community.

When is NAIDOC Week 2015?
NAIDOC Week 2015 will be held from **5 to 12 July**. NAIDOC Week is usually held from the first to the second Sunday in July. NAIDOC celebration activities, however, do not need to be restricted to just this week.

What is the theme for NAIDOC Week 2015?
We all Stand on Sacred Ground: Learn, Respect and Celebrate

This year, the theme highlights Aboriginal and Torres Strait Islander peoples' strong spiritual and cultural connection to land and sea. The theme is an opportunity to pay respects to country; honour those who work tirelessly on preserving land, sea and culture, and to share the stories of many sites of significance or sacred places with the nation.

This year's theme was also chosen specifically to highlight and celebrate the anniversary of the 'Handback' of Uluru, one of these sacred sites, to its traditional owners on 26 October, 30 years ago.

How do I find out more about NAIDOC?
More information is available at http://www.naidoc.org.au/

What are the assessment criteria for the program?
The Applicant should provide evidence of how the proposed project will:
- where possible, demonstrate contributions and involvement from partner organisations;
- celebrate Aboriginal history, culture and achievements and meet the broader objectives of NAIDOC and/or hold events that are aligned with the national theme of NAIDOC 2015;
- provide benefit across the broader Aboriginal community and across multiple Aboriginal communities;
- promote a greater awareness and understanding of Aboriginal history and culture within the broader local or regional community.

The applicant should also provide a self assessment of the extent of Aboriginal and non Aboriginal participation in the proposed NAIDOC event(s).

All projects or activities must be located within NSW and must be conducted between 1 July 2015 and 31 December 2015.

What are the opening and closing dates to apply for funding?
The call for applications opens **16 March 2015**
The closing date or deadline for applications is **17 April 2015**

Why does the program ask for project location information?
Project location information helps the NAIDOC Week Program and Aboriginal Affairs understand what activities and celebrations are being held across New South Wales. Location information will help us map and promote events as well as report on the Program's activities.

What funding is available?

Will all applications receive funding?
No, the application process is competitive. There will be competing applications for the limited funding available within each region. Successful applications will be those that best address the assessment criteria.

Is there a limit on the level of funding that can be applied for?
There is limited funding available. Small grants in the order of $500 - $1,000 are typically available. Where an applicant demonstrates more significant events, applications up to $3,000 can be considered.

Will a successful application receive all the funding it has requested?
Not necessarily. Partial funding may be offered to a range of projects to enable a wider and more equitable distribution of funds across a number of competing projects. Partial funding may also be offered if not all of a project's activities are considered eligible for funding.

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

Can I submit more than one application for funding?
Yes, however there is no guarantee that you will be successful as the application is competitive.

Who is eligible to apply for a grant?

Who can apply?
The applicant must be either:

- an incorporated not-for-profit organisation (including those Aboriginal organisations registered under the Corporations (Aboriginal and Torres Strait Islander) Act;

- an unincorporated organisation being supported and funded through an eligible, incorporated auspice organisation;

- Local Aboriginal Land Councils;

- Local Government Agencies.

Who cannot apply?

- Organisations that are not holding the NAIDOC event in NSW;

- Individuals;

- Federal and State Government agencies;

- For-profit organisations;

- Organisations that have not met project requirements for previous NAIDOC Grants received from Aboriginal Affairs.

Can organisations make a joint application or a 'partnership' application?
Yes, organisations can make a joint application or a partnership application. 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 lodge the grant application. If the project is successful in securing a grant, the Funding Agreement will be established with this lead organisation.

If your organisation is unincorporated but wishes to apply for a grant, your organisation will need to establish an auspicing agreement with an organisation that is incorporated. 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 establish an auspicing agreement between the unincorporated and incorporated organisations which clearly describes each organisation's role and responsibilities.

Our organisation is not incorporated, is there any way we can apply for funding?
Unincorporated organisations must apply with an incorporated auspice organisation, and the auspice organisation's details must be included in the application form.

Types of projects that are eligible

What projects can be funded?
The following are examples of the types of events and activities that are eligible for a grant:
- Community festival
- Public exhibitions

- Community gatherings
- School community based activities

Can applications be made for projects to fund an organisation's operating costs (such as staffing positions, consultants, lease payments, phone and electricity bills)?
No, funding through NAIDOC Week is for the support and delivery of NAIDOC Week events, not for an organisation's recurrent operating costs.

What will not be funded?
Funding must not be for the purchase of assets, functions involving alcohol that fail to demonstrate responsible or reasonable usage of alcohol at events, a sporting event, a private event, or travel costs.

Whilst functions and gatherings may seek funding for catering (food etc) these costs should be considered expenses of the larger activity to bring people together / celebrate etc. Funding requests presented solely as a BBQ or dinner may be assessed as being of lower priority.

Will late applications be eligible?
No, the closing date is a strict deadline. Late applications will not be accepted and are not eligible for funding. We encourage all prospective applicants to lodge their application before the closing date. Do not leave your application to the last minute.

Are there any insurance requirements
The applicant organisation must be covered by Public Liability Insurance.

What is the online application process?

What is SmartyGrants?
SmartyGrants is a user friendly web based software. It enables grant programs to be managed online using web based technology. It enables grant programs to be implemented according to best practice. It enables grant programs to receive grant applications online.

Why is the application process now online?
Applying online means we will be able to reduce the program's reliance on paper. It utilises available technology and makes the application process simpler and quicker. The assessment process will also be conducted online using the SmartyGrants software and this means that the assessment process will also be more efficient.

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 re-register.

What type of device and internet browser do I need in order to apply online?
You will need access to the internet. Applications can be completed using a MAC or PC computer. You can use a desktop or laptop computer. If you have a tablet device, tables can be used for certain features of SmartyGrants but there are some limitations. It is preferred that a MAC or PC computer is used to ensure you have access to all of the features of the SmartyGrants system to complete your application.

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

The following internet browsers are supported as a minimum:
- Google Chrome v3.0+
- Safari v3.0+
- Firefox v2.0+
- Internet Explorer v7.0 (with some limitations), it is preferred that Internet Explorer v8.0+ is used.

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 even your local Aboriginal Affairs office. If you are interested in applying for a grant, you can also talk to your Regional Engagement Officer (Office of Communities), seek assistance from your Local Aboriginal Land Council or even your local school.

As a last resort hard copy application forms can be sought from Aboriginal Affairs and completed manually, they will need to be provided back to Aboriginal Affairs 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 is submitted to a secure database which is only able to be accessed by authorised program staff and assessors. Your information is not sold or provided to third parties without the appropriate consents. 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 more than one session. Remember to save your application regularly. In order for your application to be considered you will need to 'submit' your application. When your application is ready to be lodged click on the 'submit' button.

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

How do I access my application once I have submitted it to the program?
Copies of your application(s) that you have submitted online are available through the 'My Submissions' area once you have logged into the online system. You are also sent a copy of your completed application which is attached to the 'confirmation email' you will receive when you submit your application for funding.

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

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 at a later date.

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

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

You can also get help by contacting the Program representatives listed at the end of this document.

Are there instructions on how to complete my application online?

Yes, they are contained in a downloadable document on the SmartyGrants website. These instructions detail an easy step by step process which will help you complete your application online. There is also a summarised set of instructions below.

How do I complete an online grant application?

What are the steps I need to follow to complete a grant application online?

The steps below are also detailed in a separate document that can be downloaded from our website. This additional document provides step by step instructions with 'screen shots' to help you through the application process.

Step 1: Click on the link 'Apply Now' located on our website. It will take you to the front page of the SmartyGrants database, and you will be able to see what programs you can apply for and what is available. NAIDOC Week 2015 will be listed. From here you will be able to preview the application form. You will not be able to complete a form while in 'preview mode'.

Step 2: Apply and Register in the SmartyGrants system. If you wish to apply, click on the 'Start a submission' or 'Fill out now' buttons. This will take you to the Login and Register page. Follow the instructions on the page.

To register, you will need to provide your name, name of your organisation, an email address and a password. Select a password you will remember and keep your registration details in a safe place. Registration is necessary so that the database can keep track of who is accessing the system. Registration also gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once. The registration process creates an account in the SmartyGrants database for your organisation.

If you have a registration already, there is no need to register again. You can use your existing SmartyGrants registration for any additional applications you may create in the future by any grant maker or funding agency that is using SmartyGrants.

A handy tip – Take note of the web link (URL address) you are using for your application. Each grant maker has a unique link to their site. You might like to 'Bookmark' the link or add the link as a 'Favourite' within your internet browser. This can be particularly useful if you intend creating multiple applications by multiple grant makers. For the purposes of NAIDOC Week, the grant maker is Aboriginal Affairs.

Once you have registered you will then be able to select the grant program you wish to apply for by clicking on the 'Start a new submission' for the one you want to apply for.

Step 3: Filling out an application. It is highly recommended that you click 'save progress' regularly when you are completing your form. You will be able to navigate across pages by clicking the

'previous page' or 'next page' buttons. The application form contains a series of questions to help us identify who is applying, what you are applying for and what you hope to achieve as a result of your project. Questions marked with a * are required and your application will not be submitted without completing these questions. Some questions will provide a range of options to select from, click on the relevant one(s). Some questions allow you to select more than one option, while other questions require you to write a response in your own words. Where there are word limits, these are detailed throughout the application form. Where necessary, follow the instructions contained within the application form.

If you click on 'save and close' your application will be kept securely until you log back in and return to it. By clicking on 'save and close' you are NOT submitting it for assessment, you are only closing it for access later on. If you have completed the form and wish to submit it for consideration and assessment you will need to click on the 'Submit' button which is located on the 'review page'.

To download a copy of your application, click on the 'Download PDF' button, this will provide you with a PDF (Picture Document Format) version of your application. To view your application in this format, you will need access to Adobe Reader software. To download a free copy of the ADOBE Reader software go to http://get.adobe.com/uk/reader

We recommend that you review your application before you submit it for consideration and assessment. Once it is submitted to us you will not be able to change your application.

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 its 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 results?
About 6 weeks from the closing date of applications.

How will I find out the results?
Aboriginal Affairs will advise the organisations of results via letters.

Where do I find out more information?

Who do I contact for further information?
For more information, contact the following Aboriginal Affairs' offices by phone or by email:

By Phone (Regional offices)	Sydney/Newcastle	02 9219 0724	Coffs Harbour	02 5622 8827
	Dubbo	02 5852 1067	South East/Illawarra	02 4478 2679
By Email	NAIDOC2015@aboriginalaffairs.nsw.gov.au			