**Aboriginal Affairs NSW
Cultural Grants Program**

**Frequently Asked Questions**

**Applications open** 1pm, Wednesday 12 October 2022

**Applications close** Friday, 14 April 2023

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

These Frequently Asked Questions are designed to help organisations and groups that wish to apply for a grant. Please read these in combination with the [Program Guidelines](https://www.aboriginalaffairs.nsw.gov.au/media/website_pages/grants/2021-2022-cultural-grants/AANSW-Cultural-Grants-Program-2021-22-Program-Guidelines.pdf) and online application form in SmartyGrants.

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# Program Overview

## What is the purpose of the Aboriginal Affairs NSW (AANSW) Cultural Grants Program?

The programaims to support Aboriginal community organisations across NSW to celebrate Aboriginal culture and hold cultural events and activities.

## What are the program objectives?

The Aboriginal Affairs NSW (AANSW) Cultural Grants Program aims to:

* Support Aboriginal communities strengthen, protect, and maintain traditional and contemporary expressions of Aboriginal culture
* Support key contemporary Aboriginal cultural events and activities
* Contribute to Aboriginal community wellbeing and healing, through the use of Aboriginal culture and community connection
* Facilitate sharing of Aboriginal cultural knowledge and skills between generations.

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

Program opens 1pm, Wednesday 12 October 2022

Program close 5pm Friday, 14 April 2023(or before this date if funds are expended)

Applications will be accepted at any time and the assessment panel will meet monthly.

Applicants will generally be notified of the outcome of their applications within 8 weeks of applying.

## What are the project start and end dates?

Due to the assessment process, your project start date should be 8 weeks after the date you submit your application.

Please contact your closest AANSW Regional Office if your planned project start date is less than eight weeks from when you will submit your application.

Your project must be completed by 30 September 2023**.**

## What are the assessment criteria for the Aboriginal Affairs NSW (AANSW) Cultural Grants Program?

Assessment will be based on the following equally weighted criteria:

* **Project Quality**

Evidence that the project meets the program aims and objectives.

* **Project Detail**

Explanation of what the funding will do and how it will be spent.

* **Project Impact**

Evidence of who the project will benefit and how this will be achieved.

* **Capacity**

Experience managing previous projects or relevant training and experience of key staff involved in the project.

* **Value for money**

It is clear how budget items contribute to the project outcomes. The budget is reasonable and realistic.

## 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.

## Why does the application ask for project location information?

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

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

Also, due to the changing impacts of COVID-19 across NSW, projects must be in line with the relevant NSW Government public health orders and advice, for example, with regards to social distancing and public gatherings. For more information visit the NSW Government [**website**](https://www.nsw.gov.au/covid-19/rules).

## What do I do if COVID-19 restrictions impact the delivery of all, or part, of my project?

Due to the changing impacts of COVID-19 across NSW, projects must be in line with NSW Government public health orders and advice, for example, with regards to social distancing and public gatherings. For more information visit the NSW Government [website](https://www.nsw.gov.au/covid-19/rules).

If COVID-19 rules in NSW change during the grants period, Aboriginal Affairs NSW may request further information from you on how you propose to manage COVID-19 risks for your project.

If your project is impacted by changing COVID-19 restrictions and you are unable to deliver the project as outlined in your application form or in accordance with the Funding Agreement, you must inform AANSW via email at grants@aboriginalaffairs.nsw.gov.au as soon as possible. We will then discuss a possible variation to the project or return of unspent funds with you.

# Funding

## What types of activities can be funded?

Funding can be used for projects that meet the objectives of the Cultural Grants Program. The following are examples of the types of activities that may funded, where they are aligned with the program objectives. Your project does not need to be limited by these examples.

* women’s or men’s Gathering on Country
* delivery of a culture and wellbeing camp for Aboriginal youth
* creation of a digital installation showing Aboriginal history of the local community
* statewide music and cultural festival
* hosting a series of online workshops
* community celebration event
* cultural activities at a regional sporting event

Funding **can** be used for:

* purchase of consumables – such as catering, equipment items and materials for activities (excluding alcohol) – for the purposes of the project or event
* hire of equipment to be used for the period of the project or event
* engagement of contractors, such as facilitators, trainers and teachers
* costs associated with holding key state-wide or regional Aboriginal sporting or cultural events
* purchase of minor equipment for event activities up to the value of $5,000
* administering the project. Up to 10% of the budget can be used for this, or as auspice fees where there is an auspicing arrangement.

## Will all applicants receive funding?

No, successful applications will be those that meet the eligibility criteria and best address the assessment criteria.

Aboriginal Affairs NSW has allocated $1 million for the Aboriginal Affairs NSW Cultural Grants Program in 2022-2023.

The program closes at 5pm on Friday, 14 April 2023 or before this date if all funds are expended.

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

Applicants can apply for grants from $500 to $20,000.

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

Not necessarily. Partial funding may be offered to applicants so there is a wider and more equitable distribution of funds across communities. Partial funding may also be offered if part of an applicant’s activities are ineligible for funding; for example, if it 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.

## What is considered minor equipment for the purpose of this program?

Minor equipment is anything that will become an asset to the organisation. Some examples of equipment are:

* Office equipment – laptops, desktops, and printers
* Camping equipment – tents, barbeques, and trailers
* Gardening equipment – mowers, whipper snippers and ride-ons.

If you are purchasing minor equipment, your application should identify who has control of the asset after the life of the project.

## Can funding be used to cover remuneration costs for sole traders?

## Yes, for eligible Aboriginal sole traders, up to 10% of the approved funding amount can be used to cover remuneration costs for the project.

## What will not be funded?

Funding cannot be used for:

* costs for individual sporting teams or cultural groups to attend competitions or events
* capital costs – any type of building, construction, major equipment or capital works including renovations to a building, housing-related costs or the purchase of land
* purchase of vehicles
* wages and salaries and on-costs for ongoing staff
* sitting fees, travel allowance or costs associated with membership of boards/councils
* activities that may create an ongoing dependency on cultural grant funding, such as funding that is required over multiple years
* costs that are not directly associated with the delivery of the project
* activities related to the NSW Aboriginal Rugby League Knockout, which has a separate funding program
* activities related to NAIDOC week events, which has a separate funding program
* international travel costs (proposals for domestic travel costs need to demonstrate the benefits of travel to the project, organisation and community)
* operational and business-as-usual costs.

**Should I include GST in my budget?**

No. Your budget in the application form should exclude GST. Include the 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. If your organisation is not registered for GST, you will only be paid the grant amount.

## 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 only 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?

Aboriginal Affairs NSW Cultural Grants funding, where possible, is distributed to small, community based Aboriginal owned and controlled organisations. Cultural Grants funding will be allocated into 2 separate streams:

**Stream 1** – $700,000

For small, community-based Aboriginal-owned and controlled organisations, unincorporated groups and businesses. These organisations represent or service a specific Aboriginal community or language group, or a group of communities connected geographically.

**Stream 2** – $300,000

For larger regional and statewide organisations. These are organisations with a statewide or national presence, and regional organisations with significant numbers of paid staff.

AANSW reserves the right to roll funding into one stream if 60% of the allocated funding pool in either stream has not been awarded by 31 January 2023.

To be eligible for funding your organisation must be a legal entity located in NSW, or working with Aboriginal Communities in NSW, and able to enter into a funding agreement with Aboriginal Affairs NSW

**Eligible applicants must be:**

* an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
* a company incorporated in Australia under the *Corporations Act 2001* (Cth)
* a Local Aboriginal Land Council under the *Aboriginal Land Rights Act 1983* (NSW)
* an Incorporated Association (incorporated under state legislation, and commonly have 'Association' or 'Incorporated' or 'Inc' in their legal name)
* an Incorporated Cooperative (incorporated under state legislation, and commonly have ’Cooperative' in their legal name)
* an incorporated trustee on behalf of a trust.
* an unincorporated Aboriginal community group with an eligible auspice.
* An Aboriginal business or sole trader whose primary business activity relates to cultural expression or revitalisation (noting projects must not be profit making in nature)

Applicants must be delivering a service to Aboriginal communities within NSW and have public liability insurance of at least $10 million per claim or be willing to purchase it as part of the project budget.

Applicants **not** eligible for funding are:

* individuals
* non-Aboriginal groups or organisations
* federal and State Government agencies and bodies, including NSW Public Schools and hospitals
* for-profit organisations, including Aboriginal businesses (exception for certain Aboriginal sole trader businesses)
* unincorporated organisations or groups without an eligible auspicing organisation
* organisations that have not met project requirements, including acquittal and reporting, for any grant funding received from Aboriginal Affairs NSW in the previous two years.
* organisations with redress sanctions as described in the National Redress Scheme

## 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 Aboriginal 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.

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

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

Unincorporated groups must be Aboriginal community groups – that is, they must be led by Aboriginal people. If an unincorporated Aboriginal group wishes to apply for the Aboriginal Affairs NSW (AANSW) Cultural Grant Program 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.

Unincorporated Aboriginal groups that are unable to partner with an eligible auspice organisation should contact their nearest AANSW regional office to discuss the application.

**I am an Aboriginal sole trader, can I apply?**

Yes. Aboriginal Sole Traders are eligible to apply for funding where your primary business activity relates to cultural expression or revitalisation.

Projects applied for through the AANSW Cultural Grants Program must not be profit-making in nature.

## 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 event 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?

Applicants are encouraged to contact their nearest Aboriginal Affairs NSW Regional Office to discuss their project.

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 submit when all fields have been completed, hit submit.

Applicants can also choose to submit a video response to application questions on project objectives and outcomes. For more information on this option, please see ‘Can I answer questions with a video or audio recording?’

## 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 Aboriginal Affairs NSW (AANSW) Cultural Grants Program online including the applications, grant management and communications.

## Why is the application process online?

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

## How do I apply online?

You will need to register in the [SmartyGrants](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.

## 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.

While [SmartyGrants](https://aboriginalaffairs.smartygrants.com.au/) does try to ensure backwards compatibility with older versions, there may be some limitations

## 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://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.aboriginalaffairs.nsw.gov.au%2Fgrants%2F2021-2022-cultural-grants%2F&data=04%7C01%7CKate.Butler%40aboriginalaffairs.nsw.gov.au%7C00e243299ef940527f7f08d9bf84d6d0%7C1ef97a68e8ab44eda16db579fe2d7cd8%7C0%7C0%7C637751399517093268%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=Du0gfTWzqCLWGiLouDNj4ikwqAx3tVLvsSA2QtwZEUk%3D&reserved=0) 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. Remember to save your application regularly.

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

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

Yes. You can choose to respond to questions about your project objective and outcomes by uploading a short video or audio recording of yourself or other members of your organisation reading the questions and answers aloud.

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

You will still need complete **mandatory questions** about your eligibility and organisation in the 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. Please contact your nearest Regional Office for assistance.

## 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 camera
* style – are you answering the questions or is someone interviewing you?
* the quality – is it visually 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.**

## Can I review what I have written online?

Yes, before submitting your application you can review what you have written. You will not be able to change any part of the application once submitted, so please ensure you review it before you submit.

## 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 which confirms 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. It will be sent to your nominated email address. Please keep it in a safe place as part of your records, as you may need to refer to it later. You can also access a copy of your application through the ‘**My Submissions’** area once you have logged into the online system.

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

A Step by Step Guide is available to help you complete the application form. You can also get help by contacting the AANSW Regional Offices listed at the end of this document.

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

Bank account details are required at application stage to reduce delays with payments.

You will need to complete a funding agreement and provide an invoice if your application is successful. AANSW will provide you with an invoice template showing the information required for us to process your payment and the funds will then be paid to your nominated bank account.

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

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](https://aboriginalaffairs.smartygrants.com.au/) system.

## What about our 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 regarding 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 to whom it may apply.

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

## What happens after my application has been submitted?

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

## When will I know the outcome?

Applicants will be notified of the outcome of their applications within eight weeks of submitting an application.

Due to the assessment process, **your project start date should be eight weeks after the date you submit your application.**

Please contact your nearest AANSW Regional Office if your planned project start date is less than eight weeks from when you will submit your application.

## How will I find out the outcome?

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

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

## Can I submit more than one application for funding?

An organisation can only receive one grant from the 2021-2022 Cultural Grants Program.

Auspicing organisations may auspice grants for more than one organisation.

**If my application is unsuccessful can I resubmit it during the opening period?**

No. However, you may wish to make an application for a different project.

You will receive feedback if your application is unsuccessful, and we encourage you to contact your nearest AANSW Regional Office for assistance with your new project application.

# More information

## Who do I contact for further information?

For any questions regarding the AANSW Cultural Grants Program, please contact your nearest AANSW Regional Office on the phone numbers below:

|  |  |
| --- | --- |
| Batemans Bay 02 8575 1037 | Bourke 02 9228 5224 |
| Tamworth 02 8575 1172 | Dubbo 02 8575 1073 |
| Coffs Harbour 02 8575 1068 | Newcastle 02 9273 3968 |
| Broken Hill 02 9228 5224 | Greater Sydney 02 8575 1105 |