Frequently Asked Questions

# Aboriginal Affairs NSW 2022 Community Local Infrastructure Recovery Package - Aboriginal Priority Needs Program (CLIRP – APNP)

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| --- | --- | --- |
|  | Applications Open | Applications Close |
| Stream 1 | Friday 14 October 2022 | 5pm Friday 2 December 2022 |
| Stream 2 | Friday 14 October 2022 | 2pm Friday 11 November 2022 |
| Stream 3 | Friday 14 October 2022 | 5pm Friday 9 December 2022 (or earlier if fully allocated) |

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 [Guidelines](https://www.aboriginalaffairs.nsw.gov.au/media/website_pages/grants/2022-clirp-aboriginal-priority-needs-program/2022-CLIRP-APNP-Operational-Guidelines-23-November.docx) and online application form in SmartyGrants.

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

*\*Information updated on 31 October 2022*

*\*\*Information updated on 17 November 2022*

Program Information

What are the assessment criteria for the Aboriginal Affairs NSW CLIRP – APNP?

Assessment will be based on the following criteria:

* Demonstrated consistency with the Program purpose
* Project activities directly related to directly damaged community infrastructure in the 17 LALCs across the targeted 8 LGAs
* Capacity of applicant to deliver the proposed project activities
* Ability to commence proposed project activities within six months from announcement.

To ensure consistency with the Program purpose, project activities must demonstrate how they contribute to one or more of the following:

* Basic social, cultural, and recreational amenity to local Aboriginal communities
* Help support or safeguard community cohesion
* Support the delivery of social support networks.

What is the opening and closing dates to apply for funding?

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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.

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 project completion. Aboriginal Affairs NSW will send all recipients an email reminder before this report is due.

Aboriginal Affairs NSW requires applicants to provide proof of expenditure of grant funds, such as copies of invoices and receipts for purchases, as a minimum. Recipients may also provide photos, media coverage, links to video clips, etc, where relevant to demonstrate project outcomes.

If Aboriginal Affairs NSW is not satisfied with the information provided, we may ask for additional information to demonstrate that the Community Local Infrastructure Recovery Package 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 Aboriginal Affairs NSW Grants for the next two years.

Funding

Will all applicants receive funding?

This is a non-competitive program, where eligible organisations are invited to apply. The applications are assessed against the criteria for the relevant stream, not competitively against other applications. Successful applications will be those that meet the eligibility criteria and sufficiently address the assessment criteria.

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

**Stream 1:** Eligible Local Aboriginal Land Councils will be invited to submit an application for funding up to $150,000.

A total of $2.55 million will be allocated to stream 1. Any unallocated funding from this stream will be made available under stream 3.

**Stream 2:** The NSWALC will be invited to apply for funding up to $450,000 to provide capacity support to eligible Local Aboriginal Land Councils.

A total of $450,000 will be allocated to stream 2.

**Stream 3:** Eligible Local Aboriginal Land Councils will be invited to submit proposals for funding to address priority capital and infrastructure works identified through the Asset Damage Assessment.

A total of $3 million will be allocated to stream 3. Any unallocated funding from streams 1 and 2 will be made available under this stream.

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 purchase of gift cards for workshop participants.

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 will not be funded?

Examples of what funding **cannot** be used for in each Stream:

**Stream 1:**

* Costs that have already been covered or claimed under insurance or from other Australian or NSW government programs
* Repayment of existing debts or budget deficits
* Financing of budget deficits or insurance.

**Stream 2:**

* Administrative, overhead, operational and/or maintenance costs not related to the project
* Business as usual and/or commercial activities
* Salary/wages and on-costs for existing, budgeted employees.

**Stream 3:**

* Costs that have already been covered or claimed under insurance or from other Australian or NSW government programs
* Repayment of existing debts or budget deficits
* Financing of budget deficits or insurance.

For more information on what cannot be funded please see the [Program Guidelines](https://www.aboriginalaffairs.nsw.gov.au/media/website_pages/grants/2022-clirp-aboriginal-priority-needs-program/2022-CLIRP-APNP-Operational-Guidelines-23-November.docx) .

Can we purchase merchandise such as clothing, bags, flags and hats with CLIRP – APNP funds?

No, please see the [Program Guidelines](https://www.aboriginalaffairs.nsw.gov.au/media/website_pages/grants/2022-clirp-aboriginal-priority-needs-program/2022-CLIRP-APNP-Operational-Guidelines-23-November.docx)  for more information on what can be funded.

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

The budget cannot include:

* Administrative, overhead, operational and/or maintenance costs not related to the project
* Salary/wages and on-costs for existing, budgeted employees (unless formally appointed to temp project delivery role).

For more information on what cannot be funded please see the [Program Guidelines](https://www.aboriginalaffairs.nsw.gov.au/media/website_pages/grants/2022-clirp-aboriginal-priority-needs-program/2022-CLIRP-APNP-Operational-Guidelines-23-November.docx)

\*\*We have already undertaken an Asset Damage Assessment, will this impact our funding?

If you have already completed an Asset Damage Assessment you will not need to allocate an amount in your budget to complete another one. You can use all your funding through Stream 1 (up to $150,000) to undertake any minor, high-priority infrastructure/capital works projects that are urgent or have high social value, and any planning for longer-term infrastructure works that are expected to be considered as part of the Essential Community Assets Program.

What are GST implications for my grant?

CLIRP – APNP payments from Aboriginal Affairs NSW will include GST if the applicant is eligible to receive GST.

However, it is the applicant’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.](https://www.ato.gov.au/)

Eligibility

Who can apply?

Eligible applicants are the NSW Aboriginal Land Council and eligible Local Aboriginal Land Councils under the Aboriginal Land Rights Act 1983 (NSW). Eligible Local Aboriginal Land Councils are those who own Aboriginal community infrastructure located in the following Local Government Areas:

* Ballina
* Byron
* Clarence Valley
* Hawkesbury
* Kyogle
* Lismore
* Richmond Valley
* Tweed

Other Local Aboriginal Land Councils are not eligible to apply. A map including LGA and LALC boundaries in NSW is available via the NSW Aboriginal Land Council website [here](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Falc.org.au%2Fwp-content%2Fuploads%2F2020%2F04%2Fstate-alc-2013.jpg&data=05%7C01%7Cmichael.cain2%40aboriginalaffairs.nsw.gov.au%7C2c4a85b1e9ae4ede065e08dab7b3faa8%7C1ef97a68e8ab44eda16db579fe2d7cd8%7C0%7C0%7C638024280887675216%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=foIhgyfTnGkmSp6NARNZAPbU6WTZ9kI%2B1jvAt%2BZBcYM%3D&reserved=0).

### \* Is impacted Aboriginal community infrastructure that is located outside of the eight eligible LGA boundaries eligible for CLIRP - APNP funding?

No. To be eligible for CLIRP - APNP, the asset being repaired, restored or bettered (or in the case of stream 1 the subject of an Asset Damage Assessment) must be located within the boundaries of the 8 eligible Local Government Areas.

Applicants must be located in NSW and will be required to provide a copy of their current Certificate of Currency with public liability of at least $10 million per claim.

Who cannot apply?

Examples of entities which will **not be** eligible to apply for funding are:

* Any Local Aboriginal Land Council who doesn’t own infrastructure located in one of the eight targeted LGAs
* 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
* Unincorporated organisations
* Organisations with redress sanctions as described in the National Redress Scheme.

Why aren’t all flood affected LGAs eligible for funding?

The 2022 Community Local Infrastructure Recovery Package – Aboriginal Priority Needs Program provides funding to support Local Aboriginal Land Councils responding to the immediate priority recovery needs of Aboriginal communities **most affected by the February – March 2022 floods.**

It is currently anticipated that the Essential Community Asset Program – Aboriginal-owned Asset Program (administered by Regional NSW) is likely to open in November 2022 that will make up to $44 million available for flood impacted regions.

What project activities can be funded?

The following are examples of the types of project activities that may be funded under the CLIRP – APNP:

**Stream 1:**

* Minor non-fixed items that were impacted during the floods that were not otherwise insured but served a community purpose
* The delivery of eligible projects, including administration costs and project management costs not exceeding 20 per cent of the requested funding
* Repair and/or replacement (rebuild) works directly related to storm and flood damage that has not yet commenced.

**Stream 2:**

* The delivery of eligible projects, including administration costs and project management costs not exceeding 20 per cent of the requested funding.
* Salary/wages and entitlements for non-ongoing employees specifically engaged for the projects
* Projects that specifically support the capacity of Local Aboriginal Land Councils to administer funds provided under stream 1 and stream 3 of this program.

**Stream 3:**

* The delivery of eligible projects, including administration costs and project management costs not exceeding 20 per cent of the requested funding
* Repair and/or replacement (rebuild) works directly related to storm and flood damage that has not yet commenced
* Salary/wages and entitlements for non-ongoing employees specifically engaged for the projects

For more information on what can be funded please see the [Program Guidelines](https://www.aboriginalaffairs.nsw.gov.au/media/website_pages/grants/2022-clirp-aboriginal-priority-needs-program/2022-CLIRP-APNP-Operational-Guidelines-23-November.docx)

\* Can CLIRP - APNP funding be used to treat mould?  
  
Mould would be eligible as a ‘restoration’ project if there is evidence of it being directly caused by the 2022 February/March severe weather and flood events.

\*\*Can we be reimbursed for work already completed to address damage caused by the February – March 2022 flooding/storm event?

Yes, if you’re an eligible LALC that has already completed work on an eligible asset due to damage caused by the February – March 2022 floods/storm event retrospective funding can be granted, however the application must still meet all relevant criteria under the [Program Guidelines.](https://www.aboriginalaffairs.nsw.gov.au/media/website_pages/grants/2022-clirp-aboriginal-priority-needs-program/2022-CLIRP-APNP-Operational-Guidelines-23-November.docx)

\*\*Will our application be impacted if we can’t source a quote before the grant closes?

Supporting documents such as quotes are a requirement to be able to submit your application and meet eligibility. If quotes cannot be sourced in time due to the high demand of labour, you can instead attach an email/letter reflecting this and outline your commitment to provide the quotes at a later date. If available, you can also include quotes from similar projects completed recently and industry standard costs. Once quotes are obtained please email them to AANSW at grants@aboriginalaffairs.nsw.gov.au immediately to be attached to your application.

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 CLIRP – APNP project delivery.

Application Process

Can I submit more than one application for funding?

The eligible Local Aboriginal Land Councils can apply once in Stream 1 and once in Stream 3. Only one application needs to be completed for each project. However, if the project will be taking place at several locations, a separate application will be needed for each event.

Will late applications be considered?

In exceptional circumstances, applications submitted after the deadline may be accepted at the sole discretion of AANSW and only where AANSW is satisfied that the acceptance of the late application would not compromise the integrity of the process. Exceptional circumstances will be considered on their merits and in accordance with probity principles. If your organisation is affected by exceptional circumstances, contact Aboriginal Affairs NSW to advise of the circumstances as soon as possible and be able to provide detail and evidence of the exceptional circumstance.

What is SmartyGrants?

SmartyGrants is a user-friendly web-based grant management system. It enables Aboriginal Affairs NSW to oversee the whole CLIRP – APNP Grants program online including the applications, grant maintenance 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 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 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, you only need an internet browser and an internet connection.

SmartyGrants 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. You can use the computer at your local library, seek assistance from your Local Council or your local Aboriginal Affairs NSW office.

As a last resort hard copy application forms can be requested from Aboriginal Affairs NSW and completed. They need to be provided back to Aboriginal Affairs NSW 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, 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 multiple sessions. 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 lodge 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 review it before.

Will I receive a confirmation email that 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. The confirmation email will be sent to your nominated email address so please keep Aboriginal Affairs NSW 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 at a later date. 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 at a later date. 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?

You can get help by looking at the information posted on the SmartyGrants website, it contains a document with instructions on how to complete your application online. You can also get help by contacting the Aboriginal Affairs NSW 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 delay in payments. If your application is successful and you have completed the funding agreement the funds will be paid automatically to your nominated bank account.

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 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?

Approximately four weeks after you submit your application.

How will I find out the outcome?

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

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

More Information

Who do I contact for further information?

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| --- |
| Contact us |
| For any questions regarding the Aboriginal Affairs NSW CLIRP - APNP, please contact your nearest Aboriginal Affairs NSW regional office on the phone numbers below:  **T:** Coffs Harbour 02 9228 4852  Sydney 02 8575 1105  **E:** [grants@aboriginalaffairs.nsw.gov.au](mailto:grants@aboriginalaffairs.nsw.gov.au)  **W:** [www.aboriginalaffairs.nsw.gov.au](http://www.aboriginalaffairs.nsw.gov.au) |