Frequently Asked Questions FAQs

Frequently Asked Questions

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

Contents

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Program Overview

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

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

What are the program objectives?

The Community and Place Grants Program aims to support one-off projects including programs, equipment, vehicles, and infrastructure. Projects will be developed by local Aboriginal communities and with local community support to drive change and deliver tangible community outcomes against the 17 socio-economic targets of Closing the Gap.

More information on the Closing the Gap socio-economic targets can be found on the AANSW website here.

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

EXPRESIONS OF INTEREST OPEN: 2 October 2023

EXPRESSIONS OF INTEREST CLOSE: 10am 30 October 2023

FULL APPLICATIONS OPEN: 04 December 2023

FULL APPLICATIONS CLOSE: 10am, 29 January 2023

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

Information on the National Agreement, Priority Reforms and the 2021-22 NSW Implementation Plan are available on the Aboriginal Affairs NSW website here

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

Assessment will be based on the following criteria:

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

What is the Expression of Interest period?

The Expression of Interest opening period provides an opportunity for interested applicants to be considered for projects based on merit.

Expression of Interest applications will ask minimal questions, however, will still require the applicant to provide enough information relating to the assessment criteria for assessors to determine project eligibility.

Do I have to submit an Expression of Interest to be considered?

Yes. All applicants must submit an Expression of Interest to be considered.

Applicants who are successful in their Expression of Interest submission will be invited to apply for funding via email and will be required to complete a full application form including supporting documentation.

Please note: an invitation to apply does not guarantee that funding will be awarded. Applications with the highest scores are more likely to be funded.

How will my application be assessed?

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

The assessment of applications under the Community and Place Grants Program will be undertaken as follows:

Stage One – Expression of Interest Application

Expression of interest (EOI) applications will be initially reviewed by Aboriginal Affairs NSW staff for applicant eligibility and community need.

A panel comprised of Senior Officers from Aboriginal Affairs NSW and across NSW government will review all EOIs and complete a merit assessment on program alignment.

Recommendations from the EOI stage will be approved by the Deputy Secretary for Aboriginal Affairs NSW.

Stage Two – Full Grant Application

Full grant applications will be assessed by AANSW Regional Teams and an assessment officer from Aboriginal Affairs NSW, based on the following assessment criteria:

- Alignment with Community and Place Objectives
- Demonstrated local Aboriginal community support
- Organisational capacity
- Value for Money

A panel comprised of Senior Officers from Aboriginal Affairs NSW and across NSW government will review all applications and provide final recommendations to the final decision maker.

Ineligible and unsuccessful applicants will be notified in writing.

The Minister for Aboriginal Affairs and Treaty is the final decision-maker for funding. The Minister will consider the recommendations of the assessment panel in this decision-making.

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

Part funding may be offered where an application includes ineligible activities or budget items.

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

What is local for the purpose of the grant?

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

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

What does evidence of local community support mean?

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

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

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

What is the grant acquittal process?

It is a condition of funding that all recipients must complete a Project Completion and Acquittal Report online in SmartyGrants within 21 days of the completion of the event or activity. AANSW will send all recipients an email reminder before this report is due.

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

If AANSW is not satisfied with the information provided, we may ask for additional information to demonstrate that the grant funds have been spent in accordance with the terms of the funding.

If the acquittal is not completed within the required timeframe, you will not be eligible to apply for AANSW grants until such time this submitted with the project deemed complete by AANSW.

What is Aboriginal Cultural and Intellectual Property?

Aboriginal Affairs NSW has developed an Aboriginal Cultural and Intellectual Property (ACIP) Protocol that aims to build awareness and respect for Aboriginal culture. The Protocol sets a standard for how Aboriginal Affairs NSW engages with Aboriginal people and communities in regard to their cultural and intellectual property and what we expect from the organisations we fund.

Any Aboriginal Cultural or Intellectual Property submitted in a grant application to Aboriginal Affairs NSW remains the property of the relevant community organisation or Aboriginal person. Aboriginal Affairs NSW will not distribute or communicate any ACIP contained in SmartyGrants and agrees to respect the cultural protocols of the Aboriginal people it may apply to.

More information on ACIP, including the Protocol is available on our website.

Funding

How much can I apply for?

One application can be submitted per organisation to a maximum of $250,000.

Can an applicant submit more than one application?

No. Applicants can only submit one application across the Program.

Can separate NSW ACCOs apply as a consortium for the one project, either as a joint application for up to $250,000 each, or through separate applications for up to $250,00 each?

While joint applications that would create a project requiring funding greater than $250,000 are not eligible, organisations may submit individual applications for up to a maximum of $250,000 each, to deliver separate projects which may have mutually beneficial outcomes. These applications must demonstrate that, although each project may be mutually beneficial with other projects that have applied, they are not co-dependent on those other projects for success. Each application will be individually assessed on its merit and competitively ranked against the program criteria.

What types of activities can be funded?

Category 1 - Programs

- Health, cultural well-being, skills development programs for Aboriginal community members
- Delivery of programs or services, for example; on-Country programs and traditional knowledge sharing,
- Local Aboriginal community events or workshops

Category 2 - Infrastructure

- Construction of new infrastructure to support the delivery of programs and/or services to the local Aboriginal community
- 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

Category 3 - Equipment and Vehicles
- Purchase of vehicles for the purpose of reaching a community need and supporting essential services and programs (e.g; a bus to take children to day care where no other transport is available)
- Upgrades of technology and access to programs and services
- Upgrades of equipment for programs, services, cultural activities and events

Will all applications receive funding?

No. The application process is competitive for the limited funding available. Successful applications will be those that meet the eligibility criteria and best address the assessment criteria.

Can applicants apply in all categories?

Yes, applicants can submit one application across multiple categories.

In the event any one of the funding category allocations are exhausted projects may receive partial funding.

Alternatively, the balance of funds could be obtained from other sources.

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

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

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

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

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

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

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

What will not be funded?

Funding **cannot** be used for:

- State-wide projects.
- Projects in a community outside NSW.
- Wages, salaries, and on-costs for ongoing staff.
- Sitting fees, travel allowance, or costs associated with membership of boards/councils.
- International travel costs. Proposals for domestic travel costs need to demonstrate the benefits of travel to the project, organisation, and community.
- Activities that may create an ongoing dependency on Community and Place Grants Program, i.e., funding over multiple years.
- Costs that are not directly associated with the delivery of the project that is funded by the grant.
- 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 of 1 July 2024.
- Costs to cover existing debts or budget deficits.
- General operational or business as usual costs.
- Maintenance or construction of residential infrastructure.
- Cost of project items that have already received grant funding, including through Community and Place Round 1.

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

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

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

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

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

- the role relates directly to the delivery of the project
- Ongoing staff who have been seconded to the role for the purpose of the project

- Staffing and contractor costs do not exceed the duration of the project

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

Can funding be used for planning and development application costs?

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

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

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

Can grant funds be used for administration fees?

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

Can funding be used for works related to housing?

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

Do I need to provide quotes for the project?

For budget line items that are over $5,000 and are external purchases, quotes are required to assess value for money, particularly for purchase of equipment, vehicles, and capital works

Applicants are strongly encouraged to upload any other quotes, where relevant, with their application to substantiate their project budget. Quotes should align and substantiate the main items of expenditure to be funded with your grant application.

The project budget should be presented by major line items and in enough detail for assessors to consider it within the competitive assessment process. To support the completion of your grant application project budget, a completed project budget sample can be viewed here.

Should I include GST in my budget?

No. Your budget in the application form should exclude GST. Include costs of all budget items without the GST that would be payable.

If your application is successful and your organisation or the auspice organisation is registered for GST, you will be paid GST in addition to the approved grant funding.

What are GST implications for my grant?

If your application is successful and your organisation or the auspice organisation is registered for GST, you will be paid GST in addition to the approved grant funding. If your organisation is not registered for GST, you will be paid the grant amount.

It is the recipient organisation's responsibility to comply with any taxation liability that may arise in the delivery of the project. For more information, visit the Australian Tax Office website.

Eligibility

Who can apply?

To be eligible for an Aboriginal Affairs NSW Community and Place Grant you must:

- Be an Aboriginal and or/Torres Strait Islander Community Controlled Organisation (ACCO);

OR

- Be an unincorporated Aboriginal community group with an eligible auspice organisation.

Applicants or their auspice organisation must:

- Be an eligible legal entity located in NSW, and able to enter into a funding agreement with Aboriginal Affairs NSW Premier's Department, have an Australian bank account, and an Australian Business Number (ABN);
- Have public liability insurance of at least $10 million per claim or include the cost of insurance within their application.

Aboriginal and/or Torres Strait Islander Community-Controlled Organisation

For the purpose of this grant an Aboriginal and/or Torres Strait Islander Community-Controlled Organisation delivers services, including land and resource management, that build the strength and empowerment of Aboriginal and Torres Strait Islander communities and people, and is:

- Incorporated under relevant legislation;
- Not-for-profit;
- Controlled and operated by Aboriginal and/or Torres Strait Islander people;
- Connected to the community or communities in which they deliver the services; and
- Governed by a majority Aboriginal and/or Torres Strait Islander governing body.

Applicants will be required to provide documentation to support their ACCO status.

Unincorporated Aboriginal Groups

Incorporated Aboriginal Groups must be Aboriginal community groups – that is, they must be led by Aboriginal people.

Eligible Auspice Organisations

An auspice organisation must be a not-for profit organisation of one of the following:

- 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

AANSW has an eligibility check form to assist you [here](#)

Who cannot apply?

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

- Individuals
- Incorporated not-for-profit organisations not controlled or operated by Aboriginal and/or Torres Strait Islander people.
- Unincorporated groups which are not led by Aboriginal people
- Federal, State and local Government agencies and bodies
- NSW public schools

- For-profit organisations, including Aboriginal businesses
- Unincorporated Aboriginal organisations or groups without an eligible auspicing organisation
- Organisations that have not met project requirements, including acquittal and reporting for grant funding received from AANSW in the previous two years
- Organisations with redress sanctions as described in the National Redress Scheme

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

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

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

Should I apply for planning approval before applying for funding?

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

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

This can include:

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

If a DA is not required for your project, we encourage you to provide evidence from your Local Council that this is not required.

Please note: Development and Crown Land approvals can be a lengthy process, taking up to two years in some instances. If you do not already have these approvals, it may be unlikely your project will be completed within the time frame allowed by the program (delivery between January 2024 – December 2024). Failure to deliver a project within the time frame may result in your grant offer being withdrawn.

Note also that 'capacity to deliver' is one of the merit assessment criteria for this program, and you should therefore aim to clearly demonstrate how your project will be delivered in the required timeframe (January 2024 – December 2024).

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

Do I need authorisation from the land or property owner?

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

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

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

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

Please obtain the relevant approval for your project to proceed or complete the Property/Landowner's Consent template on our website and

submit with your application.

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

Yes, provided that the works funded with the Community and Place Grants Program grant are a new project stage that does not commence before 1 July 2024 and will be completed by 30 June 2025.

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

Can organisations make a joint application or a 'partnership' application?

Yes. If you are applying as part of a partnership arrangement, one of the organisations in the partnership will need to take the lead role in the project and apply for the grant. If the project is successful, the Funding Agreement will be with the applicant organisation.

If your organisation or group is unincorporated but wishes to apply for a grant, your organisation will need to enter an auspicing agreement with an eligible organisation. This auspicing organisation will need to apply for the grant and the Funding Agreement will be with this auspicing organisation. The unincorporated organisation will be listed as a project partner in the application.

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

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

What is an Auspice organisation?

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

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

My organisation already receives government/private/philanthropic funding. Can I still apply?

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

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

Are there any insurance requirements?

Yes. The applicant organisation must be covered by Public Liability insurance of up to $10 million. The insurance cover must be valid for the entire duration of the project.

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

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

Application Process

What is the application process?

To apply for funding, you will need to complete and submit the expression of interest application form through our secure online grants system, SmartyGrants at https://aboriginalaffairs.smartygrants.com.au/

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

Those who are successful in the EOI process will be invited to submit a full application via Smarty Grants.

AANSW will have a panel of assessors to review each application and outcomes will be provided to applicants in May 2024

What is SmartyGrants?

SmartyGrants is a user-friendly web-based grant management system. It allows AANSW to oversee the whole Community and Place Grants Program online, including the applications, grant management and communications.

Why is the application process online?

Applying online means we can reduce the program's reliance on paper and need for applicants to print documents. It utilises available technology and makes the application process simpler and quicker.

How do I apply online?

You will need to register in the SmartyGrants 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.

Will you accept late applications after the program closing date?

Late submissions will not be considered or accepted unless AANSW determines, at its sole discretion, that it is in the interests of the fairness of the program to accept the late submission. A late submission must have already been commenced by the applicant prior to the round closing date and time, and a request for late submission must be received by AANSW no later than one hour after the round closing date and time.

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.

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](#) for applicants available on our website which includes a PDF version of the application form.

In addition, once you register in SmartyGrants you will be able to download a copy of the application form.

Do I need to complete my application in one session?

No. You can complete your application in multiple sessions, just remember to save your application regularly.

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

Can I answer questions with a video or audio recording?

Applicants can choose to submit a video response to Expression of Interest application project questions.

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

You will still need complete all other eligibility and applicant details in the online application form.

Do I need professional equipment to record my answers?

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

AANSW staff are available to support you with recording and preparing a file for upload if required.

How do I record my answers on video or audio?

When planning to record your video or audio response think about:

- Location and background.
- Equipment – mobile phone or computer

- Style – are you answering the questions or is someone interviewing you?
- The quality – is it clear and easy to hear?
- Practicing getting more comfortable and natural in front of the camera or microphone
- Watching the video or listening to the recording and make notes on where you can improve responses
- **Ensure you have a copy of the application form and that you answer all the questions.**

Can I review what I have written online?

Yes., Before submitting your application you can review what you have written. You will not be able to change any part of the application once submitted.

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

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

The confirmation email will be sent to your nominated emailaddress so please keep AANSW updated if your contact details change. This confirmation email will contain your application's unique ID or reference number, as well as a copy of your application. Please keep this in a safe place as part of your records, as you may need to refer to it later. If you have any questions regarding your application, you will need to quote your application's unique ID number.

Will I get a copy of my application once I have submitted it online?

Yes. It will be attached to the confirmation email you will receive via your nominated email address. Please keep it in a safe place as part of your records. You can also access a copy of your application through the '**My Submissions'** area once you have logged into the online system.

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

A Step by Step Guide is available to help you complete the application form. You can also get help by contacting Aboriginal Affairs NSW Community Investments Team.

Phone: 1800 019 998

Email: grants@aboriginalaffairs.nsw.gov.au

What supporting documents are required?

Requirement	Criteria	Documents
Mandatory (Required at Stage One)	Evidence of the applicant organisations ACCO Status	This can include any of the following: • Certificate of ORIC registration • Constitution or Rule book indicating governance structure
Mandatory (Required at Stage Two)	Evidence of local Aboriginal Community Support	• Letters from local Aboriginal community members and organisations • Evidence of local Aboriginal community involvement in project development (e.g., Community Working Party arrangements, community feedback sessions, etc).
Mandatory (Required at Stage Two)	Public liability insurance	• Certificate of currency Or • Budget includes the purchase of Public liability insurance
Recommended (Required at Stage Two)	Project Plans	• A detailed plan showing the life of your project from planning through to completion. *Planning templates are available on our website*
Mandatory (Required at Stage Two)	Quotes	• Quotes from external suppliers for budget items over $5,000.
Mandatory (Required at Stage Two)	Evidence of Development Application (DA) Lodgement (for projects including capital works)	• Includes email confirmation of application being lodged with your local Council.
Mandatory (Required at Stage Two)	Landowner consent (for projects including capital works)	

Is there a budget template to assist with my application?

Yes. A budget template can be found on AANSW Community and Place Program web page, or you can access a copy here.

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

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

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

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

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

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

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

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

A Step by Step Guide has been developed to show you how to complete the application questions for each separate stream.

What happens after my application is submitted?

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

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

For projects with end dates later than 31 December 2024, you will be required to complete a progress report for the period up to 31 December 2024 as well as an acquittal report 21 days after project completion.

For projects with end dates prior to 31 December 2024, you will be required to complete an acquittal report 21 days after project completion.

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

How will I find out the outcome?

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

How long will it take before I get an outcome?

Applicants will be notified of the outcome of their application in May 2024. This is subject to Ministerial approval.

Will I receive feedback on my application?

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

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

For any questions regarding the program, please contact your nearest AANSW Community Investments team via email grants@aboriginalaffairs.nsw.gov.au