

2019 NAIDOC GRANT FUNDING ROUND

Instructions for submitting applications

The Department of the Prime Minister and Cabinet (the Department) invites eligible applicants to submit applications for NAIDOC grant funding under the Culture and Capability Program of the Indigenous Advancement Strategy (IAS).

The NAIDOC grant funding round aims to support activities being held during **NAIDOC Week 2019 (7-14 July)** that celebrate Aboriginal and Torres Strait Islander histories, cultures, achievements and continuing contributions to our country and society.

This application kit provides key information to assist applicants to complete the application form and should be read in conjunction with the IAS Grant Guidelines. An application form and draft project agreement can be found on the Grant Connect website at <https://www.grants.gov.au/> or on the [Department's website](http://www.pmc.gov.au/indigenous-affairs) at www.pmc.gov.au/indigenous-affairs.

The Department may amend this application kit from time to time and will provide reasonable notice of these amendments.

Applications Close:

Applications are to be submitted by **Monday 25 February 2019 at 5:00 pm (AEDT)**.

Submission Details:

Applications should be completed online. If you have difficulties completing or submitting the online form contact the local PM&C Regional Network Office for assistance. Contact details for PM&C Regional Network offices are provided at Annexure 2 of the IAS Grant Guidelines that can be found on the Grant Connect website at <https://www.grants.gov.au/> or on the [Department's website](http://www.pmc.gov.au/indigenous-affairs).

Enquiries:

All enquiries relating to applications for this grant funding should be directed:

By email to NAIDOCgrants@pmc.gov.au OR

By phone to the PM&C Regional Network on 1800 079 098.

If you are experiencing technical difficulties with completing the Application Form, read the Application Form Tips and Tricks for Applicants, at PART F of this document.

PART A – GENERAL INFORMATION FOR APPLICANTS

A1 Funding for the grant funding process

The Department provides grant funding for Aboriginal and Torres Strait Islander communities and organisations to partly or fully meet the costs of local or regional NAIDOC activities across Australia.

The Department has committed \$1.4 million for NAIDOC grants in the 2019.

To ensure a national coverage of NAIDOC grants, funding is allocated across the twelve PM&C regions based on ABS data of Aboriginal and Torres Strait Islander population levels.

The 2019 funding allocations are:

State	Regional Office coverage	Amount Allocated
NSW	Eastern New South Wales	229,040
NSW	Western New South Wales	118,160
VIC/TAS	Victoria/Tasmania	130,200
QLD	South Queensland	116,200
QLD	Far North Queensland	68,740
QLD	Gulf and North Queensland	76,860
SA	South Australia	170,800
WA	Greater Western Australia	184,520
WA	Kimberley	88,480
NT	Top End	119,840
NT	Arnhem Land and Groote Eylandt	28,420
NT	NT Central	68,740
	Total NAIDOC Allocation	\$1,400,000

While there are no maximum or minimum amounts that you can apply for under this grant round, the vast majority of grants in previous years have been for amounts between \$200 and \$5,000, with a small number of larger grants awarded for significant proposals.

Grant recipients are not required to submit a performance report or send receipts to the Department unless this requirement is detailed in your Project Agreement. However, if you receive a grant for more than \$500, the Department may write to you to request receipts and/or a statutory declaration to account for the expenditure of the funding. The Department may make such a request at any time up to five years after the funding agreement end date. All proof of purchase documents/original receipts must be retained for that period of five years.

A2 Grant funding

The Department invites applications from eligible applicants (see part B1). This grant funding will be made available through an open, competitive process.

A3 Funding objectives

The 2019 NAIDOC local grant round provides grant funding to Indigenous and non-Indigenous organisations to contribute to the costs of local and regional NAIDOC activities across Australia. The program is important in contributing to the Australian Government's commitment to support, and raise awareness of Aboriginal and Torres Strait Islander culture within the wider community.

The Culture and Capability Program objectives are:

- Contribute to the strengthening of Indigenous cultural expression and re-vitalisation, including recognition of Australia's shared history and valuable Indigenous heritage.
- Support activities that increase the participation of Indigenous Australians in Australian society through improved individual, community and organisational capability and leadership.

Applicants are strongly encouraged to align their project with the annual NAIDOC theme. The National NAIDOC Theme for 2019 is 'Voice Treaty Truth, Let's Work Together for A Shared Future'. For more information about this theme visit www.naidoc.org.au.

A4 What can be funded?

Project activities are expected to occur during NAIDOC Week. However if this is not possible, activities must be completed by **31 December 2019**.

The following list provides a sample of the types of activities that have been funded in previous years as a guide to potential applicants. This list is neither exhaustive nor mandatory. Applicants should use the Culture and Capability Programme Outcomes (Annexure 1 Section 22.4 of the [IAS Grant Guidelines](#)) to check the proposal is in scope of this funding. You should also refer to the assessment criteria to ensure this can be addressed.

Sample projects include:

- Arts based activities, including painting, dancing, crafts, storytelling
- Family fun days
- Cultural activities
- Elders activities
- Bush tucker and other community cooking activities
- NAIDOC themed sporting activities or competitions
- Activities that actively promote reconciliation
- Flag raising ceremonies with accompanying activities
- Activities that promote health outcomes for Aboriginal and Torres Strait Islander people.

The Department encourages applications for the funding of services and activities tailored to local circumstances with the involvement of Indigenous communities. Wherever possible, NAIDOC grant funding proposals should seek to engage local Aboriginal and Torres Strait Islander people to assist in delivering the project.

It is important to note that funding is not guaranteed and will be subject to the outcomes of the assessment process.

A5 What cannot be funded?

Activities that will not be funded are stipulated in Annexure 1 Section 22.4 of the IAS Grant Guidelines, in relation to the Culture and Capability Programme.

In addition activities that will not be funded include but are not limited to:

- Retrospective funding for activities that have been completed
- Purchase of capital items
- Payment of salaries
- Activities that take place overseas
- Administration fees
- Gifts such as gift cards and certificates
- Conferences and meetings
- Infrastructure and support costs associated with ongoing activities
- Alcohol
- Capital expenditure for the purpose of assets such as office furniture and equipment, motor vehicles, production designs or technologies, computers, printers, photocopiers, construction and renovations.

PART B – APPLYING FOR FUNDING

B1 Who can apply for funding?

Aboriginal and Torres Strait Islander and non-Indigenous legal entities may apply for NAIDOC funding. Where both Indigenous and non-Indigenous organisations are found suitable preference will typically be given to the Indigenous organisation.

Applicants must meet all eligibility criteria outlined in the IAS Grant Guidelines. An exception to this is state and territory agencies and bodies (including Government Business Enterprises) are not eligible to apply for NAIDOC grant funding. However, schools and correctional facilities are eligible. State and territory agencies and bodies may apply on behalf of a school or correctional facility. [\(For more information on the funding agreements for NSW and WA government schools, please see the Frequently Asked Questions at the end of this document.\)](#)

Community groups that may not be eligible to apply for funding are encouraged to consider partnering with an eligible organisation.

B2 Incorporation requirements

The IAS Grant Guidelines detail certain incorporation requirements for organisations that receive \$500,000 (GST exclusive) or more in any single financial year from funding administered by the Indigenous Affairs Group within the Department. Individual NAIDOC

grants will not approach this threshold amount. However, organisations that already receive funding through the Department may need to assess the impact of a NAIDOC grant on their total funding allocation, to check whether additional funding will put them into the position of receiving \$500,000 or more in any financial year. NAIDOC 2019 grants will be paid in the 2018-19 financial year.

B3 Applications from consortia

If an applicant submits an application on behalf of a group of organisations (consortium) the application must include a letter of support from each participating organisation (apart from the lead applicant) involved in the activity. Each letter of agreement must include:

1. The role of the organisation and an overview of how it will work with the lead applicant and any other consortia members to support the successful completion of the activity.
2. An outline of the relevant experience and/or expertise the participating organisation will bring to the consortia.
3. The roles and responsibilities of the organisation proposed in the activity, and the resources it will contribute (if any).

B4 Assessment Criteria

Eligible applicants must address the assessment criteria set out below to be considered for grant funding.

The criteria are not listed in any particular order and are weighted evenly.

Applicants can use the criteria and sub-criteria to assist in completing the application. Previous experience in implementing similar activities may be used to demonstrate these criteria.

The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant funds requested. The Application Form displays character limits. The maximum per criterion is approximately 300 words.

- 1. Need – The activity is needed to provide improved outcomes and there is a demand for the activity from the target Indigenous community or group.**
 - a) There is evidence the proposed activity is needed and will support improved outcomes in the target Indigenous community or group.
 - b) The target community or group supports the proposed activity and has been involved in its design.
- 2. Quality – The organisation that will deliver the proposed activity is committed to and capable of working with the target Indigenous community or group.**

- a) The organisation has, or can build, positive relationships with Indigenous Australians, community organisations and other key stakeholders in the delivery of the proposed activity.
- b) The organisation is able to learn from experience and adapt practices to ensure improved outcomes from the proposed activity.
- c) The organisation is committed to the employment of Indigenous Australians in the delivery of the proposed activity.

3. Efficiency – The proposed activity will support the intended outcomes in a way that appropriately manages risk, is cost effective and is coordinated with relevant stakeholders in the target community.

- a) It is clear how the proposed activity will achieve the intended outcomes with the available grant funding.
- b) It is clear how the proposed activity will link with existing activities associated within the target community or group.
- c) It is clear how the risks associated with the proposed activity will be managed.
- d) It is clear how the organisation will monitor the performance of the proposed activity and manage the financial aspects of the grant funding.

4. Effectiveness – The proposed activity can deliver the intended outcomes and sustain the outcomes into the future.

- a) There is evidence that the proposed approach has the potential to deliver the identified outcomes.
- b) It is clear how the intended outcomes of the proposed activity are to be sustained into the future.
- c) It is clear how the organisation will gather evidence to measure the effectiveness of the proposed activity.

B5 Financial and corporate viability information

The applicant must provide particulars of any petition, claim action, judgement or decision that may have potential to adversely affect its capacity to meet its requirements.

The applicant must notify the Department and provide details if it, or any of its employees, are under investigation, or the subject of court proceedings, in relation to a possible or actual breach of any relevant legislation, and if applicable, provide details of the matter.

B6 Completing an application

Applications for funding must be submitted using the 2019 NAIDOC Grant Funding Application Form that is available through a link on the Grant Connect website at <https://www.grants.gov.au/> or on the [Department's website](#).

Applicants can save and edit the Application Form at any time while the NAIDOC grant round is open and before the form is submitted. When an application is opened, the applicant will

receive an Application ID code. This code must be kept in order to re-access the application or to provide to the Department if assistance is required.

Each applicant must submit one application form per proposal. If an applicant is coordinating multiple activities for NAIDOC week celebrations, a separate application form must be completed for each proposal.

For example, a Family Fun Day would be counted as one activity. However, a Family Fun Day, an Elder's Luncheon, a Street March and a Children's Disco would be counted as four activities, even if they are being organised by the same organisation. Each activity would require a separate application form to be completed, with its own name, description and budget.

The application form must be completed in English.

It is strongly recommended that applicants provide the names of key personnel such as Director/s, Chief Executive Officer, Finance Compliance Officer, and if possible Accountant or Auditor of the organisation. This information can be included by adding fields in the *'Applicant's Contacts and Key Personnel'* section in the application form.

The Declaration in the application form must be completed by the applicant or a person authorised to act on behalf of the applicant. If completing the form online, instead of signing the document, the applicant (or person authorised to act on behalf of the applicant), should type their full name in the field.

The following supporting documentation is required:

- **Non-government applicants that do not have an existing PM&C Project Agreement:**
 - A copy of the applicant's Certificate of Incorporation, where relevant.
 - Where an applicant is not able to quote an ABN, a copy of a completed 'Statement by a supplier' form will be required. The form can be found at www.ato.gov.au.
- **Consortia applicants:**
 - A letter of support from each consortia organisation. Please refer to the information set out in section B3 of this document for details.

The size limit for each application is 10MB. There is also a 2MB size limit for each attachment. The Department's information technology system is not capable of receiving applications that exceed 10MB and any applications above this limit will not be received.

Word limits may apply to some questions in the application form. Information on any word limits will be provided in the application form.

If the inclusion of required supporting documentation leads to an application exceeding the 10MB limit, applicants should contact their local PM&C Regional Network Office.

B7 Activity budget information

An itemised budget for each activity must be provided with each application. The budget must identify and estimate the expense items associated with delivering the intended outcomes.

All budget figures must be GST exclusive

Applicants must also provide details of funding from other sources (including other government agencies) that will contribute to the costs of the activity outlined in the application. This should include confirmation of whether the funding is approved.

Also, specify any applications for funding that are currently awaiting a decision, as well as the nature of the support (e.g. commitment to provide services to job seekers, funding contribution, in kind support, resources, expertise, etc.).

B8 How to submit an application

Information on submitting an application is provided on the front page of this application kit.

It is the responsibility of the applicant to ensure that their application is complete and accurate. Giving false or misleading information to PM&C is a serious offence; applicants who do so may be prosecuted under section 137.1 of the *Criminal Code Act 1995* (Cth).

Before submitting an application form, applicants are encouraged to complete the Checklist at Part E of this application kit. The checklist will assist applicants with the completion of their application. The checklist does not need to be submitted with the application.

Where the Department finds an application is incomplete, it is at the discretion of the Delegate, whether the applicant will have an opportunity to rectify and resubmit the application.

If an applicant discovers an error in their application after submitting it, they should inform the Department immediately through the contact details provided at Annexure 2 of the IAS Grant Guidelines.

It is recommended that applicants retain a copy of their application for their records.

After submitting an application a confirmation receipt will be sent to the applicant. If a confirmation receipt is not received after submitting an application, please contact the Department. Departmental contact details are provided at Annexure 2 of the IAS Grant Guidelines.

B8 Late applications

The 2019 NAIDOC Grant Round closes on Monday 25 February 2019 at 5:00 pm (AEDT), and the Delegate reserves the right not to accept late applications. In considering whether it will accept a late application, the Delegate will take into account the degree of lateness, whether

the cause of the lateness was beyond the applicant's control and other facts it considers relevant. The Delegate will also ask the applicant to provide evidence to support its claims.

PART C - HOW WILL THE APPLICATIONS BE ASSESSED?

C1 Assessment process

The Department will initially screen applications to ensure applicants meet the eligibility and basic application requirements.

Assessment panels will be established by the Department and comprise Departmental staff. Assessment Panels will have access (as required) to subject matter experts and PM&C regional network staff. The number of Panel members and their seniority level will be determined by proportionality principles (for example based on the amount of funding involved, complexity, and risk).

The assessment panel will assess all applications against the assessment criteria in this application kit, which includes consideration of value for money.

To maintain probity staff involved in developing proposals with applicants will not be involved in assessing the application.

The Department will consider the outcome of assessment and provide recommendations to the funding approver (the delegate) on the merits of the application.

C2 Information to be considered in assessment of applications

All applications will be assessed against the assessment criteria, which includes consideration of value for money. The Department will undertake a risk assessment for all applicants and projects.

In general, the Department may use a number of sources of information when assessing an application. This includes, but is not limited to:

- Material included in response to one assessment criteria in the assessment of other criteria.
- Information about an applicant from any source, including from within the Commonwealth, whether or not individuals or organisations contacted are nominated as referees by the applicant.
- Information about the applicant that is made available through the normal course of business of the Department.
- Information about community need and outcomes separate to the application.

The Department may seek further information from an applicant in order to clarify issues relating to an application.

The Department may also consult with Indigenous communities, groups or other relevant stakeholders to test the veracity of claims made about the support for any proposal contained within an application.

C3 Decision on applications

Following the assessment of an application by the assessment panel, the Department will provide recommendations to the Delegate on the merits of the application.

The final decision about the approval of a grant will be made by the Delegate.

The Delegate will consider whether the proposal will make an efficient, effective, ethical and economical use of Australian Government resources and whether any specific requirements will need to be imposed as a condition of funding.

C4 Questions during the assessment period

The Department can respond to general questions about the assessment process but will not provide specific details relating to the status or progress of individual applications while applications are being assessed.

C5 Notification of outcomes

The Department will provide written advice on the outcome of the grant funding process to all applicants. This will include advice on whether their application was successful, unsuccessful or ineligible.

C6 Feedback

The Department reserves the right not to provide individualised feedback for each application in a grant funding process. Applicants will be advised if there is an opportunity to request individualised feedback when they are advised of the outcome of their application.

PART D – OTHER THINGS THE APPLICANT SHOULD KNOW

D1 Grant Guidelines

The IAS Grant Guidelines provide further information on:

- Eligibility criteria
- Project Agreements, grant management and reporting
- Risk management and compliance (including insurance)
- Monitoring and evaluation
- Qualifications and licencing
- Complaints and internal review processes
- Ombudsman
- Conflicts of interest
- Taxation issues

D2 Draft Project Agreement

2019 NAIDOC grants will be made on a one-off basis.

When an application is submitted, applicants will be asked to confirm that, if their application is successful, they will accept the terms of the Project Agreement. A draft Project Agreement is available through a link on the Grant Connect website at <https://www.grants.gov.au/> or on the [Department's website](#).

PART E – APPLICATION CHECKLIST

Before an applicant submits an application, it is recommended the following checklist be used to ensure the application is complete and contains the information needed for the application and assessment process.

Before submitting an application

	The proposal has been discussed with the Indigenous groups who will be involved in the project and with other groups with an interest in the project.
	Eligibility requirements set out in the IAS Grant Guidelines are met.
	The following documents have been read and understood: <ul style="list-style-type: none"> • IAS Grant Guidelines • This Application Kit
	IAS objectives and outcomes are understood and the proposed activity(s) contributes to the outcomes of the IAS.
	The assessment criteria are understood and met.
	When an application is submitted applicants must confirm that, if their application is successful, they will accept the terms of the Project Agreement. If applicants are not able to accept the terms of the Project Agreement, they should discuss this with the PM&C Regional Network office <u>before</u> completing the application form.
	The name and contact details of two referees who can support the claims made in the application against the assessment criteria can be provided.
	If the applicant has a current PM&C Project Agreement, have the Provider Reference Number ready. The 'Provider Reference Number' can be found on the PM&C Project Agreement.

Completing the application form

	Ensure that every section of the application form is completed.
	Complete the application form in English.
	Complete the ' <i>Declaration</i> ' section of the application form. Ensure all fields are completed including the checkboxes. If completing the form online, instead of signing the document, the applicant (or person authorised to act on behalf of the applicant), should type their full name in the field.

Consortia applicants:

	Ensure that the nominated lead organisation (the applicant) is a legal entity capable of entering into a Project Agreement with the Commonwealth.
	Attach a letter of support from each consortia organisation. Ensure that each letter of support includes the information required as set out in section B3 of this document.

Non-government applicants who do not have a current PM&C Project Agreement:

If the applicant is a non-government applicant and does not have an existing PM&C Project Agreement they will need to attach the following supporting documentation:

	A copy of the applicant's Certificate of Incorporation where relevant. Organisations registered with Australian Charities and Not-for-profits Commission are exempt from this requirement.
	If the applicant is not able to quote an ABN number as required in the application form they will be required to provide a copy of a completed ' <i>Statement by a supplier (reason for not quoting an ABN to an enterprise)</i> ' form that can be found at www.ato.gov.au .

PART F – FREQUENTLY ASKED QUESTIONS

- **Will the Department be providing funding for NAIDOC Week in 2019?**

Yes. 2019 NAIDOC local grant funding round is now open and will close 5.00pm AEST on Monday 25 February 2019 at 5:00 pm (AEDT). The total allocation is \$1.4 million.

NAIDOC grant funding is for Aboriginal and Torres Strait Islander communities and organisations to help deliver NAIDOC activities and events in their local communities. These activities and events may include flag raising ceremonies, family days, art exhibitions and other cultural activities.

- **Who can apply for NAIDOC funding?**

Aboriginal and Torres Strait Islander and non-Indigenous legal entities may apply for NAIDOC grant funding.

In general, state and territory agencies and bodies (including government business enterprises) are not eligible to apply for NAIDOC grant funding. However, schools and correctional facilities are eligible. State and territory agencies and bodies may apply on behalf of a school or correctional facility. (For more information on the funding agreements for NSW and WA government' schools, please see the following FAQ)

Community groups that may not be eligible to apply for funding are encouraged to consider partnering with an eligible organisation

- **What are the funding arrangements for WA public schools when applying for a NAIDOC grant?**

WA public schools are eligible to apply for and receive NAIDOC grants. Financial arrangements in the WA public schools system require the Department to enter into a Funding Agreement with the WA Department of Education for the total grant amount approved for WA public school applicants. Individual WA public schools will be advised of the outcome of their NAIDOC application and the WA Department of Education will provide coordination and payment of grants to individual schools.

- **What are the funding arrangements for NSW public schools when applying for a NAIDOC grant?**

NSW public schools are eligible to apply for and receive NAIDOC grants. Financial arrangements in the NSW public schools system require the payment of all grants into a centralised bank account managed by NSW Government Schools. NSW public schools offered NAIDOC grants by the Department will enter into a Funding Agreement with the Department through NSW Government Schools which will include the required details to make the payment to the centralised bank account. NSW Government Schools will provide information to schools about the process for making payments to individual schools and instructions to follow when completing the NAIDOC Application Form. NSW public schools who submit applications that are not in line with the instructions provided and/or do not include the correct bank details will not pass compliance checks and their applications will not be assessed. NSW public schools are encouraged to submit their applications well ahead of the closing date to allow time to rectify any incorrect information before the round closes.

- **What is the grant acquittal process?**

The Commonwealth may request receipts and/or a statutory declaration to account for the expenditure of the Grant at any time up to five years after the Agreement completion date.

- **How can I apply?**

It is important that you carefully read the Application Kit before applying. If you have trouble with the online Application Form, some handy tips and hints will also be available in the Application Kit.

If you are still experiencing difficulties, you can email NAIDOCgrants@pmc.gov.au, or contact your local PM&C Regional Network office on 1800 079 098 for assistance

- **When will NAIDOC funding be available?**

The NAIDOC local grant funding round opens on **Thursday 24 January 2019 at 11.00am (AEDT)**. The round will close on **Monday 25 February 2019 at 5:00 pm (AEDT)**.

- **When will I know if I have been successful?**

Successful organisations will require staff available at short notice to work with the Department and accept funding agreements. Please note there will be a short window to finalise agreements to get payments out to organisations in time for NAIDOC Week.

- **How do I find out more about NAIDOC?**

For more information on NAIDOC funding, visit the Grant Connect website at <https://www.grants.gov.au/> or [Department's website](#).

You can stay up to date on NAIDOC announcements by joining the NAIDOC e-newsletter at www.naidoc.org.au or liking National NAIDOC on Facebook at <https://www.facebook.com/NAIDOC/>