



Indigenous Advancement Strategy

2018 NAIDOC GRANT FUNDING ROUND

Application Kit - 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 Indigenous Advancement Strategy (IAS) (see Section 6 of the [IAS Grant Guidelines](#)).

The NAIDOC grant funding round aims to support activities being held during NAIDOC Week 2018 (8-15 July) that celebrate Aboriginal and Torres Strait Islander histories, cultures, achievements and continuing contributions to our country and society.

This document provides guidance for applicants applying for NAIDOC grant funding under the IAS. 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, together with the IAS Grant Guidelines, can be found on the [Department's website](#).

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 **Tuesday 3 April 2018 at 5:00 pm (AEST)**.

Submission Details:

Applications should be completed online using the Application Form. In circumstances where an applicant cannot access the online Application Form they should contact their local PM&C Regional Network Office on 1800 079 098.

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

In 2018, the amount of funding available nationally for NAIDOC proposals through this grant round is \$1.4 million. 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 2018 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 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 Funding objectives

NAIDOC activities are funded through a NAIDOC specific stream of the IAS outcome 2.4 Culture and Capability Programme. The Culture and Capability Programme supports Aboriginal and Torres Strait Islander peoples to maintain their culture and participate equally in the economic and social life of the nation.

NAIDOC Week celebrations are held across Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples.

The 2018 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 program's intended outcomes are to

- increase awareness and understanding of Aboriginal and Torres Strait Islander cultures and contributions to modern Australia
- support Indigenous and non-Indigenous organisations to come together as part of reconciliation to celebrate local, regional and national achievements in their communities.

In 2018, NAIDOC Week will be held 8-15 July.

Applicants are strongly encouraged to align their project with the annual NAIDOC theme. The National NAIDOC Theme for 2018 is 'Because of her, we can!' which aims to celebrate the important contributions that Aboriginal and Torres Strait Islander women have made and continue to make to our nation.

3 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 2018.

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 complete nor mandatory. Applicants should use the Assessment Criteria (Section B4) and the Culture and Capability Programme Outcomes (Annexure 1 Section 22.4 of the [IAS Grant Guidelines](#)) to check their proposal is in scope.

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.

A4 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 access NAIDOC funding.

Applicants must meet all eligibility criteria outlined in the IAS Grant Guidelines and documented in the relevant sections of the Application Form.

Applications for funding will only be accepted from legal entities including, but not limited to:

- not-for-profit organisations
- corporate profit-focused entities
- schools, both government and non-government
- individuals who meet legal entity requirements
- other relevant non-government entities, including universities and vocational education providers

In general, Commonwealth and 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. Commonwealth and state and territory agencies and bodies may apply on behalf of a school or correctional facility.

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 2018 grants will be paid in the 2017-18 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 How we assess your application (selection process)

We first assess your application against the eligibility criteria. If your application meets the eligibility criteria then it will proceed to the assessment stage (see C1)

In order to support a spread of projects across Australia your application will be assessed against other applications from your PM&C region.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

B5 Final decision

The Decision Maker (delegate) for the program decides which eligible grants to approve.

In addition to your application, supporting material and our recommendations, the Decision Maker (delegate) may consider other factors when deciding which activities to fund, including but not limited to:

- advice from the local PM&C Regional Office
- the mix of activities in your PM&C region
- the previous history of the applicant with other government funded activities
- the availability of grant funds.

For applications that include multiple activities, we may agree to fund only one or more of the proposed activities and reduce your grant amount accordingly.

If you are successful, you will receive a letter indicating that all or some of your grant has been approved.

The Decision Maker's decision is final in all matters, including

- the approval of applications for funding
- the activities to be funded
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the assessment of your application.

The Decision Maker will not approve funding if there are insufficient funds available across the program.

B6 Selection Criteria

To be compliant (and therefore eligible), you must address all criteria in your application. We will assess your application against each criterion. All criteria are of equal weighting.

We will also refer applications to our Regional Office, for advice on proposed activities in their region.

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

Need – The activity is needed to provide improved outcomes and there is a demand for the activity from the target Indigenous community or group

Your response to this criterion should provide:

- a. Evidence the Proposal is needed and will support improved outcomes in the target Indigenous community or group.
- b. Evidence that the target Indigenous community or group supports the Proposal and has been involved in its design.

Quality – The organisation that will deliver the activity is committed to and capable of working with the target Indigenous Community or group

Your response to this criterion should indicate:

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

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

Your response to this criterion should include:

- a. How the Proposal will achieve the intended outcomes with the available grant funding
- b. How the Proposal will link with existing activities associated within the target Indigenous community or group.
- c. How the risks associated with the Proposal will be managed.
- d. How the applicant will monitor the performance of the Proposal and manage the financial aspects of the grant funding.

Effectiveness – The proposed activity can deliver intended outcomes

Your response to this criterion should include:

- a. Evidence that the proposed approach has the potential to deliver the identified outcomes.
- b. How the intended outcomes of the Proposal are to be sustained into the future.

- c. How the applicant will gather evidence to measure the effectiveness of the proposed activity.

Preference may be given to Aboriginal and Torres Strait Islander organisations or to proposals that will give a higher rate of Aboriginal and Torres Strait Islander people's participation in their planning and delivery.

B7 Financial and corporate viability information

Applicants that do not have a current Project Agreement with the Department, must demonstrate financial viability by providing a copy of their most recent Audited Financial Statement.

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.

B8 Completing an application

Applications for funding must be submitted using the 2018 NAIDOC Grant Funding Application Form that is available 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 saved, 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 for all NAIDOC activities for which they are applying. Each activity should be budgeted separately. 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.

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 an 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 most recent audited financial statement. Note: Organisations registered with the Australian Charities and Not-for-profits Commission are exempt from this requirement.
 - 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 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.

B9 Activity budget information

Applicants are required to provide an itemised budget in the application. All budget figures must be GST exclusive. The budget must identify and estimate the expense involved with delivering the intended outcomes.

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.

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.).

B10 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 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, the Department may provide the applicant with 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.

Once an application has been submitted, the applicant will be emailed a PDF copy of the application as confirmation of receipt. If a confirmation receipt is not received after submitting an application, please contact the Department. Contact details are provided at Annexure 2 of the IAS Grant Guidelines.

B11 Late applications

The 2018 NAIDOC Grant Round closes at 5.00pm AEST on Tuesday 3 April, and the Department reserves the right not to accept late applications. In considering whether it will accept a late application, the Department 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 Department may 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. 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.

Assessment panels may seek expert advice from outside of the Department when assessing applications.

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

The Department will consider the recommendations of the assessment panel and provide advice to the funding approver Decision Maker on the merits of the application.

C2 Information to be considered in assessment of applications

All applications for grant funding under the IAS will be assessed against the assessment criteria for the particular grant funding process. The Department will undertake a risk assessment for all applicants.

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, advice will be provided to the Decision Maker on the merits of the application. The final decision about the approval of a grant will be made by the Decision Maker.

The Decision Maker 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 in May 2018. This will include advice on whether their application was successful, unsuccessful or ineligible.

If an application is successful, the Department will work with the applicant to negotiate the details of the activities and tailor these to meet community needs. As a result there may be a period of negotiation between an offer being made to an applicant and a Project Agreement being signed with the Department.

C6 Feedback

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

The Guidelines are available at: <https://www.pmc.gov.au/resource-centre/indigenous-affairs/indigenous-advancement-strategy-grant-guidelines-march-2016>

D2 Draft Project Agreement

2018 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 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.
	The draft Project Agreement has been read. 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. When 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 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:

	<p>A copy of the applicant's most recent audited financial statement.</p> <p>Organisations registered with Australian Charities and Not-for-profits Commission are exempt from this requirement.</p>
	<p>A copy of the applicant's Certificate of Incorporation where relevant.</p> <p>Organisations registered with the Australian Charities and Not-for-profits Commission are exempt from this requirement.</p>
	<p>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 on the ATO's website.</p>

PART F – APPLICATION FORM TIPS AND TRICKS FOR APPLICANTS

<p>Where can you find the 2018 NAIDOC Application Form?</p>	<ul style="list-style-type: none"> • PM&C website (https://www.dpmmc.gov.au/indigenous-affairs/culture-and-capability/naidoc-week-funding) • Cutting and pasting the following link into your browser: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=PRD00-PMCAPP&FRID=4-7Q1ZP6B&RegID=4-7R1A0PU
<p>Application ID number.</p>	<p>When you progress past the first screen of the Application Form, you will be provided with your Application ID – keep track of this ID number, as you can use it to save and come back to your application at any time.</p>
<p>Saving your Application Form.</p>	<p>You can save your application and come back to complete it any time before the grant round closes at 5:00pm (AEST) on Tuesday, 3 April 2018.</p> <p>To save your application, click on the “Save For Later” button towards the top of the application screen.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Enter your email address to receive an email with your Application ID and a link to click on, to come back to your application at any time.</p> <ul style="list-style-type: none"> • Please note this email may go to your 'Junk' or 'Spam' folder. <p>Please also be aware that your saved Application Form, if not submitted, will be deleted once the grant round has closed.</p>
<p>Need help answering a question?</p>	<p>For most questions, you can click on the words “Show Instructions” to open up additional instructions to help you answer the question.</p> <div style="margin-top: 10px;">  Show instructions </div>
<p>Cutting and pasting text into your Application Form.</p>	<p>You may receive an error when you cut-and-paste text from other sources into some fields in the Application Form (for example, answering the selection criteria).</p> <p style="color: red; font-weight: bold;">ⓘ Enter the following characters only (A to Z, 0 to 9, () . , ' & - / \ @).</p> <p>This is because the text you have pasted may contain certain text characters that are not accepted. Common characters/text that cause this error are:</p> <ul style="list-style-type: none"> • carriage returns – these will need to be removed. • apostrophes – if the text you have pasted has an apostrophe, delete it and re-type the apostrophe to see if it is accepted.
<p>Cutting and pasting text into your Application Form <i>(continued).</i></p>	<p>You may also try cutting-and-pasting the text into Microsoft Notepad (or into an email or Word document) and remove the characters and then cut-and-paste the words back into the Application Form.</p> <p>If all else fails, you may have to type in the information manually.</p>

<p>Submitting your Application Form.</p>	<p>Do not wait until the final week to submit your application. Give yourself time to complete the process and deal with any issues you may encounter.</p> <p>Complete and submit the Application Form as early as you can to ensure it is received well before the closing time of 5:00pm (AEST) on Tuesday 3 April 2018.</p>
<p>Receiving a copy of your Application Form.</p>	<p>Upon successful submission you will be reminded of your Application ID and a PDF copy of your submission can be emailed by entering your email address or downloaded and saved to your computer.</p> <p>Please enter your email address here and click 'Send Now' to ensure you receive an email with a PDF copy of your application for your records.</p> <p>Please also ensure the relevant people in your organisation receive a copy of your Application Form by forwarding them a copy of this email.</p>