



# Aboriginal Languages Growth Program Guidelines 2024-2025

27 January 2025



Grant Program Details	
Opening date and time	27/01/2025 9:00 AM
Closing date and time	09/03/2025 11:59 PM
Application outcome date	24/04/2025
Projects delivery timeframe (for successful applications)	<p>Projects should adhere to the following timelines: 1/07/2025 – 30/06/2027</p> <p>The earliest possible commencement date for the project is 1 July 2025. The latest possible end date for the project is 30 June 2027.</p>
Reporting and acquittal timeframe (for successful applications)	Mid-term progress report (6-month/yearly), and a final report at the completion of the project (within 4-months of project completion).
Evaluation timeframe (for successful applications)	<p>01/01/2025 – 31/10/2026 for single-year grant</p> <p>01/01/2025 – 31/10/2027 for multi-year grant</p>
Decision-maker	Executive Director – Aboriginal Languages Trust
NSW Government Agency	Aboriginal Languages Trust
Type of grant opportunity	Open, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	<p>\$990,000 total funding available</p> <p>Individual grants from \$30,000 to \$90,000 (individual grant amounts, excluding GST)</p> <p>* Grantees can only receive one grant from the Aboriginal Languages Growth Program 2024-2025 (multi-year grants will not be eligible in a 2025-2026 round for the same grant)</p>
Enquiries	Aboriginal Languages Trust Community Investment Team <a href="mailto:grants@alt.nsw.gov.au">grants@alt.nsw.gov.au</a> or 1300 036 406

## Contents

Message from the Executive Director.....	v
Overview of grant program .....	1
1 Overview of grant program.....	2
1.1 Purpose and objectives.....	2
1.2 Grant value.....	3
Selection criteria.....	4
2 Selection criteria.....	5
2.1 Eligibility criteria .....	5
2.2 Assessment criteria.....	7
Application process.....	10
3 Application process .....	11
3.1 How to apply .....	11
3.2 Multi-Year Grant Process.....	11
3.3 Support available to applicants .....	12
Assessment process.....	13
4 Assessment process.....	14
4.1 Assessment of grant applications .....	14
4.2 Notification of application outcome .....	14
4.3 Feedback on applications [and appeal process].....	15
4.4 Publication of grants information .....	15
Successful grant applications .....	16
5 Successful grant applications.....	17
5.1 Grant agreement.....	17
5.2 Grant payment.....	17
5.2.1 Goods and Services Tax (GST) on Grant Payment .....	18
5.2.2 GST Payment for Goods and Services .....	18
5.2.3 GST Registration .....	18
5.3 Unspent funds .....	19
5.4 Indicative reporting and acquittal requirements .....	19
5.4.1 Aboriginal Languages Growth Program Reporting, Monitoring and Acquittal Framework .....	20
5.6 Evaluation.....	21
Additional information and resources.....	23
6 Additional information and resources.....	24



6.1	Complaint handling.....	24
6.2	Access to information.....	24
6.3	Ethical conduct.....	24
6.3.1	Conflict of interest management .....	24
6.3.2	Confidentiality .....	25
6.3.3	Government Sector Finance Act 2018 (NSW).....	25

# Message from the Executive Director

---



The Aboriginal Languages Trust is an Aboriginal-led NSW Government Agency, established under the NSW *Aboriginal Languages Act 2017* to provide a focused, coordinated, and sustained effort in relation to Aboriginal Languages activities at local, regional and State levels. I have the pleasure of leading the Trust, in delivering a focused, coordinated, and sustained effort in relation to Aboriginal Languages activities at local, regional and State levels.

The functions of the Trust are defined in the Act and include:

- promoting Language activity
- identifying priorities for Language activity
- managing the funding of, and investment in Language activity
- promoting education and employment opportunities in Language activities
- promoting the wider use and appreciation of Aboriginal Languages.

The purpose of the various Trust Grants Programs is to distribute public money to achieve government policy outcomes for the benefit of the Community, not Trust or the NSW Government.

In this way, the Trust is proud to support Aboriginal Community organisations, not-for-profits, and individuals achieve their outcomes and projects through the provision of financial assistance, where they align with the functions of the Trust, to grow Aboriginal Language capacity, capability, use, understanding and resilience within their Communities.

The Trust's Grant Programs are delivered in alignment with our five-year strategic plan, valid until 30 June 2027, and compliance with the NSW Grants Administration Guide 2024.

# 1

Overview of grant program

# 1 Overview of grant program

The Aboriginal Languages Trust (ALT) is an Aboriginal-led NSW Government Agency established under the Aboriginal Languages Act 2017 (AL Act) to provide a focused, coordinated, and sustained effort in relation to NSW Aboriginal Languages activities at local, regional and State levels.

The Aboriginal Languages Growth Program was established in December 2024, as part of the transition from the Partnership Funding Program and Sustainable Funding Program to a more targeted, effective and efficient Grant Program across the ALT. The Grant is administered and funded by the ALT. The Aboriginal Languages Growth Program was established to support eligible Aboriginal Community Organisations, groups and sole traders to undertake practical and meaningful Language projects which involve the deep transmission of Aboriginal Languages and have a broader Community impact, to grow and sustain Languages.

The Aboriginal Languages Growth Program will deliver value for money at both the Program and individual grant level. The term 'value for money' means different things to different people. The ALT take a big-picture view, looking at the total benefit to the Community and measuring it in the most transparent way, especially where applicants are competing for a share of a limited grant funding. ALT will consider the value of the grant and the identified measurable benefits a grantee is trying to achieve.

From an ALT perspective we ensure we deliver value for money by ensuring that the grant processes are simple, clear, proportionate, fair and transparent. Where we can minimise resource requirements on the ALT and the grantee this has been reflected in the processes and requirements documented throughout the Grant Guidelines. We expect your application will demonstrate value for money to the ALT in terms of expected outcomes and costs. This means identifying:

1. Grant requirements – what the grant amount you are seeking is and what you propose to spend the grant on,
2. Specific grant outcomes – what the expected measurable outcome(s) will be, and
3. Community outcomes – what other benefits you propose to deliver to your Community (or the broader NSW Community), for example for the benefit of Community social connections, build Cultural identity and wellbeing, and connections to Country that are maintained through Language.

This is an open and competitive multi-year (12-36 months) grant program conducted over a single grant round. Applicants can apply for grants from \$30,000 up to \$90,000 per year (GST exclusive).

*Frequently Asked Questions (FAQs) to assist applicants are available from the Aboriginal Languages Trust website at <https://www.alt.nsw.gov.au>*

***The Aboriginal Language Trust encourages applicants to read all the details in these guidelines before applying. If you have any questions, please contact the ALT Community Investment Team on 1300 036 406 or via email at [grants@alt.nsw.gov.au](mailto:grants@alt.nsw.gov.au).***

---

## 1.1 Purpose and objectives

The Aboriginal Languages Growth Program aims to support Communities to grow and sustain Languages, by enabling Aboriginal Community Organisations, groups and individuals to continue to undertake practical and meaningful Language projects which involve the deep transmission of Languages and have a broader impact in Community.



The objective of the Aboriginal Languages Growth Program is to support:

- a focus on the deeper transmission of Aboriginal Languages,
- Aboriginal Communities to implement their Community Language Plans,
- the promotion, wider use, and appreciation of NSW Aboriginal Languages research, resources and study,
- build deeper, lasting and meaningful Language resilience through sustained practice and education, and
- enable Communities to sustainably lead and strengthen Aboriginal Language growth and nurturing.

Funding can be used for projects that meet the aims and objectives of the Aboriginal Languages Growth Program.

Funding cannot be used for:

- Capital purchases, such as buildings, construction capital works including renovations, or purchase of land.
- Purchasing or leasing large equipment, including any type of vehicle.
- Buying a business or tools of trade.
- Sitting fees, travel allowance, or costs associated with membership of Board/Councils.
- International travel costs. Proposals for domestic travel need to demonstrate benefit to the project, organisation, or community.
- Costs that are not directly associated with the delivery of the project.

---

## 1.2 Grant value

The total value of the Aboriginal Languages Growth Program for the 2024-25 financial year is \$990,000 and applicants can apply for grants from \$30,000 up to \$90,000 per year for a maximum of 2 years (GST exclusive).





# 2

Selection criteria

## 2 Selection criteria

The Grant has been assessed as low value, low risk and low complexity in accordance with the NSW Grants Administration Guide. As such the eligibility and assessment criteria, as well as the reporting, monitoring and acquittal processes are proportional to the grant being applied for.

### 2.1 Eligibility criteria

To be eligible you must answer 'Yes' to the following:

To be eligible you must be:	Specific information and evidence required	Eligible
Must have received no less than two ALT grants previously (excludes the Small Grant Program) and delivered these successfully.	Each of the following must be provided: <ul style="list-style-type: none"> <li>• Previous project outline (no more than 2),</li> <li>• Statement from the applicant that previous project expectations were met, including a description of the deliverables and outcomes met, and</li> <li>• Evidence of previous grant acquittal and end of project reporting.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>
A not-for-profit, Aboriginal Community Organisation, working with Aboriginal Communities in NSW  <u>OR</u>  An Aboriginal sole trader whose primary business activity relates to NSW Languages (projects must not be profit making in nature).	Each of the following must be provided: <ul style="list-style-type: none"> <li>• Proof of Not-for-Profit registration with the Australian Charities and Not-for-Profit Commission (ACNC). <a href="https://www.acnc.gov.au/charity/charities">https://www.acnc.gov.au/charity/charities</a></li> <li>• Proof the organisation is Aboriginal controlled and operated and able to demonstrate 51% or more Aboriginal people on the governing body.</li> <li>• Proof the organisation is connected to the Community in NSW, which they deliver services.</li> </ul> OR Proof of Aboriginality from an ALT recognised Aboriginal Community-Controlled Organisation (ACCO), i.e. Local Aboriginal Land Council or Native Title PBC, and Declaration by the applicant that the project will not be profit making in nature.	Yes <input type="checkbox"/> No <input type="checkbox"/>
One of the following organisation types, able to enter into a Funding Agreement with ALT and have an Australian bank account:	Proof of Aboriginal Corporation registration under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)	Yes <input type="checkbox"/> No <input type="checkbox"/>

To be eligible you must be:	Specific information and evidence required	Eligible
<ul style="list-style-type: none"> <li>an Aboriginal Corporation registered under the Corporation (Aboriginal and Torres Strait Islander) Act 2006 (Cth)</li> <li>a company incorporated in Australia under the Corporations Act 2001 (Cth)</li> <li>a Local Aboriginal Land Council (LALC) under the Aboriginal Land Rights Act 1983 (NSW)</li> <li>an Incorporated Association (incorporated under state legislation, and commonly have 'Association' or 'Incorporated' or 'Inc' in their legal name)</li> <li>an Incorporated Cooperative (incorporated under state legislation, and commonly have 'Cooperative' in their legal name)</li> <li>an incorporated trustee on behalf of a trust</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Unincorporated groups have entered into a valid and current agreement with an eligible organisation to auspice the funding</li> </ul>	<p><a href="https://www.oric.gov.au/corporations-and-registers/find-corporation">https://www.oric.gov.au/corporations-and-registers/find-corporation</a></p> <p>OR</p> <p>Proof of an Australian Registered Company or Corporation operating in NSW, incorporated under the Corporations Act 2001 (Cth)</p> <p><a href="https://www.service.nsw.gov.au/transaction/search-for-an-organisation-or-business">https://www.service.nsw.gov.au/transaction/search-for-an-organisation-or-business</a></p> <p>OR</p> <p>Proof of Local Aboriginal Land Council established under the Aboriginal Land Rights Act 1983 (NSW).</p> <p><a href="https://abr.business.gov.au/Search/Index">https://abr.business.gov.au/Search/Index</a></p> <p>OR</p> <p>Proof of Incorporated Association registration</p> <p><a href="https://applications.fairtrading.nsw.gov.au/assocregister/">https://applications.fairtrading.nsw.gov.au/assocregister/</a></p> <p>OR</p> <p>Proof of Incorporated Cooperative registration</p> <p><a href="https://applications.fairtrading.nsw.gov.au/coopsregister/">https://applications.fairtrading.nsw.gov.au/coopsregister/</a></p> <p>OR</p> <p>Proof of Trust details nominating your organisation as the Incorporated trustee on behalf of a Trust</p> <p><a href="https://abr.business.gov.au/Search/Index">https://abr.business.gov.au/Search/Index</a></p> <p>OR</p> <p>If you are an unincorporated group evidence must be provided that you have entered into a valid and current agreement with an eligible organisation to auspice the funding</p>	
<p>Have public liability insurance of at least \$10 million per claim or be willing to purchase it and include the cost of insurance as part of the asked project budget within their application.</p>	<p>Details of public liability insurance company, reference number and current certificate of public liability insurance for not less than \$10,000,000 per claim</p> <p>OR</p> <p>Budget includes the purchase of public liability insurance, and</p> <p>A declaration from the applicant that:</p> <ul style="list-style-type: none"> <li>the project/activity will not commence until public liability insurance has been purchased, and</li> </ul>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

To be eligible you must be:	Specific information and evidence required	Eligible
	<ul style="list-style-type: none"> <li>once purchased, the applicant will provide details of public liability insurance company, reference number and current certificate of public liability insurance for not less than \$10,000,000 per claim</li> </ul>	
Conflict of Interest	Declaration that there is / is not known actual or perceived conflict of interest with ALT staff, executives or Board Members	Yes <input type="checkbox"/> No <input type="checkbox"/>

The following are not eligible to apply:

- individuals.
- Federal, State or Local Government agency and/or body, including public schools and hospitals.
- School, University, TAFE, Adult and/or Adult and Community Education (ACE) organisation.
- for-profit organisations, including Aboriginal businesses (exception for certain Aboriginal sole trader businesses).
- unincorporated organisation or group without an eligible auspicing organisation (an eligible organisation must apply on behalf of the unincorporated group).
- organisation, group or sole trader that has not met project requirements, including acquittal and reporting for funding received from the Aboriginal Languages Trust in the previous two years.
- you have been found to have provided false or misleading information in applying for previous grants through the ALT.

**Note:** Applicants who are not eligible for funding cannot apply through an eligible organisation under an auspice arrangement. For example, an Aboriginal for-profit business, cannot apply for program funding through an auspice arrangement with an Aboriginal Community Not-for-Profit organisation.

## 2.2 Assessment criteria

Criteria	Specific information and evidence required	Weighting
1. History of successful delivery of Languages projects which benefit Community, delivered with ALT funding.	<p>You should demonstrate this through:</p> <ul style="list-style-type: none"> <li>• Proof of at least two (2) Languages projects previously delivered with ALT Funding (excludes Small Grant Program),</li> <li>• Proof of Languages projects delivered, including description of the deliverables and outcomes met, and</li> <li>• Evidence you were compliant with all ALT requirements.</li> </ul> <p><u>Supporting evidence</u> to be provided (<i>provided as part of the eligibility check</i>):</p> <ul style="list-style-type: none"> <li>• Previous project outline (no more than 2),</li> <li>• Statement from the applicant that previous project expectations were met, including a description of the deliverables and outcomes met, and</li> <li>• Evidence of previous grant acquittal and end of project reporting.</li> </ul>	Equal weighting
2. Valid Aboriginal Languages Community Project Plan	<p>You should demonstrate this through:</p> <ul style="list-style-type: none"> <li>• Project Plan with: <ul style="list-style-type: none"> <li>– Project schedule / key milestones</li> <li>– Clearly defined goals/outcomes (no more than 2-3) which are quantifiable and measurable and demonstrate meaningful Language outcomes to Community</li> <li>– Description of benefits the project proposes to deliver to the Community, including any new resources developed to support Languages.</li> <li>– High-level estimated breakdown of project costs (indicative budget)</li> <li>– Project risks (and how you propose to manage them)</li> <li>– Key project team members (bio/CVs)</li> </ul> </li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Community Language Plan (should contain all the information in the above Project Plan, otherwise additional information may be requested)</li> </ul> <p><u>Supporting evidence</u> to be provided:</p> <ul style="list-style-type: none"> <li>• Project Plan,</li> </ul> <p>OR</p> <p>Community Language Plan (with any additional information, if required)</p>	Equal weighting
3. Community Engagement	<p>You should demonstrate this through:</p>	Equal weighting



Criteria	Specific information and evidence required	Weighting
and Evaluation Plan	<ul style="list-style-type: none"> <li>• Statement from the applicant of key Aboriginal Community stakeholders engaged/consulted on the Project proposal and their support for it</li> <li>• Stakeholder Analysis – clearly identify Aboriginal Community stakeholders (and any other critical stakeholders i.e. education sector, wider Community, etc.), their interest or involvement in the project, and how they will be engaged in during the project</li> <li>• Stakeholder evaluation plan linked to the goals/outcomes of the project and the metrics (<i>described in the Project Plan as part of Assessment Criteria 2</i>), incl. proposed feedback collection methods (surveys, interviews, observations, etc.) and schedule for evaluation activities to take place (during and post-project)</li> </ul>	

# 3

Application process

## 3 Application process

---

### 3.1 How to apply

The Aboriginal Languages Growth Program is an “open and competitive” multi-year grant program. This means the grant is open to all eligible applicants and applications are required to be submitted by a specific date. Eligible applications will be assessed on their comparative merits against assessment criteria and other applications.

The ALT will administer the Aboriginal Languages Growth Program using the electronic Management System, SmartyGrants, which enables the ALT to obtain sufficient information to verify applicant details, assess applications, and report on program outputs and outcomes. Applicants are encouraged to complete an online application form through the SmartyGrants Portal (<https://manage.smartygrants.com.au>). You will need to create a secure account with log in name and password.

Supporting documents will be required for inclusion in the application. Refer to Section 2 of this Guide for information on the specific Selection Criteria.

After an application is submitted, you will receive a notification of receipt from SmartyGrants.

*Please note*

- Applications cannot be changed once submitted.
- The ALT may consider extending the closing date for all applicants. Any extensions on the closing date will be made public through the ALT website [www.alt.nsw.gov.au](http://www.alt.nsw.gov.au) on the ALT social media platforms and the SmartyGrants portal.
- The ALT will not extend the close date for individual applications or accept late applications.

The ALT Community Investment Team will ensure forms are adequately completed and may request further information prior to the closing date.

---

### 3.2 Multi-Year Grant Process

Applicants can apply for multi-year grants. Applicants need to make it clear in their application that:

- they are applying for multiple years funding (to a maximum of two (2) years) for their project and the expected completion date,
- what milestones and outcomes will be completed each year, and
- the value of the grant funding they are applying for each year.

**Applicants should be aware that multi-year grant funding will be provided annually for approved projects. Funds for the follow-on year will only be released, when evidence is provided that the grantee has successfully delivered the current years expected outcomes.**

Applicants should also be aware that where funding is provided across multiple years, ALT will require evidence of satisfactory performance as part of any mid-term reporting requirements. Where a grantee fails to demonstrate to ALT satisfactory performance and delivery of expected outcomes during mid-term reporting, they may be required to repay the remaining Grant amount and the Funding Agreement may be varied or cancelled.



---

### 3.3 Support available to applicants

In the interests of equity of access to ALT Grants, if you need support with the application process, completing the application form (due to disability, disaster (flood), or access to technology for example) or are in a remote Community with limited access to the internet, please contact the ALT:

- Phone: 1300 036 406
- Email: [grants@alt.nsw.gov.au](mailto:grants@alt.nsw.gov.au)

Any direct support provided in the application will be delivered by an ALT staff member not involved in the assessment process.

Applicants are encouraged to ask questions and seek to assistance from the ALT when writing their applications to ensure they are complete and compliant. Any questions asked will be posted anonymously in the FAQs and published to SmartyGrants and or the ALT website to inform all applicants and records of advice provided and why it was provided, will be retained in accordance with NSW Government Policy.

# 4

Assessment process

## 4 Assessment process

---

### 4.1 Assessment of grant applications

#### Stage 1: Eligibility Cull

The ALT assessment team will screen all the applications against the program's eligibility criteria. The applicant may be contacted for verification evidence or for further information at this stage, including positive affirmation that they do not meet any of the excluding criteria. If your application is found to be ineligible, you will be notified in writing that your application has been unsuccessful.

#### Stage 2: Assessment Criteria

Applications that pass the eligibility assessment will be referred to an Assessment Panel consisting of at least two (2) members, which may include:

- ALT staff,
- an independent representative with experience in grant administration, and
- Community Language practitioners.

Eligible applications will be assessed based on the assessment within two (2) weeks of the application close date. The Assessment Panel will:

- Review applications against the assessment criteria.
- Assess each application individually and then as a group.
- Assess evidence provided in support of an application.
- Prepare and submit an Assessment Panel report to the ALT Executive Director.
- On request, provide confidential verbal briefing to others in the approval process.
- Oversee the timelines and effectiveness of the assessment process.

The Departmental Delegate, Executive Director, ALT is the final decision maker based on the recommendations of the Assessment Panel.

Independent Probity Advice will not be required as the Grant Program has been assessed as low value, low complexity and low risk. ALT will comply with their Probity Plan.

Any engagement with external stakeholders including Board members, organisations or Ministerial Staff and MPs will be documented and records kept.

Once an assessment is complete, successful applicants will progress to the establishment of a Funding Agreement.

---

### 4.2 Notification of application outcome

Applicants will be advised of their application outcome. Notification will be in writing through SmartyGrants once the Executive Director, ALT has finalised the approval process. Successful applicants will be announced publicly within seven (7) weeks of grant agreements being signed. Announcements will not be made regarding grants awarded before the grantee has been informed.

Unsuccessful applicants will be informed of the outcome of their application before the announcement.

---

## 4.3 Feedback on applications [and appeal process]

Applicants can request feedback on their application by contacting the ALT Community Investment Team on 1300 036 406 or via email on [grants@alt.nsw.gov.au](mailto:grants@alt.nsw.gov.au).

The recommendations made by the Assessment Panel will be final and there will be no appeal to the recommendations, or the decision made by the grant decision maker.

---

## 4.4 Publication of grants information

The Grants Administration Guide (Guide) requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant/funding agreement takes effect (see section 6.5 of the Guide and Appendix A to the Guide). This information is also open access information under the Government Information (Public Access) Act 2009 (NSW) (GIPA Act), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after the grant funding is approved or declined.

All records in relation to this decision will be managed in accordance with the requirements of the State Records Act 1998 (NSW).

Successful applications may be included in:

- Public media releases,
- An announcement on the ALT website,
- ALT social media promotion,
- ALT Annual Report or other ALT publications, and
- ALT Website.

# 5

Successful grant applications

## 5 Successful grant applications

Applicants will be advised of the outcome in writing through SmartyGrants once the approval process is complete.

Successful applicants will be required to:

- Enter into a funding agreement with the ALT within two (2) weeks of an offer being made.
- Start and complete funded activities and events by the dates specified in the funding agreement.
- Notify the ALT of any proposed changes to the funded activity, including timelines.
- Acknowledge the support of the ALT in accordance with the Funding Acknowledgement Guidelines which can be found at [www.alt.nsw.gov.au](http://www.alt.nsw.gov.au)

---

### 5.1 Grant agreement

The Funding Agreement lists important terms and conditions that applicants need to be aware of and is therefore attached (template) for review prior to application. The ALT encourages applicants to be aware of the following clauses in the Agreement:

1. Reporting Requirements,
2. Any milestones or targets,
3. Acknowledgement of the financial support by the NSW Government,
4. Not make any financial commitments until funding agreement is executed,
5. Termination rights,
6. Monitoring and acquittal,
7. Repayment of unspent funds,
8. Responsibility for any project cost overruns, and
9. Program evaluation or audit requirements.

---

### 5.2 Grant payment

The Aboriginal Language Growth Program funds will be paid directly to the applicants nominated bank account, as identified in your Funding Agreement, within four (4) weeks of the Agreement being signed and returned to the ALT.

You will be required to provide the following information to enable payment of funds to be made:

1. Full Name
2. Address
3. Date of Birth
4. ABN (if applicable)
5. Bank Account Details
6. Bank Statement on bank letterhead showing full name, account details and address (transaction or bank balance is not required).

*Note:* New vendors are required to be verified through EFTSURE to successfully complete the vendor process with the Premiers Department). You will be required to respond to an EFTSURE verification which will consist of an email and follow up phone call from a private number within 48 hours of your vendor creation commencing.

### 5.2.1 Goods and Services Tax (GST) on Grant Payment

In accordance with the NSW Grant Administration Guide Para 4.1.4, “a ‘grant’ is an arrangement for the provision of financial assistance by the NSW Government (or on behalf of the NSW Government) whereby money:

1. is paid to a grantee other than the NSW Government
2. is intended to help address one or more of the NSW Government’s policy outcomes
3. is intended to assist the grantee to achieve its objectives
4. *does not result in the return of goods or services by the grantee of an equivalent value to the NSW Government (i.e. it is a non-reciprocal exchange).*

As a result, ALT Grant payments are GST exclusive as there is no ‘Supply’ of goods and services to the ALT in return for the Grant payment. As such Grantees need to process the Grant payment in their financial systems as GST exclusive. If an invoice is incorrectly submitted as including GST the invoice will be rejected for rectification.

If the ATO during an audit finds there is Supply, then a Joint private ruling will be requested, and a grant variation will be processed to remove the language that created the perception of Supply. Since ALT can only supply Grants (as per paragraph 4.1.4 of the NSW Grant Administration Guide) and cannot procure goods and services with ALT funds, if the variation is not acceptable to the ATO then the Grant Agreement or Program would likely need to be terminated until the wording could be changed to make it clear there was no Supply – actual or perceived. Neither the ALT or Grantee can determine Supply only the ATO can make this determination.

### 5.2.2 GST Payment for Goods and Services

Grantees registered for GST (including NFPs), will need to submit their application exclusive of GST, and any GST paid for goods and services should be claimed as a tax input credit through normal accounting processes and business activity statement.

Grantees not registered for GST should consider the GST they are likely to incur during their project and include this amount in their Grant application (as a total figure and not a separate figure for GST), to the maximum Grant value. This is because GST cannot be claimed as a tax credit through your accounting processes.

### 5.2.3 GST Registration

Applicants should review the ATO guidance on GST registration and ensure the Grant payment will not require them to register for GST <https://www.ato.gov.au/businesses-and-organisations/gst-excise-and-indirect-taxes/gst/registering-for-gst>. ALT will require applicants to state that they have read the ATO guidance, and they are or are not registered for GST, and they are not required to register for GST after payment of the Grant.

*Note:* All information provided by ALT is general in nature and is designed to aid Grant recipients to formulate their own conclusions on Australian regulatory matters. The information must be applied to your current circumstances only. The Grant recipient should seek independent advice regarding the income consequences pertaining to ALT Grants.

---

## 5.3 Unspent funds

You may be required to return any unspent funds associated with the project in your application. Contact the ALT Community Investment Team to discuss any underspend as there may be an opportunity to use any underspend on extending the scope of your project. Your request will be assessed and may be approved if the request aligns with the objectives of the grant program. The request will only be considered if it meets the necessary requirements for a variation to the existing agreement.

---

## 5.4 Indicative reporting and acquittal requirements

The Aboriginal Languages Growth Program will be monitored, including a mid-term progress report and final report. The applicant must advise the ALT of any changes likely to affect their approved project and/or grant by contacting the ALT's Community Investment Team as soon as possible. This may include cost or scope changes and require negotiation of a funding agreement variation.

The applicant must also inform the ALT immediately of any changes to the following:

- Name
- Address
- Nominated Contact Details
- Bank Account Details
- Project outcomes
- Project schedule
- Conflict of interest
- Fraud or other governance issue

If an applicant becomes aware of a breach of terms and conditions under their agreement, they must contact the ALT immediately.





### 5.4.1 Aboriginal Languages Growth Program Reporting, Monitoring and Acquittal Framework

Proportional Reporting and Acquittal Requirements	Monitoring and Reporting Evidence
<p>Progress and Financial Reporting</p> <ul style="list-style-type: none"> <li>• Mid-term progress report against project schedule, outcome metrics, and financials (single-year around 6-months, and multi-year around 12-months).</li> <li>• Final report against measurable outcome metrics, and Community stakeholder feedback (within 4-months of completion of project).</li> </ul> <p>Acquittal (within 4-months of completion of project).</p> <ul style="list-style-type: none"> <li>• Grantee’s declaration that funds were spent in accordance with funding agreement.</li> <li>• Supporting report with details of expenditure</li> <li>• Statement from Grantee that project expectations were met.</li> </ul>	<p>6-month/yearly mid-term report against project schedule, outcome metrics (incl. Community benefits), and financials.</p> <p>End of project report against project outcome metrics and Community stakeholder feedback.</p> <p>Financial Declaration</p> <p>High-level breakdown of final expenditure against planned expenditure (no receipts).</p> <p>Statement of project outcomes.</p>

Quality assurance checks (over the lifetime of the funding agreement and up to 24-months post-project completion) may be completed on projects that receive Aboriginal Languages Growth Program funding. Any audits and acquittal processes are done for the purposes of ALT assurance and governance (not in return for the Grant), to ensure funding is being used as expected, in accordance with AL Act and NSW government policy (Grant Administration Guide for example) and Community outcomes are being achieved. Further, ALT staff will seek to proactively review and engage with grantees and stakeholders to share ‘good news’ stories and celebrate grantee and Community achievements to promote the Grant Program and how it is supporting Community achieve their Aboriginal Language goals.

## 5.5 Variation

ALT recognise that unexpected events may affect your grant and occasionally, a successful grant recipient may, after the grant has been approved, request a change to the grant agreement. When determining if we approve a variation request, the key issue is whether the change in scope would amount to a new grant. If the change is such that you are essentially requesting a new grant (e.g. additional funds for your approved project or the use of the same funds for a different, unapproved purpose, such as a different outcome), then the change in scope would be treated as a new grant application and not a variation.

A variation request that amounts to a minor change to an approved project that does not substantively impact the approved purpose or substantively change the timing or conditions of the approved grant would not generally need to be treated as a new grant and can be approved by the Grant Administration Team (although the decision maker will still be notified).

The kinds of proposed variations that might be considered a minor change include:



- an extension-of-time request of a relatively short duration – for example a request to delay a project start date due to stakeholders or resources being unavailable for a short period for example a two-month (not 12 month) delay. You must still intend to undertake the project as per the project plan and funding agreement at the end of any short delay.
- a minor change to scope that aligns with the approved purpose and does not involve the seeking of any additional funds – for example where there is a change to methodology, but the outcome remains the same or is improved.

In these circumstances, you can request a variation to your grant agreement. You can request a variation by getting in early contact with ALT, but you should not assume that a variation request will be successful. ALT will consider your request based on provisions in the funding agreement and the likely impact on achieving grant outcomes.

You must notify ALT and request a variation where:

- There is a change to any listed key personnel of the project team,
- There is a change in the approved expected outcomes,
- There is a change in project duration or cost,
- There is a change in your financial status – such as bankruptcy,
- You can no longer deliver the project, and/or
- Or for any other reason where you identify you may not be able to deliver on the funding agreement.

If a variation request is accepted, further changes may be required such as changes to the funding agreement to reflect the changed scope (if approved), or there may be additional or new publication requirements to ensure transparency about what has been funded etc.

For clarity and consistency, the ALT will capture any variation requests and record decisions.

Variations should be requested through the [grants@alt.nsw.gov.au](mailto:grants@alt.nsw.gov.au) email.

## 5.6 Evaluation

On completion of the Grant Program ALT will engage with grantees, Community and other Stakeholders to gain feedback on what worked, what didn't and how the Grant Program needs to improve for future years.

The main focus areas for the evaluation will be:

### *Project Evaluation*

Outcome	Grantee Evaluation
Was the project successfully delivered? Did the grantee meet all measurable outcomes?	<ul style="list-style-type: none"> <li>• Post-project evaluation plan and/or engagement with Community and project stakeholders seeking feedback on project and project outcomes</li> <li>• Engagement with project manager</li> <li>• Assessment of final deliverables against outcome metrics</li> <li>• Improvements identified for future projects, if applicable</li> </ul>
Did the project meet all ALT financial and performance monitoring and reporting obligations?	<ul style="list-style-type: none"> <li>• ALT evaluation of performance and financial reporting (during and post project)</li> <li>• Improvements identified for next grant program</li> </ul>
How well did the grant program work?	<ul style="list-style-type: none"> <li>• Grantee feedback on process</li> <li>• Community and stakeholder feedback on process</li> <li>• Improvement identified for next grant program</li> </ul>

### Grant Program Evaluation

Outcomes	Program Evaluation Metrics
Language activities that have directly benefited Communities?	<ul style="list-style-type: none"> <li>• Number of successful Community projects delivered</li> <li>• Percentage increase on previous year(s) (if applicable)</li> <li>• Number of new grantees as percentage of total grantees</li> <li>• Improvements identified for next grant program</li> </ul>
What and how many new Aboriginal Language resources were developed?	<ul style="list-style-type: none"> <li>• Number of products/resources delivered</li> <li>• Total year on year</li> <li>• Percentage increase on last year</li> <li>• Improvement identified for next grant program</li> </ul>
Did the Grant Program support Aboriginal Communities to deepen the growth and nurturing Aboriginal Language?	<ul style="list-style-type: none"> <li>• Number of different Languages covered by projects</li> <li>• Number of Languages supported as a total of grant value</li> <li>• Percentage of different Language projects as a percentage of grant funding.</li> <li>• Did funded projects inform the future development of Community-led and designed Languages projects and are these projects?</li> <li>• Did the projects raise awareness and use of Aboriginal Languages in NSW?</li> <li>• Improvement identified for next grant program.</li> </ul>

A program evaluation brief will be prepared for the ALT decision maker, with recommendations for the next grant program.

# 6

Additional information and  
resources

## 6 Additional information and resources

---

### 6.1 Complaint handling

Complaints about the process can be made in writing to [grants@alt.nsw.gov.au](mailto:grants@alt.nsw.gov.au). You will be contacted by the ALT Manager, Community Engagement and Investment to discuss your complaint within one (1) week.

If the complaint cannot be addressed by the ALT Manager, Community Engagement and Investment within two (2) weeks, it will be escalated to the ALT Executive Director who will investigate (this may include seeking independent advice) and contact you to resolve the complaint within two (2) weeks.

All complaints will be registered by the ALT in accordance with the relevant policy. Once a complaint is made all communications will be documented and retained in accordance with the requirements of the State Records Act 1998 (NSW).

---

### 6.2 Access to information

The GIPA Act provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency (which includes Ministerial offices). Access to government information is only to be restricted if there is an overriding public interest against disclosure.

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the papers – that is, the return to order. The return to order may contain privileged and public documents. Privileged documents are available only to members of the Legislative Council.

Note that documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

---

### 6.3 Ethical conduct

The ALT will make sure that the NSW Aboriginal Languages Week Program process is fair, transparent, and incorporates appropriate safeguards against fraud, unlawful activities, and other inappropriate conduct. All decisions related to administration of the Grant Program will be impartial, appropriately documented and published, publicly defensible and lawful.

#### 6.3.1 Conflict of interest management

A conflict of interest exists when a reasonable person might perceive that your personal interest(s) could be favoured over your public duties.

The ALT acknowledges that within Aboriginal Communities, individuals possess personal, professional, and cultural relationships, in which they hold belonging, authority, and accountability. The strength of these connections often assists in the appropriate revitalisation of Language and Culture but can also create challenges in relation to independence of decision making. Given the

Community connections of staff in roles with probity responsibilities to this Grant Program, actual or perceived conflicts of interest with applicants is expected.

The following steps will be taken to identify and manage any conflicts of interest that may arise during administration of the Program:

- Any declared conflicts of interest and controls will be documents and reported in accordance with relevant ALT policies and government requirements.
- All parties involved in the Program, including applicants and ALT Staff, Executives and Board Members, need to declare any actual or perceived conflicts of interest.
- All staff involved in the process who have a conflict of interest are to bring this to the attention of their supervisor and, where appropriate, strategies to manage the risks will be identified and implemented.
- Where an assessor identifies a conflict of interest in relation to an application, that assessor will be excluded for the assessment of that specific application only.
- Where the ALT Executive Director declares a conflict of interest in relation to an application, approval of the relevant applications will be escalated to the Deputy Secretary, Aboriginal Affairs NSW.
- All conflicts of interest, will be noted in the recommendations to the ALT Executive Director and will be noted in Board meetings, including the nature of the conflict and controls to manage the risks.

### 6.3.2 Confidentiality

There may be a legal obligation to maintain confidentiality over certain information and the ALT will generally seek to treat applicant information as confidential. However, there are requirements to publish or produce certain grants information as outlined above at **Error! Reference source not found.** and, as noted at **Error! Reference source not found.** above, documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

Subject to the above, the following procedures are in place to help ensure that the unauthorised release of confidential information does not occur:

- Confidentiality declarations are to be signed by all persons involved in performing functions related to the funding application and the assessment process.
- Documents and records will be kept confidential and secure in SmartyGrants or in the Department's official EDRMS system.
- Information that could be perceived as giving an unfair advantage must be kept confidential until it is publicly available to all participants.
- If there are doubts about the confidentiality status of any information, the matter will be referred to the ALT Executive Director, who may seek legal advice.
- Printed information is to be kept in a secure place and securely disposed of.



### 6.3.3 Government Sector Finance Act 2018 (NSW)

Consistent with section 10.3A of the Government Sector Finance Act 2018 (NSW) when approving or declining a grant to which the Grants Administration Guide applies, regard will be given to the key principles of grants administration specified in the Guide.