

# Aboriginal Languages Trust

# Aboriginal Language Partnership Funding Program Guidelines 2023-2024

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29 May 2024

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Grant Program Details	
Opening Date	9.00am 29 May 2024
Closing date and time	11:59pm 5 June 2024
Evaluation timeframe	6 June – 10 June 2024
Application outcome date	12 June 2024
Project delivery timeframe (for successful applications)	1 July 2024 – 30 June 2026
Decision-maker	Executive Director, Aboriginal Languages Trust
NSW Government Agency	Aboriginal Languages Trust
Type of grant opportunity	Targeted, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	<b>\$2,600,000 (total funding available)</b> Grant amounts, excluding GST, range from \$60,000 up to \$500,000.
Enquiries	Aboriginal Languages Trust, Community Investment Team, <a href="mailto:grants@alt.nsw.gov.au">grants@alt.nsw.gov.au</a>

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# 1

## Overview of grants program

# 1 Overview of grants program

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The Aboriginal Languages Trust (ALT) is an Aboriginal-led NSW Government Agency. The ALT was 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 functions of the ALT are defined in the AL 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 Aboriginal Languages Partnership Funding Program (PFP) is funded by the ALT as part of the Community Investment Program (CIP), which provides funding to Aboriginal Community organisations and groups to deliver Languages revitalisation projects and activities.

The CIP aims to:

1. Promote and raise awareness of Aboriginal Languages in Communities across NSW, consistent with the objectives of the *Aboriginal Languages Act 2017* (NSW)
2. Ensure funding is provided to Aboriginal people in NSW
3. Ensure critical decision-making is led by the needs and aspirations of Aboriginal Communities and groups across NSW

The CIP is based on the following core principles, aligning to the goals in the *ALT's Strategic Plan (2022-2027)* and as agreed by the ALT Board:

- **Flexible and place-based:** The program will be flexible enough to allow Language to be nurtured in a local and place-based way, so that the unique needs and aspirations of Aboriginal Communities can be realised in a way they see fit.
- **Connecting Communities:** The program will encourage strong relationships to be built and promote and grow active and engaged networks to nurture NSW Aboriginal Languages.
- **Celebrate and promote:** The program will strive to increase the celebration of Aboriginal Languages and build and promote a strong NSW-centric evidence-base to transform how Aboriginal Languages are recognised and valued.
- **Sustainable futures:** The program will invest funds to grow the number of Aboriginal Languages speakers, educators and teachers, and will support Aboriginal ways of learning and transferring knowledge to grow and sustain Languages.
- **Simplicity and accessibility:** The program will be supported by systems and processes that enable Aboriginal people to access the progress with ease. They must also meet the Board and management's requirements for governance, risk management and information to support decisions.
- **Value for money:** The program will ensure the efficient allocation of grants, meaning that every dollar spent obtains the greatest possible benefit for Aboriginal people in NSW.
- **Probity and transparency:** The program is consistent with the purpose, functions and strategic direction of the ALT. This program will meet all the necessary requirements for good governance and probity as outlined in the NSW Government Grants Administration Guide.

All applicants are encouraged to read these guidelines before applying. If you have any questions, please contact our Community Investment Team via email on [grants@alt.nsw.gov.au](mailto:grants@alt.nsw.gov.au)

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## 1.1 Purpose and objectives

The purpose of the Aboriginal Languages PFP is to revive, grow and nurture Aboriginal Languages across NSW by:

1. Supporting Aboriginal Languages Communities and groups to continue and build on successful Languages activities
2. Strengthening the capacity of Aboriginal Languages Communities and groups who are doing Languages work, to the grow Languages activities

The Aboriginal Languages Partnership Funding Program seeks to achieve the following objectives:

- Support the continuity of existing Language projects
- Support the growth and expansion of existing Languages projects
- Provide greater accessibility for Aboriginal Communities to Aboriginal Languages Programs
- Strengthen Community capacity to lead and support Aboriginal Language growth and nurturing
- Support Aboriginal Communities to practice and uphold their Custodianship over Aboriginal Language revitalisation
- Aligns with the objectives and functions of the *Aboriginal Languages Act 2017* (NSW)

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## 1.2 Grant value

Applicants can apply for grants from \$60,000 up to \$500,000 (excludes GST).

The ALT has allocated a total of \$2,600,000 for the Aboriginal Languages Partnership Funding Program in 2023-2024.

# 2

## Selection criteria

## 2 Selection criteria

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### 2.1 Eligibility criteria

To be eligible you must be:

- an Aboriginal Community-controlled, not-for-profit organisation working with Aboriginal Communities in NSW, and one of the following organisation types:
  - an Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)
  - a company incorporated in Australia under the Corporations Act 2001 (Cth)
  - a Local Aboriginal Land Council under the Aboriginal Land Rights Act 1983 (NSW)
  - an Incorporated Association (incorporated under state legislation, and commonly have ‘Association’ or ‘Incorporated’ or ‘Inc’ in their legal name)
  - an Incorporated Cooperative (incorporated under state legislation, and commonly have ‘Cooperative’ in their legal name)
  - an incorporated trustee on behalf of a trust; OR
- an Aboriginal sole trader or business whose primary business activity relates to Aboriginal Languages revitalisation (noting projects must not be profit-making in nature and the business must be owned and operated by a “Language Champion”); OR
- an unincorporated Aboriginal Community group who has entered into an agreement with a not-for-profit auspice organisation of one of the following organisation types:
  - an Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)
  - a company incorporated in Australia under the Corporations Act 2001 (Cth)
  - a Local Aboriginal Land Council under the Aboriginal Land Rights Act 1983 (NSW)
  - an Incorporated Association (incorporated under state legislation, and commonly have ‘Association’ or ‘Incorporated’ or ‘Inc’ in their legal name)
  - an Incorporated Cooperative (incorporated under state legislation, and commonly have ‘Cooperative’ in their legal name)
  - an incorporated trustee on behalf of a trust

Applicants must also:

- Be invited to apply to the Program by the ALT.
- Be able to enter into a funding agreement with the ALT and have an Australian bank account.
- 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 project budget.

Unincorporated groups:

- An unincorporated Aboriginal group wishing to apply will need to partner with an eligible organisation to receive and administer the funding. The eligible organisation must apply on behalf of the unincorporated group.

Applicants NOT eligible for funding are:

- Individuals
- Federal and State Government agencies and bodies, including public schools and hospitals.
- Local Councils



- Schools, Universities, TAFE, Adult and Community Education
- For-profit organisations, including Aboriginal businesses (with the exception of Language Champions)
- Unincorporated organisations or groups without an eligible auspicing organisation
- Organisations that have not met project requirements, including acquittal and reporting for funding received from the ALT or Aboriginal Affairs NSW in the previous two (2) years

**Important Note:** a “Language Champion” is defined as a Senior Aboriginal Language Practitioner that has been established in research, development, education, and delivery of Language for the past two (2) decades or more. They are known, recognised and accepted by their Community and colleagues as a leader in Language. Projects funded must not be profit making in nature.

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 Aboriginal Corporation.

## 2.2 Assessment criteria

Eligible applications assessed against criteria:

Eligible applications will be assessed based on the assessment criteria, within two (2) weeks of submission, by an assessment panel comprising of an ALT representative and three independent representatives.

An Assessment Panel will use the following assessment framework to assess each application using **equal weighting** for each criterion:

**Table 1: Assessment Framework – Partnership Funding Program 2023-24**

Criteria	Justification	Assessment Indicator	Rating
Aligns with the objectives and functions of the Trust.	Project must be consistent with objective and functions of the Aboriginal Languages Trust, under the <i>Aboriginal Languages Act, 2017</i> .	<p><b>Indicator 1: Aligns with one or more objective and functions of the Trust</b></p> <ul style="list-style-type: none"> <li>• Promotes Aboriginal Languages activities.</li> <li>• Develops resources to support Aboriginal Languages activities.</li> <li>• Promotes and/or provides education and employment opportunities in Aboriginal Languages activities.</li> <li>• Promote wider use and appreciation of Aboriginal Language activities.</li> </ul> <p><b>Supporting documentation:</b>  <i>Can be evidenced and/or demonstrated by</i></p> <ul style="list-style-type: none"> <li>• Detail provided in the grant application under “Aligns to objectives, functions and purpose”</li> <li>• Detail provided in the grant application under “Milestones and activities”</li> </ul>	(1,2,3,4) <input type="checkbox"/>
Meets the purpose and objectives of Trust and PFP.	Project must be consistent with at least one objective of the PFP.	<p><b>Indicator 2: Meets one or more of the purpose and objectives of the PFP</b></p> <ul style="list-style-type: none"> <li>• Support the continuity of existing Language projects</li> </ul>	(1,2,3,4) <input type="checkbox"/>

		<ul style="list-style-type: none"> <li>• Support the growth and expansion of existing Languages projects</li> <li>• Provide greater accessibility for Aboriginal Communities to Aboriginal Languages Programs</li> <li>• Strengthen Community capacity to lead and support Aboriginal Language growth and nurturing</li> <li>• Support Aboriginal Communities to practice and uphold their Custodianship over Aboriginal Language revitalisation</li> </ul> <p><b><u>Supporting documentation:</u></b>  <i>Can be evidenced and/or demonstrated by</i></p> <ul style="list-style-type: none"> <li>• Detail provided in the grant application under “Aligns to objectives, functions and purpose”</li> <li>• Detail provided in the grant application under “Milestones and activities”</li> <li>• Project support letters from relevant Community groups, organisations, and Language practitioners.</li> </ul>	
<p>Aboriginal controlled-owned, driven and supported.</p>	<p>Project reflects the purpose and objectives of the Trust to support local Communities with their Languages activities.</p>	<p><b><u>Indicator 3: Application includes evidence of Aboriginal Community Support</u></b></p> <ul style="list-style-type: none"> <li>• Includes evidence that the local Aboriginal Community supports this organisation/group in providing this Project to this Community.</li> </ul> <p><b><u>Supporting documentation:</u></b>  <i>Can be evidenced and/or demonstrated by</i></p> <ul style="list-style-type: none"> <li>• Detail provided in the grant application under “Community support”</li> <li>• Project support letters from relevant Community groups, organisations, and Language practitioners.</li> <li>• Participant testimonials (can include testimonials given via email, video, survey responses, participants feedback, etc.)</li> </ul>	<p>(1,2,3,4)</p> <p><input type="checkbox"/></p>
<p>Delivers Community-driven Languages outcomes and benefits the Aboriginal Community (takes into consideration existing Language resources available and how activities support Language use in the home and/or Community environment)</p>	<p>Funds are invested where there are demonstrated Community benefits.</p>	<p><b><u>Indicator 4: Outcomes are Community driven/benefits Community</u></b></p> <ul style="list-style-type: none"> <li>• The project will deliver positive Language outcomes to an Aboriginal Community and/or Community Group(s).</li> <li>• The benefits to the Aboriginal Community have been thought out, considered, and clearly outlined.</li> <li>• The benefits will reach the broader Aboriginal Community.</li> </ul> <p><b><u>Supporting documentation:</u></b>  <i>Can be evidenced and/or demonstrated by</i></p>	<p>(1,2,3,4)</p> <p><input type="checkbox"/></p>

		<ul style="list-style-type: none"> <li>• Detail provided in the grant application under “Project outcomes”</li> <li>• Project support letters from relevant Community groups, organisations, and Language practitioners.</li> <li>• Participant testimonials (can include testimonials given via email, video, survey responses, participants feedback, etc.)</li> <li>• Community Language Plan.</li> <li>• Outcomes from the delivery of previous projects funded by the ALT and/or AANSW.</li> </ul>	
Demonstrated capacity to undertake and complete the Project. Will include consideration of the previous funding provided to the applicant by the Trust.	Has the capacity to deliver the Project on time, within budget and in line with funding agreement.	<p><b><u>Indicator 5: The organisation has the capacity to deliver</u></b></p> <ul style="list-style-type: none"> <li>• The Applicant holds (or has access to) the required level of Languages knowledge to complete the project.</li> <li>• The Project has been thought out, considered, and clearly outlined, including costings, milestones/deliverables and timeframes.</li> <li>• The Applicant has not (to the best of your knowledge) previously failed to acquit funds or complete a project funded by the Trust.</li> </ul> <p><b><u>Supporting documentation:</u></b> <i>Can be evidenced and/or demonstrated by</i></p> <ul style="list-style-type: none"> <li>• Detail provided in the grant application under “Key project personnel”</li> <li>• Detail provided in the grant application under “Budget”</li> <li>• Detail provided in the grant application under “Project milestones and key deliverables”</li> <li>• Project can be completed within the timeframes stated in the Guidelines (1 July 2024 to 30 June 2026).</li> <li>• Project manager/key personnel CV</li> <li>• Project completion/acquittal from the delivery of previous projects funded by the ALT and/or AANSW.</li> </ul>	(1,2,3,4) <input type="checkbox"/>
Value for money.	Project will be delivered within the Programs Guidelines and the spend represents good value for money to the Trust.	<p><b><u>Indicator 6: The budget is clear and reasonable</u></b></p> <ul style="list-style-type: none"> <li>• The Project has been thought out, considered, and clearly outlined, including costings, milestones/deliverables and timeframes.</li> </ul> <p><b><u>Supporting documentation:</u></b> <i>Can be evidenced and/or demonstrated by</i></p> <ul style="list-style-type: none"> <li>• Detail provided in the grant application under “Budget”</li> </ul>	(1,2,3,4) <input type="checkbox"/>

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		<ul style="list-style-type: none"><li>• Detail provided in the grant application under “Project milestones and key deliverables”</li><li>• Detail provided in the grant application under “Project outcomes”</li></ul>	
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Only applications that are assessed as sufficiently meeting the assessment criteria will be recommended for funding.

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

# 3

## Application process

## 3 Application process

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### 3.1 How to apply

The Aboriginal Languages PFP is a “targeted, competitive” funding round. This means the grant is open to a smaller number of potential applicants who are invited to apply for a grant. Applications are required to be submitted by a specific date and eligible applications are assessed on their comparative merits against nominated criteria.

The ALT administers all grants programs using the electronic management system, SmartyGrants. Applicants will be required to prepare and lodge their applications online through the **SmartyGrants portal**.

After an application is submitted, you will receive a notification of receipt from SmartyGrants. Applications cannot be changed once submitted.

Applicants must not provide false or misleading information, if found to provide false or misleading information you will not be eligible for any further grants through the ALT.

The Aboriginal Languages PFP is open from Wednesday, 29 May 2024 to Wednesday, 5 June 2024.

The ALT may consider extending the closing date of a grant program for all applicants and any extension will be made public through the ALT website [www.alt.nsw.gov.au](http://www.alt.nsw.gov.au), on the ALT’s social media channels, and through the SmartyGrants portal.

The ALT will not extend the close date for an individual application or accept late applications.

Any potential program or governance risk will be actively managed in accordance with the relevant ALT policies.

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### 3.2 Grant writing support

The ALT engages independent grant writers to support eligible applicants to prepare grant applications for the Partnership Funding Program 2023-2024.

This support is offered to all eligible applicants. The level of support provided is determined by the applicant based on their needs.

The ALT will maintain a register of support provided to eligible applicants.

This support aims to improve equity amongst eligible applicants and is consistent with consultations carried out by the ALT in 2022 and the ALT Strategic Plan 2022-2027.

# 4

## Assessment process

# 4 Assessment process

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## 4.1 Assessment of grant applications

### Stage 1: Eligibility

All applications will be screened by ALT staff for project eligibility (refer to section 2.1 “Eligibility criteria”) and the applicant may be contacted for verification or for further information at this stage.

If an application is found to be ineligible, the applicant will be notified in writing and will not proceed to Stage 2: Assessment.

### Stage 2: Assessment

Applications that pass the eligibility assessment will be referred to an Assessment Panel consisting of four (4) members, including:

- an ALT staff representative,
- an independent representative with experience in grant administration, and
- two (2) Community Language practitioners.

Eligible applications will be assessed based on the assessment criteria (refer to section 2.2 “Assessment criteria”) within two (2) weeks of submission by the applicant.

#### The Assessment Panel will:

- Review applications, consistent with the assessment criteria.
- Assess each application individually and then as a group.
- Prepare an assessment panel report of their recommendations.
- Submit a final assessment panel report to the ALT Executive Director.
- 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.

### Stage 3: Grant Funded

#### Successful applicants will be required to:

- Enter into a funding agreement with the ALT within one (1) week of the 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.
- Acknowledge the support of the ALT (in accordance with guidance provided by the ALT).

### Stage 4: Report and Acquittal

The applicant is required to report on outcomes from the activity and acquit the grant within 90 days of project completion.

Evidence to support the acquittal can be uploaded in SmartyGrants and must include proof of expenditure (copies of invoices and receipts) as well as photos, media coverage, links to video clips, etc, where relevant.

Successful applications may be included in:

- Public media releases
- An announcement on the ALT website



- ALT social media promotion
- Published on Grant Finder website
- Published on ALT Website

Where a grant is not successfully acquitted, the ALT Community Investment Team may contact you to assist with the completion of the acquittal.

Failure to complete an acquittal within the required timeframe will result in an applicant being ineligible to apply for ALT grants for the next two (2) years.

If an acquittal is not completed with supporting evidence, the applicant will be required to repay any underspend identified. If an applicant is found to have wrongfully misused grant funds, the applicant will be ineligible to apply for future ALT grants.

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## 4.2 Notification of application outcome

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

Successful applicants will be announced publicly within 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.

### 4.2.1 Feedback on applications

Applicants can request feedback on their application by contacting the Community Investment team via email on [grants@alt.nsw.gov.au](mailto:grants@alt.nsw.gov.au)

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## 4.3 Publication of grants information

The Grants Administration Guide requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant 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 *all* grant decisions by the decision-maker, including decisions not to award grants, will be managed in accordance with the requirements of the *State Records Act 1998* (NSW).

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## 5 Successful grant applications

Successful applicants will be required to:

- Enter into a funding agreement with the ALT within one (1) week of the 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 and complete a project variation request.
- Acknowledge the guidance provided by the ALT.
- Report on outcomes from the activity and acquit the grant within 90 days of project completion (see section 4.1 “Assessment of grant applications”).

Successful applications may be included in:

- Public media releases
- An announcement on the ALT website
- ALT social media promotion
- Published on Grant Finder website
- Published on ALT Website

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### 5.1 Grant agreement

The ALT will enter into a grant agreement with applicants, and relevant service providers, who are approved to receive an ALT grant.

Important terms and conditions associated with the funding, may include the following:

- Six (6) monthly project progress reports and other reporting requirements
- Milestones or targets to be met
- Repayment of unspent funds
- Being responsible for any project cost overruns
- Participating in a program evaluation or audit to determine the extent to which projects have contributed to the program objectives

Requests for variations or changes to a grant agreement will only be considered in limited circumstances and where the proposed variations or changes align with the Program objectives and these guidelines. Variations or changes will only be considered at the sole discretion of the ALT.

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### 5.2 Grant payment

Grant funds will be paid directly to the applicants nominated bank account, as identified in the agreement within four (4) weeks of the agreement being signed and returned to the ALT.

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

Applicants may be asked to provide additional information:

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

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## 5.3 Unspent funds

If your project is completed and there are unspent funds remaining, you will be required to return unspent funds. Contact the ALT investment Team to discuss any underspend.

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## 5.4 Indicative reporting and acquittal requirements

The Aboriginal Languages PFP will be monitored with a mid-term progress report and final report.

The applicant must advise the ALT of any changes likely to affect their approved 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 of any changes to the following:

- Name
- Address
- Nominated contact details
- Bank account details

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

Quality assurance checks will be completed on projects that receive funding under the Aboriginal Languages PFP. This is to ensure that the funds are expended in line with the purpose and aligns with the intended outcomes defined in the ALT Strategic Plan and AL Act.

# 6

## Additional information and resources

## 6 Additional information and resources

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### 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 an ALT representative to discuss your complaint.

All complaints will be registered on the ALT in accordance with the relevant policy. Once a complaint is made all communications will be documented.

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### 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.

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### 6.3 Ethical conduct

The Program will meet the Board and management's requirements for governance, risk management and information to support decisions. Any potential program or governance risk will be actively managed in accordance with the relevant ALT policies.

The ALT will make sure that its grant processes are fair, transparent, and incorporate appropriate safeguards against fraud, unlawful activities, and other inappropriate conduct. All decisions related to grants administration will be impartial, appropriately documented and published, publicly defensible and lawful.

#### 6.3.1 Conflict of interest management

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 Program, actual or perceived conflicts of interest with applicants is expected.

A conflict of interest exists when it is likely that a member could be influenced by a personal or business interest. If a conflict or perceived conflict of interest is declared, the assessor is removed from the assessment process of the application where a conflict is declared.

Declaring a conflict ensures the conflict is recorded. Therefore:

- Conflict of Interest declarations will be signed by all persons involved in performing functions related to the process.
- The Assessment Panel will make such declarations within the application profile in SmartyGrants.
- All staff involved in the process, who have a perceived and real 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 incorporated.
  - any Board member with a conflict or perceived conflict will be noted in the recommendations to the ALT Executive Director (and be noted in Board meetings), and where appropriate strategies to manage the risks will be identified and incorporated.
  - where a panel member identifies a conflict or perceived conflict of interest that panel member will be excluded for the assessment of that specific application only.
  - where the conflict affects more than 50% of the panel an independent member will be engaged for the assessment of that specific application.
  - where the ALT Executive Director declares a conflict of interest, approval of the conflicted applications will be escalated to the Deputy Secretary, Aboriginal Affairs NSW.

### 6.3.2 Confidentiality

Subject to any legal obligation to disclose information, the ALT will treat the information of the applicant as sensitive and confidential. The following procedures are in place to 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 Departments 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.
- Information that is deemed to be confidential (in accordance with legislative responsibilities) will be kept confidential (subject to Government Information Public Access Act 2009 (GIPA)).
- Information that is commercially sensitive or commercial in confidence will remain confidential (subject to Government Information Public Access Act 2009 (GIPA)).
- The Assessment Panel will meet in a secured location to prevent breaches of confidentiality.
- Secure documents will only be accessible by persons approved by the Assessment Panel convener.
- Secure documents will only be accessible by persons who have signed and submitted a confidentiality agreement.
- Printed information is to be kept in a secure place and securely disposed of.

The following information will be kept confidential:

- Contents of all applications and project plans.
- Information produced as part of the assessment process.

- Information related to the processes that is not publicly available.
- Information determined by the assessment panel to be confidential.

### **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.