

# 2021 NAIDOC Application Form

## Form Preview

### Aboriginal Affairs NSW - 2021 NAIDOC Application Form

#### Completing this form

Thank you for your interest in Aboriginal Affairs NSW 2021 NAIDOC Grants.

The NAIDOC Grants funding program aims to achieve the following outcomes:

- Celebrate Aboriginal history, culture and achievements and meet the broader objectives of NAIDOC Week and/or hold events and activities that align with the national theme of NAIDOC Week which in 2021 is Heal Country!
- Promote a greater awareness and understanding of Aboriginal history and culture within the broader local or regional community.

By submitting your application you are lodging your interest in applying for funding. Submission of an application does not guarantee funding.

[Links to FAQs, Tips and Hints](#) are available throughout the application form in SmartyGrants and a downloadable copy of the [Help Guide](#) for Applicants can be accessed from the home page of SmartyGrants.

If you need assistance using SmartyGrants or have any queries while completing your application form that cannot be answered from the information sheets, please contact your nearest Aboriginal Affairs NSW office:

**Batemans Bay 02 4478 2659**

**Tamworth 02 5778 1804**

**Coffs Harbour 02 5646 5101**

**Broken Hill 08 8088 0003**

**Bourke 08 8088 0003**

**Dubbo 02 6887 4402**

**Newcastle 02 4924 7007**

**Sydney 02 8362 6673**

***Remember to SAVE your form regularly as you are completing it.***

Please refer to the [2021 NAIDOC Guidelines and Frequently Asked Questions \(FAQs\)](#) for further information including eligibility and assessment criteria.

#### Eligibility Check

\* indicates a required field

#### Who IS and is NOT eligible

Aboriginal Affairs NSW NAIDOC Grants, where possible, are distributed to Aboriginal run and controlled organisations.

Applicants **will be** eligible for funding if they are:

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- an incorporated not-for-profit organisation registered with NSW Fair Trading under the *Associations Incorporation Act 2009* (NSW);
- an Aboriginal Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth);
- a Local Aboriginal Land Council established under the *Aboriginal Land Rights Act 1983* (NSW);
- NSW Local Council operating under the *Local Government Act 1993* (NSW);
- an unincorporated organisation or group who has entered into an agreement with an eligible organisation to auspice the funding;

Applicants who are located in NSW and/or delivering a service to communities within NSW.

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

- individuals;
- Federal and State Government agencies for example, NSW Public Schools or hospitals;
- for-profit organisations including Aboriginal businesses;
- unincorporated organisations or groups without an eligible auspicing organisation; or
- organisations that have not met project requirements, including acquittal and reporting for previous funding received from Aboriginal Affairs NSW.

Applicants must have public liability insurance of at least \$20 million per claim. A copy of their current Certificate of Currency should be uploaded to this application form.

### **Auspicing**

If an unincorporated organisation or group wishes to apply for a NAIDOC Grant they will need to partner with an eligible organisation to receive and administer the funding. The eligible organisation must apply on behalf of the unincorporated organisation or group.

If you wish to check if you are eligible, please contact Aboriginal Affairs NSW regional staff before you start your application.

## Are you Eligible?

### **1. Are you eligible to apply for funding under this program based on the terms above? \***

- Yes - refer 'Who can apply (eligible)' above
- No - refer 'Who cannot apply (not eligible)' above

## Important

### **2. Are you one of the following? \***

- An individual
- Federal and State Government agencies for example, NSW Public Schools or hospitals
- For-profit organisations including Aboriginal businesses
- Unincorporated organisations or groups without an eligible auspicing organisation; or
- organisations that have not met project requirements, including acquittal and reporting for previous funding received from Aboriginal Affairs NSW.
- None of the above

### **3. Do you have a valid auspice agreement? \***

- Yes
- No

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### Contact Us

If you have checked 'No' when asked about a valid auspice agreement and have selected one of the ineligible applicants you will need to contact your closest regional office at Aboriginal Affairs NSW to discuss your application.

**Batemans Bay02 4478 2659**

**Tamworth02 5778 1804**

**Coffs Harbour02 5646 5101**

**Broken Hill08 8088 0003**

**Bourke08 8088 0003**

**Dubbo02 6887 4402**

**Newcastle02 4924 7007**

**Sydney02 8362 6673**

Email: [grants@aboriginalaffairs.nsw.gov.au](mailto:grants@aboriginalaffairs.nsw.gov.au)

### Conditional For Funding

\* indicates a required field

#### Organisation Status

##### 4. Are you applying on behalf of another organisation, through an auspicing arrangement? \*

- Yes
- No

An auspice organisation is one that is applying and will take responsibility for the project should it be funded, on behalf of another organisation. The organisation that you are applying on behalf of is NOT incorporated.

##### 5. Organisation ABN/ACN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register |                                  |
|---|----------------------------------|
| ABN   |                                  |
| Entity name                                       |                                  |
| ABN status  |                                  |
| Entity type                                       |                                  |
| Goods & Services Tax (GST)                        |                                  |
| DGR Endorsed                                      |                                  |
| ATO Charity Type                                  | <a href="#">More information</a> |
| ACNC Registration                                 |                                  |

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Tax Concessions

Main business location

Must be an ABN.

### 6. Name of organisation being auspiced

Organisation Name

If you are auspicing an unincorporated organisation, please tell us who you are auspicing and applying on behalf of.

### 7. Organisation's Incorporation Registration Number

## Public Liability Insurance

To be eligible for funding, your organisation must have cover of up to \$20m Public Liability insurance. If your organisation is not covered, you will need to approach another organisation to apply for funding on your behalf, so that your event will be covered under their Public Liability insurance. If you select YES you may be asked to provide evidence. If you select NO your application cannot progress any further. Please contact your nearest Aboriginal Affairs NSW office to discuss.

### 8. Does your organisation have the appropriate insurance cover for the NAIDOC event or activity? \*

- Yes  
 No

## Previous Receipt of Funds from Aboriginal Affairs NSW

### 9. Has your organisation received funding from Aboriginal Affairs NSW within the last two years? \*

- Yes  
 No  
 Unsure

### 10. If your organisation has previously received funding from Aboriginal Affairs NSW, please provide a brief description here.

Must be no more than 100 words.

Include year, name of project, amount received and details on whether the project was completed successfully with all documentation provided to Aboriginal Affairs NSW.

## Applicant Contact Details

\* indicates a required field

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### Reminder

Remember to **SAVE** your application form regularly. Please use sentence case in your typed responses. Sentence case uses a combination of upper and lower case.

### Organisation Name and Address Information

Please provide organisation information in the section below.

**11. Registered Name of Organisation \***

Organisation Name

**12. Trading Name of Organisation \***

**13. If you trade under any other name, please specify**

**14. Organisation Business Phone \***

Must be an Australian phone number.

Include your phone number area code. Must be able to be used during daytime hours.

**15. Organisation Email Address \***

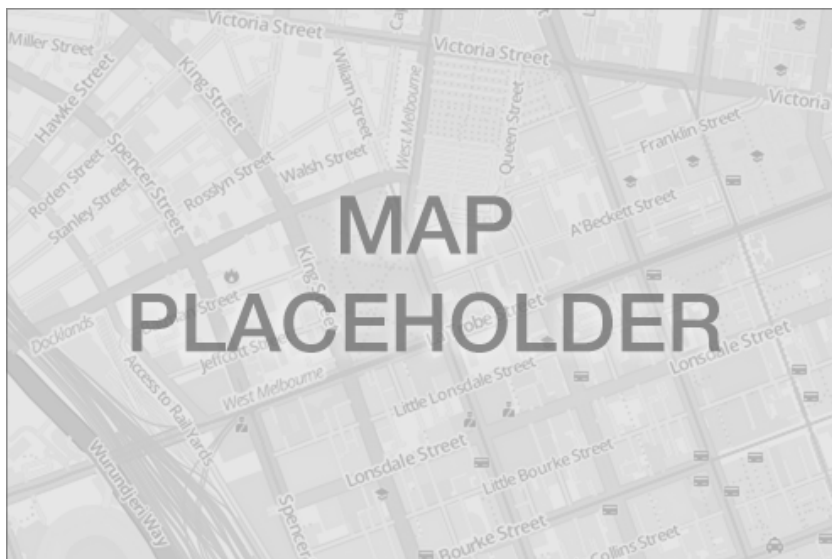
Must be an email address.

**16. Organisation Business Address \***

Address

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Address Line 1, Suburb/Town, State/Province, and Postcode are required.  
Street or postal address can be listed here.

### Organisation Contact Details

Please provide details of the authorised or delegated contact person for your organisation in the section below. Should your application be successful, **this person will be responsible for completing the online funding agreement and ensuring compliance with the agreement.**

**IMPORTANT\*** *You are required to notify Aboriginal Affairs NSW if your project contact details change during the grant period.*

#### 17. Organisation Contact Name \*

Title      First Name      Last Name

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

For example this person could be the: General Manager, CEO, President, Secretary, Treasurer or another person who is the main contact person for your organisation.

#### 18. Position \*

#### 19. Email Address \*

Must be an email address.

#### 20. Contact Number \*

Must be an Australian phone number.  
Mobile number preferred.

#### 21. Will this be the main project contact? \*

Yes

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No

This will be the person for all major correspondence.

### 22. Organisation Second Contact Name \*

| Title                | First Name           | Last Name            |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Needs to be different from the initial organisation contact, second main contact person for organisation

### 23. Position \*

### 24. Email Address \*

Must be an email address.

Needs to be different from the initial organisation contact

## Project Contact Details

Please provide the contact details of the person who will be the main project contact if not the same as above.

### 25. Contact Name \*

| Title                | First Name           | Last Name            |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

### 26. Position \*

### 27. Contact Number \*

Must be an Australian phone number.

Mobile preferred.

### 28. Email Address \*

Must be an email address.

## Project

\* indicates a required field

## Project Details

Please tell us about your project.

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### 29. Project Title \*

Must be no more than 10 words.

### 30. Start Date \*

Must be a date and between 4/7/2021 and 30/11/2021.

### 31. End Date \*

Must be a date and between 4/7/2021 and 30/11/2021.

### 32. Total Amount Requested \*

Must be a whole dollar amount and between \$500 and \$3,000.

### 33. Expected Number of Participants \*

### 34. Project Description \*

Must be no more than 30 words.

### 35. Please describe the specific activities that the NAIDOC Grant will be used for (considering COVID-19 impacts) \*

## COVID-19 Impacts

Due to the changing impacts of COVID-19 across NSW, projects must be in line with NSW Government public health orders and advice, for example with regard to social distancing and public gatherings. Up to date information is available [here](#).

During the assessment process, Aboriginal Affairs NSW may request further information from you on how you propose to manage COVID-19 risks for your planned project.

### 36. How will the activity or event comply with NSW public health orders and COVID safe practice?

## Location

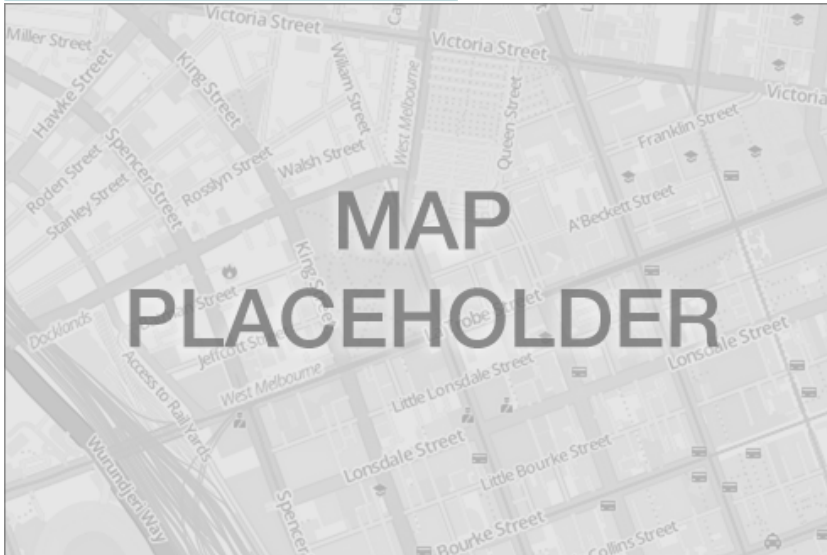
Please tell us where your event will be held, or your project is located. Projects outside of NSW will not be funded.

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### 37. Project Location \*

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

### Project Partners

#### 38. Do you have any project partners for this project? \*

- Yes  
 No

#### List of Project Partners

#### 39. Please list your Project Partners and their details:

| Project Partner Organisation | Project Partner Contact Name | Role in the Project |
|------------------------------|------------------------------|---------------------|
|                              |                              |                     |
|                              |                              |                     |

### Funding Exclusions

#### 40. I/we understand that NAIDOC Grant funding can NOT be used for: \*

- Activities and events that have already been held.
- Activities and events outside of NSW
- Capital purchases
- Purchase of equipment
- Purchase of alcohol
- Private events
- Sitting fees, travel allowance or costs associated with membership of boards/councils.
- Salaries and wages

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All responses must be selected.

### Project Objectives

\* indicates a required field

**41. The theme for 2021 is Heal Country! Describe how the event is aligned with the national theme and how it celebrates Aboriginal history, culture and achievements and meets the broader objectives of NAIDOC Week. \***

Must be no more than 200 words.

**42. Describe how the project promotes a greater awareness and understanding of Aboriginal history and culture within the broader local or regional community. \***

Must be no more than 200 words.

**43. Describe how Aboriginal people will be involved in the development and delivery of the activity or event. \***

Must be no more than 200 words.

### Project Budget

\* indicates a required field

#### Income

**44. List the planned income for the project, starting with the proposed Aboriginal Affairs NSW grant amount, followed by any additional income such as your own funds or funds being contributed by another Government agency.**

Funding from \$500 - \$1,000 is typically available and for more significant events, applications up to \$3,000 can be considered. Add additional rows as required.

#### NOTE:

**Please provide detail on individual budget items to assist with assessment and determining eligibility of purchases.**

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For example:

Lunch at \$10 x 20ppl = \$200

Hand Sanitiser at \$5 x 5 = \$25

| Item                        | \$ Amount                      |
|-----------------------------|--------------------------------|
| Detail as much as possible. | Must be a whole dollar amount. |
|                             | \$                             |
|                             |                                |

## Expenditure

### 44 a. Expenditure of Aboriginal Affairs NSW Grant

**There are two sections for expenditure, what will be paid for by the Aboriginal Affairs NSW grant and what will be paid for with other funds. Use a separate line for each item, eg. catering, facilitators.**

Add additional rows as required.

| Item                              | \$ Amount                |
|-----------------------------------|--------------------------|
| Expenditure of cash on all items. | Must be a dollar amount. |
|                                   | \$                       |
|                                   |                          |

### 44 b. Expenditure of Other Funds

**List below any items that will be paid for with funds other than the Aboriginal Affairs NSW grant.**

Add additional rows as required.

| Item | \$ Amount                |
|------|--------------------------|
|      | Must be a dollar amount. |
|      | \$                       |
|      |                          |

## Budget Totals

**Note: When you have completed your budget the Total Expenditure & Total Income must equal.**

**Total Income Amount**  
\$   
This number/amount is calculated.

**Total Expenditure Amount**  
\$   
This number/amount is calculated.

**Income - Expenditure =**  
\$   
This number/amount is calculated.  
It must equal zero

## Bank Account Details

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**Should your application be successful, providing these details will allow for grant funds to be deposited directly into this bank account, helping us to get the funds to your organisation quicker.**

**For further information on how to complete this section please see "Application Question Guide".**

**45. Bank Account details recorded below are for? \***

- Organisation
- Auspice

**46. Bank Account \***

Account Name

BSB Number      Account Number

Must be a valid Australian bank account format.

## Uploads, Checklist and Declarations

\* indicates a required field

***Your application form will not be officially submitted until you 'review AND submit' your form, having completed all the required questions.***

**Upload all relevant attachments - including any letters of support and the Certificate of Currency for public liability insurance \***

Attach a file:

Please do not attach files that are greater than 5mb in size.

## Disclaimer

Submission of application does not guarantee funding. Any costs associated with preparing this application are to be met by the applicant.

Aboriginal Affairs NSW reserves the right to withdraw funding at any time, particularly if any information provided in the application is found to be false or the project does not comply with public health orders under section 7 of the *Public Health Act 2010 (NSW)*. Applicants should read all relevant program information to be fully informed of requirements of the Program.

## Privacy Notice

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Aboriginal Affairs NSW is requesting this information from you so that we can assess your application for the 2021 NAIDOC Grants Program as well as to generally administer the Program.

The person who makes an application that contains personal information is responsible for obtaining the consent of the person whom that information is about and making them aware of the content of this privacy notice.

Aboriginal Affairs NSW will not disclose your personal information to anybody else unless we are required to do so by law, for example if the information is needed in an emergency or for a law enforcement purpose. Information you provide may be provided where Aboriginal Affairs NSW is authorised or compelled to do so, for example, in response to an access request under the *Government Information (Public Access) Act 2009 (NSW)*.

Providing us with the requested information is not required by law. However if you choose not to provide us with the requested information, we will not be in a position to consider the application further.

Any person may request access to their personal information that is held by Aboriginal Affairs NSW at any time. To access or update your personal information, or for more information on our privacy obligations, contact Aboriginal Affairs NSW.

Aboriginal Affairs NSW will handle and store your personal information in accordance with its Privacy Management Plan and the [Privacy and Personal Information Protection Act 1998 \(NSW\)](#).

Should this project be successful, the following information may be made public: the name of the organisation (applicant), project title, project description, location of the project and the amount awarded to the project.

## Applicant's Declaration

I declare that all information provided as part of this application including the attachments is true and correct, and that I am authorised to submit this application to Aboriginal Affairs NSW on behalf of the organisation named in this application.

I understand that this application is made subject to the disclaimer and privacy notice included in the application form.

### **Declaration Agreement \***

I agree with the above applicant declaration

### **Registered Name of Organisation**

### **Name of Applicant Submitting**

### **Position of Applicant Submitting**

### **Email of Applicant Submitting**

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### Contact Number of Applicant Submitting

### Applicant Checklist

Before submitting your application, check that:

- The organisation or its Auspice is eligible to apply.
- An authorised or delegated person from the organisation has approved the application.
- All required questions are fully completed.
- The application has been proof read/reviewed and the budget checked for accuracy.
- All relevant documents have been uploaded.

### Confirmation \*

I confirm this is correct