

# 2024-2025 Cultural Grants Application Form

## Form Preview

### Aboriginal Affairs NSW 2024-2025 Cultural Grants Application Form

\* indicates a required field

**The Aboriginal Affairs NSW Cultural Grants Program supports Aboriginal community organisations across NSW to celebrate traditional and contemporary Aboriginal culture and hold key cultural events and activities.**

Applicants can apply for grants from **\$500 to \$20,000**.

**Applicants are encouraged to review the [program guidelines](#) and [FAQs](#).**

Applications will be assessed in the order they are received.

**Applications closes at 4 pm (AEDT) on 21 March 2025. Or if funds expended before this date/time.**

**Applicants are encouraged to contact their nearest Aboriginal Affairs NSW Regional Office to discuss their project.:**

- |                 |              |
|-----------------|--------------|
| • Batemans Bay  | 02 9228 5575 |
| • Tamworth      | 02 8575 1172 |
| • Coffs Harbour | 02 95668318  |
| • Broken Hill   | 02 9228 3345 |
| • Bourke        | 02 9228 3345 |
| • Dubbo         | 02 8575 1518 |
| • Newcastle     | 02 9228 3402 |
| • Sydney        | 02 8229 2389 |

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 whilst completing your application, please contact your nearest Aboriginal Affairs office.

**Remember to *SAVE* your application form regularly.**

Before completing this application form, you should have read the program guidelines. Incomplete applications and/or late applications will not be considered.

#### Application Number

This field is read only.

#### Disclaimer

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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 Aboriginal Affairs Cultural Grants Program.

## Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- if this project application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded;
- the Department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and
- in some circumstances the Department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

## Privacy Notice

Aboriginal Affairs NSW is requesting this information from you so that we can assess your application for the Cultural 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.

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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.

## Eligibility Confirmation

To be eligible for an Aboriginal Affairs NSW 2024-2025 Cultural Grant, applicants must be an Aboriginal and/or Torres Strait Islander Community Controlled, not-for-profit organisation working with Aboriginal communities in NSW and meet the eligibility criteria outlined in the program guidelines.

Applicants that **are** eligible for funding are:

- **A not-for-profit, Aboriginal Community Controlled Organisation (ACCO), 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 (LALC) 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 cultural expression or revitalisation (noting project applied for under Cultural Grant Program must not be profit making in nature); OR**
- **An unincorporated Aboriginal community group with an eligible not-for-profit auspice organisation or their auspice organisation must also:**
  - Be an eligible legal entity located in NSW, and able to enter into a funding Deed with Aboriginal Affairs NSW (AANSW), Premier's Department 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 asked project budget within their application.

**I confirm that the applicant and project is eligible according to the criteria outlined in the Program Guidelines \***

☐ Yes

**Is your organisation \***

- ☐ Not for profit
- ☐ For profit

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### For profit

**To confirm eligibility, please tick the box relevant to your business. \***

- ☐ an Aboriginal sole trader whose primary business activity relates to cultural expression or revitalisation
- ☐ an Aboriginal business whose primary business activity relates to cultural expression or revitalisation
- ☐ None of the above

**Is the project profit making in nature? \***

- ☐ Yes
- ☐ No

### Auspice

**Are you partnering with eligible Auspice organisation?**

- ☐ Yes
- ☐ No

### Auspice Eligibility

**Please confirm your Auspice Organisation is one of the following: \***

- ☐ 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
- ☐ none of the above

### Ineligible Auspice

**Your Auspice Organisation is ineligible or your decision needs to be reviewed**

Your Auspice Organisation must be not-for-profit and one of the following 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

### Ineligible

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**Based on your responses you are NOT eligible to apply for a cultural grant**

Please review the program guidelines and contact your nearest AANSW Regional Office for support.

Please **DO NOT** proceed or submit this application unless it is eligible.

## Applicant Details

\* indicates a required field

### Organisation Details

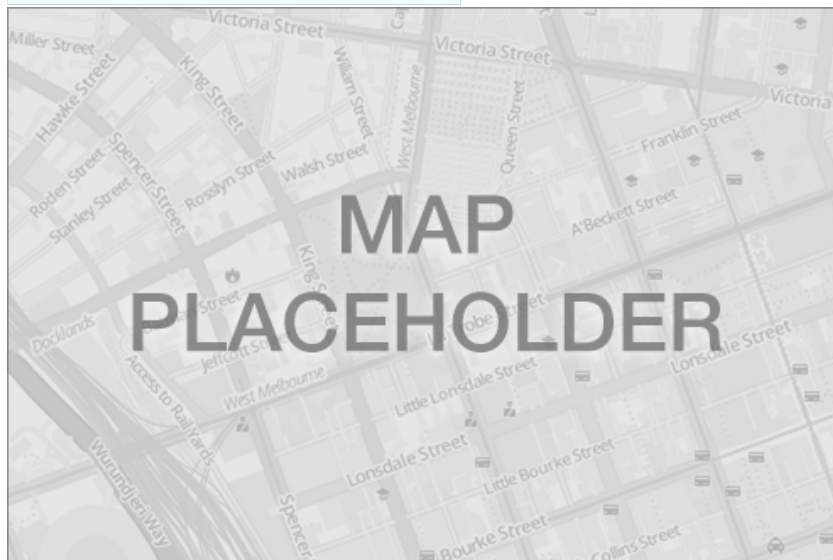
#### Organisation Name \*

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

#### Primary Address

Address

#### Postal Address

Address

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### Primary Phone Number \*

Must be an Australian phone number.  
Country code not required, area code for landlines is required.

### Other Phone Number

Must be an Australian phone number.  
Country code not required, area code for landlines is required.

### Email Address \*

Must be an email address.

### Website

Must be a URL.

### Please detail the primary activities of the applicant organisation. \*

Word count:  
Must be no more than 200 words.

### Does the applicant organisation have at least \$10 million in public liability insurance, or is willing to obtain? \*

- ☐ Yes  
☐ No, but willing to obtain

Applicants are required to hold at least \$10 million public liability insurance in order to enter into a funding deed with the NSW Government. This public liability insurance needs to be active throughout the project life cycle. Applicants can include the cost of insurance as part of the asked project budget within this application.

### Please provide evidence that the applicant organisation holds Public Liability Insurance. \*

Attach a file:

Applicants are required to hold at least \$10 million public liability insurance in order to enter into a funding deed with the NSW Government.

### Does the applicant organisation have an Australian Business Number (ABN)? \*

- ☐ Yes ☐ No

### ABN \*

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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	
Tax Concessions	
Main business location	

Must be an ABN.

### Applicant Organisation Contact

#### Applicant Organisation Primary Contact \*

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

This is the person we will correspond with about this grant.

#### Primary Contact Position \*

e.g., Manager, Board Member or Fundraising Coordinator.

#### Primary Contact Phone Number \*

Must be an Australian phone number.

Country code not required, area code for landlines is required.

#### Primary Contact Other Phone Number

Must be an Australian phone number.

Country code not required, area code for landlines is required.

#### Primary Contact Email \*

Must be an email address.

This is the address we will use to correspond with you about this grant.

### Auspice Details

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**Auspice Organisation \***

**Auspice Contact Person \***

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

**Auspice Organisation Primary Address \***

Address

**Auspice Organisation Primary Phone Number \***

Must be a number.

**Auspice Organisation Primary Email \***

Must be an email address.

**Auspice Project Contact ABN \***

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	
Tax Concessions	
Main business location	

Must be an ABN.

## Bank Details

**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.*

**Note:** If you have an Auspice please enter their Account Details here.

### **Applicant Bank Account \***

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

## Ineligible

### **Based on your responses you are NOT eligible to apply for a cultural grant**

Please review the program guidelines and contact your nearest AANSW Regional Office for support.

Please **DO NOT** proceed or submit this application unless it is eligible.

## Project Detail

\* indicates a required field

### Program Objectives

**The Aboriginal Affairs NSW (AANSW) Cultural Grants Program aims to support Aboriginal community organisations and groups across NSW to celebrate Aboriginal culture and hold key cultural events and activities.**

#### **Program Objectives**

The AANSW Cultural Grants program objectives are to

- support Aboriginal communities to strengthen, protect, and maintain traditional and contemporary expressions of Aboriginal culture
- support key contemporary Aboriginal cultural events and activities
- contribute to Aboriginal community wellbeing and healing through the use of Aboriginal culture and community connection
- facilitate sharing of Aboriginal cultural knowledge and skills between generations.

Please see Frequently Asked Questions (FAQs) for more information regarding Program Objectives.

**In this section we want to learn more about your project.** You can respond to these questions by:

**A: Completing the text boxes in the application form below.**

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**B: Uploading a short video of yourself or members of your organisation reading the questions aloud and answering in your own words, in your own way.**

**Please note** - Video responses are available for questions 19 - 26 only.

Responses can be filmed on a mobile phone or portable video device.

**Professional editing or production is NOT required or expected.**

AANSW Regional Office staff are available to support you with recording and preparing a file for upload if required.

**How would you like to submit your responses? \***

- ☐ I will be submitting a video response for questions 19 - 26
- ☐ I will not be submitting a video response

**You can upload a single video file, or a separate file for each question.**

When planning your video think about:

- Location and background.
- Equipment – mobile phone camera or computer camera.
- Style of video – are you answering the questions or is a friend interviewing you?
- The quality of video – is it visually clear and is the sound clear?
- Creating a script to get your points across.
- Practicing getting more comfortable and become more natural in front of the camera.
- Watching the video and make notes on where you can improve or make more appropriate responses.
- If you feel the need to edit, you could use free editing software available online.
- Make sure you answer all the questions.

**Video File Upload \***

Attach a file:

**Video Link (Copy and paste a link to a video eg; youtube or dropbox) \***

**Title \***

Word count:

Must be no more than 25 words.

Provide a name for your initiative. Your title should be short but descriptive.

**Brief description \***

Word count:

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Must be no more than 50 words.

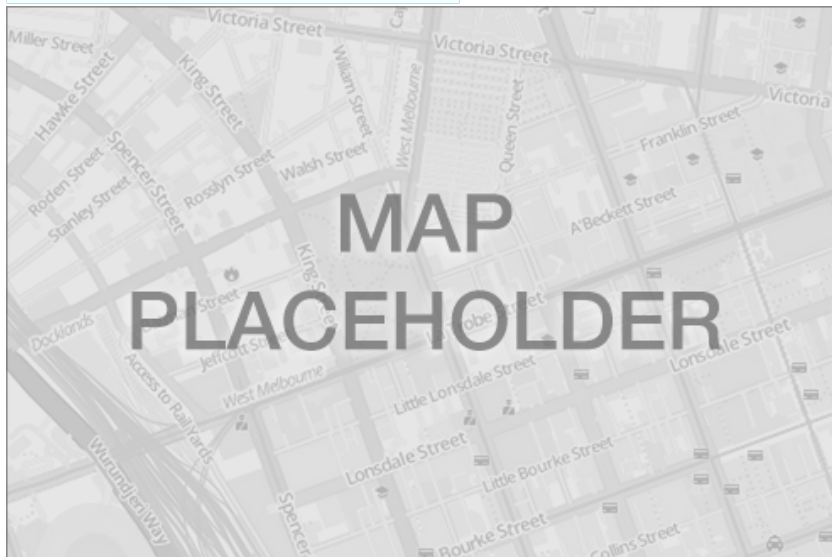
Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

**Anticipated start date \***

**Anticipated end date \***

**Primary location of your initiative**

Address

Primary location does not need to be a specific address, and can be postcode, suburb, state, etc. If delivered online, please specify the area of focus for delivery.

**Please update anticipated start/end date**

You have indicated above that ***your project either starts before 01/01/2025 or ends after 31/12/2025.***

As per the AANSW 2024-2025 Guidelines, the projects/events must be delivered between 01/01/2025 to 31/12/2025.

**Please update the details to ensure your dates fit within these timeframes.**

**Additional Locations**

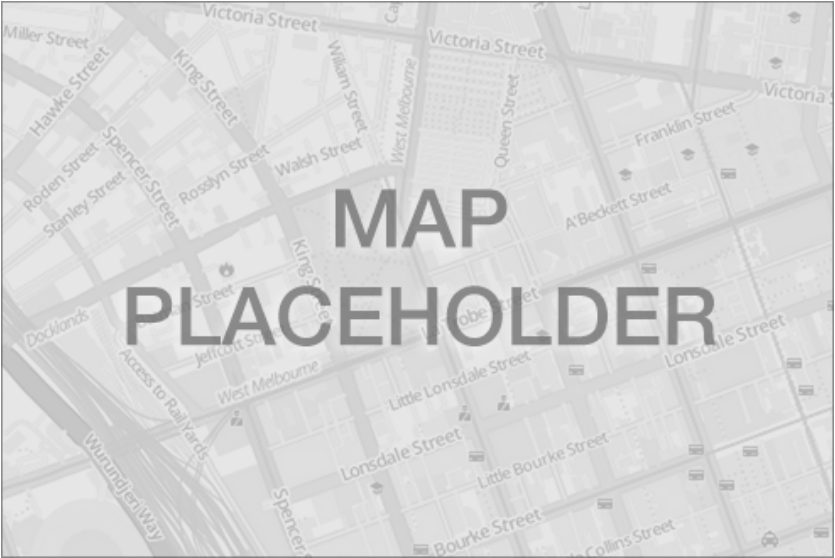
If you are delivering your project in more than one location, you may add the additional locations here. Please click 'Add more' as required.

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### Address

Address



### Project Detail

**1. What is the scope of the project and how will the project strengthen, protect or maintain traditional or contemporary Aboriginal Culture? \***

The project must align with the AANSW Cultural Grants aims and Objectives.

### 2. Activities

Please detail the activities expected to be completed as a result of the funding.

Activity	Expected start date	Expected end date	Explanatory notes
One per row. Add more rows if you want to list additional activities. Must be no more than 25 words.	Must be a date.	Must be a date.	Add notes if you need to provide more context. Must be no more than 50 words.

### 3. Risks

**What are the risks associated with delivering this project? What are your plans to address these risks?**

A risk is an uncertain event or condition that has a positive or negative effect on project objectives. Risks can affect anything: people, processes, technology and resources.

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### Risk Rating Guide:

- Low
- Medium
- High- Serious impact on achieving milestones
- Extreme - Could result in failure to achieve

**Describe the risks with the Risk Rating biggest impacts on the project**

**What steps can be taken to mitigate or prevent these risks**


### Project Impact

**4. Why is the project needed and how will the local Aboriginal community benefit from this project? \***

What need in the community that this project intends to address? who will this project benefit and how this will be achieved?

**5. Please indicate how the local Aboriginal community has been involved in the planning and delivery of your project? Do you have any evidence of local Aboriginal community support? or detail why support may not be needed or is not available? \***

Please note you will be able to provide supporting materials on page 5

**6. How will your project contribute to community wellbeing or healing? \***

### Project Capacity

**7. Explain your organisation's capacity to undertake and complete the project. \***

Explain your organisation's capacity to undertake and complete the project. Have you managed other projects, do you have experienced staff or volunteers? Do you have the support of an experienced community partner.

### Income and expenditure

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\* indicates a required field

### Total Amount Requested

\*

What is the total financial support you are requesting under this grant?

### Ineligible Funding Amount

You have entered an amount outside of the Program Guidelines.

Please update your response above, "Total Amount Requested" and ensure this amount is between **\$500 and \$20,000**.

### 8. Income

Please outline details of any other funding that you are seeking as part of the project, whether it has been confirmed or not (excluding GST).

Please include the amount being requested in this grant.

Amount Expected	Income Source	Status
Must be a dollar amount.		

### 9. Expenditure

Please include all expenditure items (excluding GST) that you are seeking to fund under the grant.

A detailed budget will assist your project to meet the 'value for money' assessment criteria.

Please note, these items must be eligible under the grant as according to the guidelines.

**Please Note:** Click "add more" to insert additional budget items.

Description	Amount Budgeted (ex. GST)	Expenditure Income Source
	Must be a dollar amount.	

### 10. Project Budget Totals

**Please Note:** Your total expenditure amount should be the same as your total income amount.

Your budget balance should be \$0.

Total Income Amount	Total Expenditure Amount	Budget Balance
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

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### Funding Declaration

Cultural Grants Funding cannot be used for:

- Costs for sports teams or cultural groups to attend competitions or events
- Capital costs – any type of building, construction, major equipment, or capital works including renovations to a building, housing related costs or the purchase of land
- Purchase of vehicles
- Wages and salaries and on-costs for ongoing staff
- Wages, salaries and remuneration for sole traders or consultants
- Sitting fees, travel allowance or costs associated with membership of boards/councils
- Activities that may create an ongoing dependency on cultural grant funding, such as funding that is required over multiple years
- Costs that are not directly associated with the delivery of the project
- Activities related to NSW Aboriginal Rugby League Knockout, NAIDOC week events which has a separate funding program
- International travel costs (proposals for domestic travel costs need to demonstrate the benefits of travel to the project, organisation, and community)
- Operational and business as usual costs.

\*

- ☐ I understand that Cultural Grants funding cannot be used for any of the above items

Your budget does not balance. Please review and amend so that "Budget Balance" is equal to \$0.

### Supporting Documentation

As per the Program Guidelines, the below documents are required before you submit your application:

- Certificate of Currency (or a budget that includes the purchase of public liability insurance) - ***This should have been uploaded on Page 2***

Other documentation that is recommended but is not mandatory for the application includes

- Evidence of local Aboriginal Community Support such as;
  - Letters of support from local Aboriginal community
- Evidence of costs of goods and services for budget items such as;
  - Venue hire
  - Catering
  - Hiring and/or purchase of equipment
- Evidence of the applicant organisations ACCO status

### 14. Evidence of Community Support

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Letters of support from the local Aboriginal community;

- Local Aboriginal Elders/groups
- Community groups
- Potential participants

We recommend the letter be specific to the project and be signed by the person/organisation providing the support.

### **Please upload letters of support from the local Aboriginal Community**

Attach a file:

## 15. Evidence of costs or quotes

Cost evidence for goods and services (except the cultural components/services) for budget items such as hiring of venue, accommodation, catering, and hiring and/or purchase of equipment.

This could include quotes or webpages which indicate estimated costs of goods and services.

### **Please upload cost evidence for goods and services**

Attach a file:

## 16. Evidence of ACCO status

Evidence that the applicant organisation is an Aboriginal Community Controlled Organisation (ACCO). This can include:

- Certificate of ORIC registration
- Constitution or Rule book indicating governance structure

### **Please upload evidence for ACCO status**

Attach a file:

## Declaration and Authorisation

\* indicates a required field

### Declaration

### Applicants Declaration



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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 making this application.

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

**I/we gree with the above applicant declaration \***

- ☐ Yes
- ☐ No

**I/we confirm that we have the delegated authority to submit this application on behalf of the applicant organisation \***

- ☐ Yes
- ☐ No

**By submitting this application form I hereby declare that: \***

- ☐ I have read and understood each of the acknowledgments, agreements provided above and that each of these are true and correct
- ☐ All information provided including the responses to each questions in the relevant sections of this application is true and correct to the best of my knowledge
- ☐ Any information contained in this application (including personal information) may be disclosed to other Government agencies, staff administering the program, and to external stakeholders as part of the assessment of this application and management of the program
- ☐ I understand that any false declaration may render this application ineligible/invalid, and that making a false or misleading statement with the intention of obtaining financial gain is an offence under the Crimes Act 1900 (NSW)
- ☐ I will keep the outcome of this application confidential until after the NSW Government has made a public announcement

## Aboriginal Cultural and Intellectual Property (ACIP)

Aboriginal Affairs NSW has developed an Aboriginal Cultural and Intellectual Property (ACIP) Protocol that aims to build awareness and respect for Aboriginal culture. The Protocol sets a standard for how Aboriginal Affairs NSW engages with Aboriginal people and communities in regard to their cultural and intellectual property and what we expect from the organisations we fund.

Any Aboriginal Cultural or Intellectual Property submitted in a grant application to Aboriginal Affairs NSW remains the property of the relevant community organisation or Aboriginal person. Aboriginal Affairs NSW will not distribute or communicate any ACIP contained in SmartyGrants and agrees to respect the cultural protocols of Aboriginal people which it may apply to.

More information on ACIP, including the Protocol is available on our [website](#).

## Authorisation

**I agree \***

- ☐ Yes

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**Name of authorised person \***

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

Must be a senior staff member, board member or appropriately authorised volunteer

**Position \***

Position held in applicant organisation (e.g. CEO, Treasurer)

**Phone number \***

Must be an Australian phone number.  
We may contact you to verify that this application is authorised by the applicant organisation

**Email \***

Must be an email address.

### Applicant Checklist

**Before submitting your application, please confirm the following**

<input type="checkbox"/> The organisation is eligible to apply
<input type="checkbox"/> An authorised or delegated person from the organisation has approved the application
<input type="checkbox"/> All required questions are fully completed
<input type="checkbox"/> The application has been proof read or reviewed and the budget checked for accuracy
<input type="checkbox"/> All relevant documents have been uploaded.