ABA Open Grants

Aboriginals Benefit Account (ABA) Open Grants Supplementary Information

This document provides guidance for applicants applying for grant funding under the Aboriginals Benefit Account (ABA) Open Grants process. The supporting information provides key information to assist applicants to complete the application form and should be read in conjunction with the *Aboriginals Benefit Account (ABA) Grant Opportunity Guidelines (2021-2023)*.

**Application opening date**: 30 August 2021

**Please note:** eligible activities have broadened since previous rounds to include:

* Funding for multi-year projects.
* An administrative costs or wages component for non-ongoing employees.
* Projects that could be funded by the government or mainstream services but where the budget may not be available in the short term.
* Projects where non-Indigenous Australians may deliver a service or project which benefits Indigenous Australians (please provide evidence of community support).

## Enquiries

The ABA Team can be contacted on 1800 354 612 and [aba@official.niaa.gov.au](mailto:aba@official.niaa.gov.au) or you can arrange to meet at the National Indigenous Australians Agency (NIAA) office in Jacana House, 39-41 Woods Street, Darwin.

The [NIAA Regional Offices](https://www.niaa.gov.au/contact-us/regional-network-addresses) are located in regional centres and communities across the Northern Territory (NT). These staff can provide you with assistance with your application. To find your nearest office talk to the ABA Team or call 1800 079 098.

NT Land Councils also have dedicated ABA Support Officers who can assist you with your application. For further information and to speak to an ABA Support Officer, please contact your local Land Council.

## Useful Information

### What is in the Application Form

The application form has multiple tabs (listed below). You will be required to respond to questions within each tab. To ensure your application is saved you will need to click on ‘Save and Exit’, **and** ‘Confirm’.

### Saving this Form

Note: that the ‘Save and Exit’ button will ask that you ‘Confirm’ that you wish to save the Application, which you **must** do to complete the save process. If this is not done, your Application will not be saved.

The ‘Continue’ button will **not** save your Application.

You will know your Application is saved when you are taken from the current form process to the ‘Form Saved’ page.

You can return to your Application with the data saved using the link on the ‘Form Saved’ page that says, ‘Click here to return to your form’ and confirming your submission reference ID details.

### Sharing this Form

More than one person should not access this form at the same time. If this is done there is a risk that information entered in the form may be lost and not transferred upon submission. If you wish to share this form and access details, please ensure that only one user edits the form at any given time.

To avoid issues with your submission, ensure each contributor has completed their updates, saved their changes and exited the form prior to another person accessing the same form.

### Application Information

This page lists basic instructional information on the application form and houses links to areas of further information.

### Use of Information

On this tab you will be presented with your Submission Reference number. Each Application Form is allocated a unique Submission Reference ID. Each time this Application is accessed you will be required to use this Submission Reference ID.

You will also be required to enter in your email address and agree to the Use of Information. The ability to progress past this page only becomes available once this has been completed.

### Existing Grant Recipient

When you first come to this tab there is only one question, "Is the Applicant an existing Grant Recipient?". If you answer "Yes" you will then be presented with a field to enter in your Organisation ID. If you have a current NIAA or Department of the Prime Minister and Cabinet (PM&C) Grant Agreement. The Organisation ID can be found on your NIAA or PM&C Grant Agreement. If you are unable to locate the Organisation ID, call the ABA Team on 1800 354 612. If entered correctly the form will populate your existing organisational details held by the NIAA. If there is no ABN on record for your organisation you will be asked if you have one to add. If you do not, you will be required to attach a completed ‘Statement by a supplier’ form.

If you answer "No" to "Is the Applicant an existing Grant Recipient?", no further questions will be displayed on this tab and you can click the 'Continue' button to progress to the 'Applicant Details' page.

### Application Details

This tab only displays in the application form if you answered "No" to the question "Is the Applicant an existing Grant Recipient?" on the 'Existing Grant Recipient' tab.

On this tab you will be required to enter information about your organisation. This information is required to create an Organisation Record.

### Eligibility Requirements

The questions on this page ask for your organisation’s entity type and if you can provide documentation to confirm your entity type.

You will also be asked if your application is a resubmission from a previous ABA grant funding round within the last 18 months? Select 'Yes' if the proposal was submitted in a previous ABA grant funding round in the last 18 months. Select 'No' if the proposal has not been submitted in a previous ABA grant funding round. Select 'Unknown' if you are unsure.

If it is a resubmission of a previous application, you are encouraged to seek feedback from the ABA Team on why your previous application was not successful and incorporate this feedback into your resubmitted application.

Note: Any proposal resubmitted will be assessed in accordance with the assessment process outlined in the *Aboriginals Benefit Account (ABA) Grant Opportunity Guidelines (2021-2023)* as part of a competitive round.

Other questions on this tab include:

* **Proposal Purpose.** Identification of which purpose your proposal falls under. The options here are 1) Business, 2) Land Acquisition or Management, Agricultural or Pastoral or 3) Other. If your proposal is a Business proposal you are required to consult with Indigenous Business Australia (IBA). If your proposal is a Land Acquisition or Management or Agricultural or Pastoral proposal you are required to consult with Indigenous Land and Sea Corporation (ILSC). You will be asked to outline the results of your consultation with IBA or ILSC, if relevant, and must also attach written correspondence from IBA or ILSC in the application. If you are not required to consult with IBA or ILSC enter 'Not applicable' at this question.
* **Land Tenure.** This question relates to applications wanting to develop assets on Aboriginal land, such as land covered by the *Aboriginal Land Rights (NT) Act 1967 (ALRA)*. A formal form of land tenure should be obtained, such as a section 19 lease under the ALRA. You will be asked if your proposal requires a lease, licence, or other interest in Aboriginal land. If yes, you must provide details of any application to a land council or other relevant body including the stage of the application process the application is in, or confirm if a lease or other form of secure tenure is in place. If No, enter 'Not Applicable'.
* **Employees.** Identification of your current total number of employees.
* **Aboriginal and/or Torres Strait Islander Employees.** Identification of your current total number of employees who identify as Aboriginal and/or Torres Strait Islander.

### Governance

There are three sets of questions on this page. The first two are a series of checkboxes that allow multiple selections and relate to individuals (Relevant Persons) involved in litigation and reportable events. The third is a set of three questions that ask if the applicant can supply additional documentation if requested.

### Project/Activity Details

The first two questions listed ask you to provide a short title and then a brief description of their Project/Activity. The description should provide a brief outline of what the project would involve and why the funding is being sought. The third question asks you to list the service area/s in which you are proposing to deliver the Project/Activity.

Other questions on this tab include:

* **Proposal Start Date.** What is the planned start date for the proposal?
* **Proposal End Date.** What is the planned end date for the proposal?
* **Aboriginal Employment Opportunities Created.** What is the total number of direct Aboriginal employment opportunities that will be created during the life of the funded project?
* **Longer Term Aboriginal Employment Opportunities.** What is the total number of longer-term Aboriginal employment opportunities the proposal will provide?
* **ABA Category.** Identify the main category your proposal falls under:
  + Supporting Enterprises
  + Supporting Community
  + Supporting Culture, Language and Leadership
  + Supporting Land, Sea and Waters Management and Use.
* **Proposed Delivery Location.** Identify where in the Northern Territory your proposal will be delivered.

Note: If your proposal will be delivered in multiple locations estimate the breakdown of delivery per location.

* **Financial co-contribution.** Please identify the financial contribution that will be provided by the applicant for this proposal. Express your answer as a single figure (total financial co-contribution) GST excluded.

Note: The budget template you are required to complete should not include the financial contribution.

* **Total cost of the proposal.** Express the total cost of the proposal in a single figure. This figure should be the total ABA funding requested plus the financial co-contribution. The figure should be GST exclusive.
* **In-kind co-contribution.** Some applicants provide in-kind support for proposals, such as the provision of existing staff or equipment. Please provide details if your proposal will have any in-kind co-contribution. When providing the in-kind co-contribution, you can also provide an estimated value of the in-kind co-contribution.

Note: Any estimated value of in-kind co-contribution is not to be included in your response to your financial co-contribution.

### Financials

This tab displays a breakdown of the service areas selected on the 'Project/Activity Details' tab with editable ‘funding amount’ fields for each service area by Financial Year entered on the 'Funding Round Information' tab of this application form. Here the applicant will enter in the amount of funding they are requesting for each service area by each Financial Year entered.

The applicant will also be required to enter in their bank account details for receipt of grant payments should their Application be successful.

### Assessment Criteria

Applicants must provide a response at each of the Assessment Criterion addressing the requirements listed for each.

#### Criterion 1: Benefits to Aboriginal people in the NT

To demonstrate this, you must address:

* What project category the grant activity is aligned to.
* What project category benefits will be delivered.
* How the grant activity will achieve benefits.
* Who will benefit.
* How the benefits will be measured and sustained over time.
* Proposed efforts to:
  + Provide Indigenous employment opportunities (in projects where employment will be generated). AND/OR
  + Include Indigenous organisations in your grant activity and broader supply chain (if you are not an Indigenous applicant).

#### Criterion 2: The need for the proposed activity within an Aboriginal community or communities

To demonstrate this, you must address and/or provide:

* Details of which key stakeholders (including the communities and individuals that will benefit) have been identified, consulted, can vouch for the need and are in support of the grant activity.
* Confirmation the grant activity is not the immediate responsibility of mainstream funding sources (you may need to provide evidence to confirm this).
* A statement or statistics that describe the relevant social conditions or circumstances the grant activity seeks to improve.
* The services or facilities that are currently available, if any, to improve these social conditions or circumstances.

#### Criterion 3: Capacity to deliver the proposed activity

To demonstrate this, you must address:

* An outline or other evidence of your capacity to deliver this grant activity, including to manage and acquit the grant. Your experience successfully delivering a similar activity is good evidence.
* For corporations, an outline or other evidence of your governance arrangements.
* The key steps you will take to successfully implement this proposed activity, including experience in delivering a similar activity and whether staff have capacity.
* Evidence that the activity is viable and costed.
* Your identification of risks and how you will manage these risks.
* How you will monitor performance.
* You must also ensure that:
  + Indigenous Business Australia (IBA) reviews your proposal to provide advice on whether it is viable, with their comments included in your application (if yours is a business project).
  + Indigenous Land and Sea Corporation (ILSC) reviews your proposal to provide advice on whether it considers your proposal is viable, with their comments included in your application (if your application is a land acquisition or agriculture project).

### Additional Information

**Organisational Membership/Ownership.** What percentage of the organisational membership/ownership identify as Indigenous Australians?

**Organisational Board/Management Committee.** What percentage of the organisational Board/management committee identify as Indigenous Australians?

**Consortium Applications (including joint, partnership or auspiced applications).** Does the Applicant plan to deliver the Project/Activity as the lead organisation as part of a consortium? If you answer yes, you will be required to list the Consortium members and include a letter of support from each participating organisation involved in the activity.

**Subcontractor Arrangements.** Does the Applicant plan to deliver the Project/Activity using subcontractors? If you answer yes, you will be required to list the Subcontractors.

Other Funding. Does the Activity rely on any contributions other than those requested in this Application and your financial co-contribution if you are making one (including commercial borrowings, donations, and co-contributions)? If you answer yes, you will need to list the source of funding, the amount of funding and answer if the proposal can proceed without this funding and whether it has been secured.

**Business Plan/Project Management Plan.**

* Is your proposal a Business proposal over $500,000? If you answer yes, you must submit a business plan.
* Is your proposal a Non-business proposal over $500,000? If you answer yes, you must submit a Project Management Plan.

**Quotes.** Does your proposal include the delivery of infrastructure or the purchase of good and services? If you answer yes, you must submit a formal quote or quotes that are no more than 12 months old.

**Consultation with Indigenous Business Australia (IBA)/Indigenous Land and Sea Corporation (ILSC):**

* Is your proposal a Business proposal? If you answer yes, you must submit evidence of your consultation with IBA.
* Is your proposal a Land Acquisition or Management, Agricultural or Pastoral proposal? If you answer yes, you must submit evidence of your consultation with ILSC.

### Attachments

**Bank Account.** You will be required to attach evidence of a bank account in the name of the Applicant.

**Budget Template.** You will be required to attach a copy of the proposed budget using the budget template available on Grant Connect (<https://www.grants.gov.au/> – search Aboriginals Benefit Account) or on the Aboriginals Benefit Account web page (Step 5 under ‘How to apply’ at: <https://www.niaa.gov.au/resource-centre/indigenous-affairs/more-information-aba-grants#publication_content_type_view-block_2-3>).

Note: The budget should only reflect the total amount of ABA funding you are requesting. Do not include financial co-contributions into the budget template.

**Consultation with Key Stakeholders (community/mainstream funding bodies).** Applications are greatly strengthened by letters of support from stakeholders such as representatives of communities that will benefit from the proposal. Applicants may also consider using letters from mainstream funding bodies to demonstrate the proposal is not the responsibility of, or cannot presently be funding by, a mainstream funding body.

**Financial Viability.** Applicants that do not have a current Funding Agreement with the Department must demonstrate financial viability. This may be provided through a mix of audited financial statements and/or evidence of viability (for example, a certified statement from an approved person). If you have a Funding Agreement with the Department, you will not need to attach a document.

### Applicant Contacts

At this tab you will be required to list your preferred authorised and alternate authorised contacts for the application form.

Note: the preferred authorised contact person will be the contact for the organisation to receive the outcome letter for the submitted application.

### Declaration

Applicants are provided with the opportunity to list any conflicts of interest you may have. This is also where you agree to the declaration listed, acknowledging giving false and/or misleading information is an offence, and listing the name and position of the Authorised Officer for the application form.

## Completing an application

Applicants must submit an online application by following the link available on Grant Connect (<https://www.grants.gov.au/>) or the ABA web page (<https://www.niaa.gov.au/resource-centre/indigenous-affairs/more-information-aba-grants#publication_content_type_view-block_2-3>).

### Attachment limits

This Application Form allows users to attach files to support their application, use the ‘Click to Upload’ button to select your file only. Do not drag and drop or use any method other than the ‘Click to Upload’ button provided to attach files. The maximum size for individual attachments is no larger than 2MB and the form will not accept individual attachments above this size.

**Accepted file types:** .bmp, .doc and .docx, .gif, .jpeg, .Jpg, .msg, .pdf, .png, .pps, .ppt, .pptx, .txt, xls, .xlsb, .xlsx.

**Note:** Compressed files, such as .zip, .rar, are not accepted and foreign characters should not be used in file names.

There is a total file size limit per application of 10MB. The 10MB includes all attachments with a maximum size of 2MB per attachment. Should your attachments exceed the 10MB requirement, please email your additional attachments to [aba@official.niaa.gov.au](mailto:aba@official.niaa.gov.au) quoting your organisation name, project title and submission reference number. This will enable us to attach these documents to your application behind the scenes.

### Submitting an application

Before submitting an application, applicants are encouraged to complete the checklist at the end of this document. The checklist does not need to be submitted with the application.

Applicants will be contacted if the application they submitted is incomplete and may be given the opportunity to supply the missing information.

If an applicant discovers an error in their application after submitting it, they should inform the ABA Team by calling 1800 354 612.

After submitting an application, a confirmation receipt will be sent to the applicant. If a confirmation receipt is not received after submitting, please contact the ABA Team on 1800 354 612.

## COVID-19

Given the changing and variable impacts of COVID-19 across Australia, activities must be delivered in alignment with relevant government and health advice to limit the risk of transmission of COVID-19, particularly with respect to protecting Elders and those with chronic health issues.

If successful, before commencing an activity, it is your responsibility to develop a COVID-19 Risk Management Plan.

## Checklist

Before an applicant submits their online application, it is recommended the following checklist be used to ensure the application is complete and contains the information needed to proceed to assessment.

**Before submitting an application:**

|  |  |
| --- | --- |
|  | You have read and understood the *Aboriginals Benefit Account (ABA) Grant Opportunity Guidelines (2021-2023)* and have determined your eligibility to apply for ABA Open Grants. |
|  | Where there are multiple projects from the same applicant, each is presented on a separate application form. |
|  | You have reviewed the *Head Agreement for Indigenous Grants* available on Grant Connect and the ABA website. |
|  | The proposed budget has been submitted on the correct template, includes up to 15 line items, aligns with the funding amount requested and does not include any co-contributions. |
|  | If a consortium application, a letter of support from each member has been submitted with the application. |
|  | The bank account evidence is an account belonging to the applicant. |
|  | A business plan has been provided for business projects where funding requested is greater than $500,000. |
|  | A project management plan has been provided for projects other than business projects where funding requested is greater than $500,000. |
|  | If the proposal includes the delivery of infrastructure or the purchase of goods and services, formal quotes have been provided. Quotes must not be more than 12 months old. |
|  | If you are required to consult with IBA or ILSC, written correspondence from the IBA or ILSC consultation has been provided. |
|  | If your proposal requires a lease, licence or other interest in Aboriginal land, details of any application to a land council or other relevant body have been provided. |
|  | Letters of support from stakeholders such as those that will benefit from the proposal have been provided, where relevant. |
|  | Letters from mainstream funding bodies to demonstrate that the proposal is not the responsibility of the mainstream funding body have been provided, where relevant. |