



NEW SOUTH WALES  
ABORIGINAL LAND COUNCIL

[www.alc.org.au](http://www.alc.org.au)

2018  
FUNDING  
ROUND

Closing Date:  
5:00pm  
Fri 25 May  
2018

## NSW ABORIGINAL LAND COUNCIL COMMUNITY FUND GRANTS

# APPLICATION FORM

### KEY INFORMATION

- Please carefully read the **NSWALC Community Fund Policy** and **Application Guidelines** before starting your application. NSWALC is only able to consider funding projects that are consistent with the Policy and Guidelines. The complete application package is available on the NSWALC website: [www.alc.org.au/nswalc-in-the-community/community-fund.aspx](http://www.alc.org.au/nswalc-in-the-community/community-fund.aspx)
- Please answer every question. If a question is not applicable to your application, write 'not applicable' and explain why.
- Grants of up to \$50,000 (GST exclusive) per project are available. Only one application per LALC will be accepted in each funding round.
- If you need more information, please visit the NSWALC website at [www.alc.org.au](http://www.alc.org.au) or contact the NSWALC Program Implementation Unit on (02) 9689 4444 or via e-mail: [grants@alc.org.au](mailto:grants@alc.org.au).
- Applications will close at 5:00pm on Friday 25th May 2018. Late applications will not be accepted.

## PART 1 – APPLICANT DETAILS

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### 1. CONTACT DETAILS – LOCAL ABORIGINAL LAND COUNCIL

Name of LALC

ABN

Registered for GST

Yes

No

Postal address

Suburb

State

Postcode

### 2. CONTACT DETAILS – MAIN CONTACT PERSON

Title

First Name

Surname

Position

Daytime Phone

Mobile

Email

## PART 2 – DETAILS OF PROPOSED PROJECT

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### 3. PROJECT TITLE Maximum 15 words

### 4. PROJECT CATEGORY Tick the relevant box(es):

Land acquisition

Land management

### 5. WHAT IS THE PROPOSED PROJECT? Please outline the key details of your proposed project.



- 6. IS THE PROPOSED PROJECT CONSISTENT WITH YOUR LALC'S COMMUNITY LAND AND BUSINESS PLAN?** Please provide details, and attach the relevant pages of your LALC's CLBP (The whole CLBP is not required).



**7. WHY IS THE PROJECT NEEDED?**

Outline why the project is needed and the issues your project aims to address.



**8. WHAT COMMUNITY DEVELOPMENT OUTCOMES DO YOU HOPE TO ACHIEVE?**

Outline how your project will address the issues identified at Q7. Describe how the project is designed to achieve community development outcomes and what success would look like.



- 9. WHO AND HOW MANY PEOPLE DO YOU EXPECT WILL DIRECTLY BENEFIT FROM THE PROJECT?** Outline how the project will benefit your Local Aboriginal Land Council, LALC members, the wider Aboriginal community, or any other beneficiaries.

- 10. HOW WILL THE PROJECT OUTCOMES BE MAINTAINED IN THE LONG TERM?**

Please identify what will be done to sustain the community development outcomes identified at Q7 & Q8 after the grant funding ends.

- 11. WHAT PLANNING HAS BEEN UNDERTAKEN IN RELATION TO THE PROJECT?** Below are a number of common issues for your LALC's consideration, though other matters not listed here may also need to be factored into your project planning:

- a. **Have any necessary member's or Board approvals been obtained?**

- b. **Have any relevant consents or permits been obtained?** This could include a development consent from your local council. LALCs should be aware of local planning requirements and are encouraged to contact their Local Council to discuss local planning instruments and provisions that may apply.

- c. **Are there any restrictions on the use of the land, such as heritage or environmental notations on the land title?** If so, has your LALC obtained the necessary consents to undertake the project? LALCs should be aware of any land use restrictions as undertaking activities or development can require consent from Government agencies or Ministers.

- d. **Is the land subject to Native Title?** LALCs should be aware that there are restrictions on LALC's dealing with land that is subject to Native Title. LALCs are encouraged to obtain a title search of the land they want to deal with. The title search will show if the land is affected by Section 42 of the ALRA or not. LALCs are encouraged to contact NSWALC for further information.

- e. **Is a land dealing approval needed for this project?** LALCs should be aware of the land dealings provision in the ALRA. See Section 40(1) of the ALRA for a list of actions considered to be land dealings in accordance with the ALRA. LALCs should also be aware of the NSWALC policy on LALC land dealings, which can be found at: [www.alc.org.au/land-councils/lalc-land-dealings.aspx](http://www.alc.org.au/land-councils/lalc-land-dealings.aspx). LALCs are encouraged to contact NSWALC to discuss whether their proposed project may be considered a land dealing for the purposes of the ALRA, and what requirements may apply.

- f. **Has consultation with other organisations occurred, if needed?**

- g. **Have you obtained quotes?** LALCs are strongly encouraged to include supporting documentation to evidence cost estimates at application stage. If your application is approved, supporting documentation of costs will be required before a funding agreement will be entered into.

- h. **Other?** Please outline any other planning undertaken to prepare for this project.

**12. WILL THE PROJECT BE FUNDED OR DELIVERED IN PARTNERSHIP WITH ANY OTHER ORGANISATIONS?**

Yes

No

If yes, please identify the partner organisation(s), provide their contact details, and outline their role and the financial or in-kind assistance they will provide. Please indicate whether the success of the project is dependent on the specified partnership(s). It would help to attach evidence of your partner's support for this project (e.g. a Memorandum of Understanding, letter of support, etc.)

**13. WHO IS INVOLVED IN UNDERTAKING AND MANAGING THE PROJECT, AND WHAT ACTIVITIES WILL YOUR LALC UNDERTAKE?** In the table below, please outline the main steps of the project in chronological order, the estimated start and end dates for each step, and who will undertake each of the activities. Projects should be completed within one year of the commencement date.

Step	Project activity	Estimated start date	Estimated end date	Who will undertake this activity?
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

- 14. PLEASE IDENTIFY ANY POTENTIAL RISKS INVOLVED IN THE PROJECT AND HOW THESE WILL BE MANAGED AND MITIGATED.** Project risks include conflicts of interest (whether real, potential or perceived) workplace health and safety issues, delays due to weather or other external factors, etc.

- 15. IS YOUR LALC ADEQUATELY INSURED TO CARRY OUT THE PROJECT?** e.g. Public Liability, Workers Compensation, and Volunteer Insurance. Please provide details below and attach copies of your certificate(s) of insurance.



## PART 3 – LAND DETAILS

- 16. WHERE WILL THE PROJECT TAKE PLACE?** Please attach maps and other relevant documents. It is essential that you provide the Lot and DP numbers below. If your project will take place on more than one property, please cite the additional Lot and DP numbers in the 'Other relevant details' box.

Property name:

Physical address:

Town/City:

Postcode:

Lot:

DP:

Other relevant details:

- 17. PLEASE BRIEFLY DESCRIBE THE PROPERTY.** Relevant details may include the property's history, size, current land use, current on-site infrastructure, vegetation, known cultural and environmental values, and issues affecting the land.

- 18. DOES YOUR LALC HAVE A LEGAL INTEREST IN THE LAND?** Please tick the boxes that apply.

Yes

No

Not yet, but we are seeking to purchase the land

.

- a. **If you answered 'Yes', what kind of title does your LALC hold?**

Freehold

Leasehold

Unsure

Other:

- b. **If you ticked 'Not Yet', how do you propose to go about purchasing the land? Has the purchase price been determined? Please attach relevant documents.**

## PART 4 – PROJECT BUDGET

- 19. PLEASE COMPLETE THE TABLE BELOW, INDICATING YOUR PROPOSED PROJECT BUDGET.** Grants up to a maximum value of \$50,000 (excluding GST) are available from the NSWALC Community Fund. Please attach quotes to justify the amounts cited in the table. For budget items valued at over \$30,000, three quotes will be required. We also ask that you identify other sources of funding and in-kind support if applicable.

BUDGET ITEM	Amount requested from Community Fund Grant	Amount from other source (or write 'in-kind' if applicable)	Name of non-Community Fund source
1	\$	\$	
2	\$	\$	
3	\$	\$	
4	\$	\$	
5	\$	\$	
6	\$	\$	
7	\$	\$	
8	\$	\$	
9	\$	\$	
10	\$	\$	
11	\$	\$	
12	\$	\$	
13	\$	\$	
14	\$	\$	
15	\$	\$	
16	\$	\$	
17	\$	\$	
18	\$	\$	
19	\$	\$	
20	\$	\$	
	<b>Subtotal A: \$</b>	<b>Subtotal B: \$</b>	
<b>TOTAL PROJECT BUDGET (A + B) =</b>		<b>\$</b>	

- 20. IF APPLICABLE, PLEASE ELABORATE ON THE OTHER SOURCES OF FUNDING YOU HAVE APPLIED FOR OR RECEIVED FOR YOUR PROPOSED PROJECT (INCLUDING OTHER NSWALC FUNDING PROGRAMS).** As part of your answer, please outline how the activities that you are seeking to have funded through the NSWALC Community Fund are separate from the activities being funded by other sources. Note that proposed projects will not be funded where there is any overlap or where funding is clearly available from other sources.

## **PART 5 – SPECIAL CONSIDERATIONS**

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- 21. DOES THIS APPLICATION CONTAIN ANY INFORMATION THAT YOU WOULD LIKE NSWALC TO TREAT AS CONFIDENTIAL OR SENSITIVE?** If so, please specify and provide reasons below:

- 22. IS THERE ANY OTHER INFORMATION NOT ALREADY CONTAINED IN THIS APPLICATION THAT YOU WOULD LIKE TO ADD FOR NSWALC'S CONSIDERATION?** If so, please elaborate:

## PART 6 – DECLARATION

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### BY SIGNING BELOW, I DECLARE THAT:

- I have read the Application Guidelines.
- The information contained in this application is complete and accurate.
- I understand NSWALC has no obligation to grant funding for the proposed project.
- I will inform NSWALC as soon as possible if there are any changes to the information contained in this application or to any other circumstances that may affect this application.
- I acknowledge that the applicant's participation in any stage of this application process, or in relation to any matter concerning the process, is at the applicant's sole risk, cost and expense.
- In Question 14 of this application form, I have, to the best of my knowledge, declared all real, potential or perceived conflicts of interest that may arise in submitting this application.
- I consent, on behalf of the applicant, to NSWALC seeking external advice from third parties in relation to the proposed project and the information obtained in this application.
- I consent to NSWALC using the information in this application for assessing and determining this application; administering the Community Fund; and generating publicity material to promote the Community Fund and NSWALC.
- I understand that NSWALC may request further information.
- Where any personal information of someone other than myself has been provided, the third party has been made aware of, and has authorised, the collection of that personal information in this application.
- Where applicable, the applicant has obtained the full agreement of the partner organisation(s) identified in this application.
- I have read and understood the Privacy Notice below:

**Privacy Notice:** By completing this form you may be providing personal information to NSWALC. Any information is provided voluntarily and alternatives to providing personal information can be discussed should you, or anyone whose personal information may be provided, choose not to provide that personal information. Any personal information provided is being collected to assess and determine this NSWALC Community Development Fund Grant Application Form and may be disclosed to third parties for assessment purposes. Any personal information will be held by NSWALC at 33 Argyle Street Parramatta, and NSWALC can be contacted should any person wish to access and/or correct any personal information. Other than as set out above, NSWALC will not disclose any personal information without your consent unless it is authorised or required by law.

Signed:

Name:

Position:

Organisation:

Date:

## PART 7 - SUBMITTING YOUR APPLICATION

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Please submit your completed application form and attachments via e-mail to [grants@alc.org.au](mailto:grants@alc.org.au) no later than **5:00pm on Friday 25 May 2018**.

**Please ensure that you have attached the following (where applicable):**

- Relevant section(s) of CLBP.
- Evidence of support from partner organisation(s).
- Insurances.
- Property details, including maps.
- Evidence of your LALC's legal interest in the land.
- Quotes for items in your proposed budget.

**Please also note:**

- If possible, combine your application and attachments into a single PDF file.
- Ensure that e-mails (including attachments) do not exceed 6MB in size. If you need to send multiple e-mails in order to remain under the 6MB limit, please clearly identify all of them as being part of your LALC's application.
- If you discover any errors in your submitted application, kindly inform NSWALC on (02) 9689 4444 or [grants@alc.org.au](mailto:grants@alc.org.au) as soon as possible.
- If it is not possible to submit your application by e-mail, please post a CD or USB copy to the following address. It is the LALC's responsibility to ensure that hard copies are received by the due date of 5:00pm, Friday 25 May 2018.



**Program Implementation Unit  
NSW Aboriginal Land Council  
PO Box 1125  
Parramatta NSW 2124**

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**THANK YOU**  
for your time  
and effort in  
completing this  
application