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## Small Regional Grants Policy and Procedure

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<b>Drafted by:</b>	Manager, Program Implementation		
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<b>Approved by CEO:</b>	29/4/2019	<b>Gazetted:</b>	N/A
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<b>Responsible Manager:</b>	Manager, Program Implementation		

## Overview

1. A Community Benefits Scheme is a mechanism by which the New South Wales Aboriginal Land Council (**NSWALC**) can provide discretionary grants to individual community members or community entities.
2. NSWALC has the function pursuant to section 108 (1)(d) of the *Aboriginal Land Rights Act 1983 (NSW)* (**ALRA**) to make grants for or on behalf of Aboriginal persons in relation to a Community Benefits Scheme.
3. A Community Benefits Scheme is defined in section 4 of the ALRA as “*a scheme for the provision of community benefits*”. A community benefit being “*a benefit or service provided for the benefit of Aboriginal persons, and may include, but is not limited to, the following:*
  - (a) *funeral funds,*
  - (b) *residential accommodation,*
  - (c) *education and training,*
  - (d) *scholarships and other assistance for education and training,*
  - (e) *cultural activities,*
  - (f) *child care,*
  - (g) *aged care services.*”
4. NSWALC must ensure that any Community Benefits Scheme complies with the requirements in section 108(2) of the ALRA, namely:
  - (a) complies with the ALRA and the regulations, and
  - (b) is consistent with any applicable policy of the Council, and
  - (c) is consistent with the community, land and business plan of the Council, and
  - (d) is fair and equitable and administered in a responsible and transparent way, and
  - (e) will not prevent the Council from being able to meet its debts as and when they fall due.
5. The Council has approved a community benefit scheme, “**the Small Regional Grants**”, which includes the provision of grants to be allocated as detailed below.

## Available Grants – Small Regional Grants

6. In accordance with the NSWALC Council resolution, NSWALC will make available small grants of up to \$1,000 for community members and up to \$1,000 for community organisations in each NSWALC region for the following purposes:
  - a. For assisting Aboriginal persons to participate in arts, crafts and sporting activities;
  - b. To encourage participation in and the maintenance of contemporary and traditional cultural life of the Aboriginal community;
  - c. For promoting understanding of and respect for Aboriginal culture;
  - d. For supporting personal development opportunities for Aboriginal people; and
  - e. For supporting the health and wellbeing of Aboriginal peoples in NSW.
7. There will be a total of \$10,000 of grant funding available for each of the nine NSWALC regions (Sydney Newcastle region, South Coast region, Wiradjuri region, Western region, North Western region, Central region, Northern region, North Coast region and Mid North Coast region).

8. Applications are to be endorsed and funding disbursed from the respective region that the applicant is from, or now resides.

9. The following activities will not be funded under the Small Regional Grants:

- a. Grants that directly augment other funding or programs of NSWALC. For instance, but not limited to, NSWALC's funeral fund grant community benefits scheme;

Note: the restriction on augmenting prohibits a grant paying for something that NSWALC has already directly funded. For example, if NSWALC has already provided funding for the team entry to the Rugby Knockout, then a grant will not be available for entry fees. This does not preclude a grant being made in relation to another purpose in relation to the same event, e.g. – accommodation at the Knockout or travel costs for a community member to attend the Knockout.

- b. Activities that do not meet the purposes of the Small Regional Grants.

## **Eligibility – Small Regional Grants**

10. Eligibility criteria:

- a. The applicant must be a community member or community organisation;
- b. If a community member, that member must be Aboriginal;
- c. The applicant must not be an immediate relative (i.e. spouse, de facto, partner, child, sibling, parent) of a Councillor;
- d. The grant sought must not augment other funding or programs of NSWALC (such as the funeral fund community benefit scheme);
- e. The grant sought must meet one of the following purposes of the Small Regional Grant:
  - i. For assisting Aboriginal persons to participate in arts, crafts and sporting activities;
  - ii. To encourage participation in and the maintenance of contemporary and traditional cultural life of the Aboriginal community;
  - iii. For promoting understanding of and respect for Aboriginal culture;
  - iv. For supporting personal development opportunities for Aboriginal people; and
  - v. For supporting the health and wellbeing of Aboriginal peoples in NSW.

## **Assessment of Grant Applications**

11. In order for NSWALC to assess a Small Regional Grant application, the following must be submitted:

- a. A Small Regional Grant application form (all relevant sections must be completed);
- b. Supporting documents that document and verify the activities/events that grant funding is being applied for.

12. In assessing the grant sought, NSWALC will consider the following:

- a. Whether the application is in accordance with the Small Regional Grant approved pursuant to section 108 of the ALRA;
- b. Whether the application meets one of the purposes of the Small Regional Grant;
- c. Whether the applicant meets the eligibility criteria of the Small Regional Grant;
- d. Whether the application is consistent with NSWALC's Strategic Plan priorities;
- e. Whether the applicant has received a grant from NSWALC previously;
- f. Whether funding is adequately available from other sources;
- g. The need of the recipient;
- h. Whether the monies sought is justified in terms of what it is proposed to be used for;
- i. Whether the applicant is a member of a LALC or has the support of a LALC;
- j. Whether the potential recipient, if an organisation, is an Aboriginal community controlled organisation; and
- k. Whether the provisions of these Policies and Procedures are met.

13. For health and wellbeing requests specifically, grants sought must be for one of the following at a minimum:

- a. specialised health needs
- b. medical conditions
- c. medications
- d. illness prevention
- e. promotion of a healthy lifestyle
- f. travel costs related to one of the above.

14. Councillors must consider and declare if they have a pecuniary interest (conflict of interest) in the application. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated as provided in s183 of the ALRA (See s182 and 183 of the ALRA). If a Councillor declares a pecuniary interest the CEO, Executive Director Network Delivery or Executive Director Resource Management & Governance will determine the application independently and without consultation with the Councillor.

## **Procedures**

### **Completion of Application Forms**

Applicants are required to complete the Small Regional Grant application form and submit to either:

1. The relevant NSWALC Councillor;
2. The NSW Aboriginal Land Council grants email account: [grants@alc.org.au](mailto:grants@alc.org.au).

### **Applications submitted to NSWALC Councillors**

Where applications are submitted to NSWALC Councillors, Councillors are requested to complete the relevant section of the form (the 'For Councillor's use' section) and then submit to [grants@alc.org.au](mailto:grants@alc.org.au).

Where a Councillor has endorsed the granting of funds, a NSWALC staff member will prepare a brief to the CEO, Executive Director Network Delivery or Executive Director Resource Management & Governance addressing matters outlined below and providing a recommendation.

### **Applications submitted to [grants@alc.org.au](mailto:grants@alc.org.au)**

Where applications are submitted to the [grants@alc.org.au](mailto:grants@alc.org.au) email address without the 'For Councillors use' section completed, a NSWALC staff member will forward the application to the Councillor for their consideration and endorsement. If the application is endorsed by the Councillor, a NSWALC staff member will prepare a brief to the CEO, Executive Director Network Delivery or Executive Director Resource Management & Governance addressing matters outlined below and providing a recommendation.

### **Grants not endorsed**

For applications that are not endorsed by Councillors, a standard response will be sent to applicants.

Applications that are incomplete or not submitted on the correct form will not be considered.

### **Brief to CEO, Executive Director Network Delivery or Executive Director Resource Management & Governance**

The brief to the CEO, Executive Director Network Delivery or Executive Director Resource Management & Governance will document the following:

1. Background to the Community Benefits Scheme;
2. How the grant is in keeping with the purpose of the Community Benefits Scheme;
3. Whether the applicant is eligible;
4. How the grant is consistent with a specific NSWALC strategic priority (for example Supporting Our People);
5. Confirmation of Councillor endorsement of the grant;
6. Confirmation that there is sufficient funding available in the relevant regional budget;
7. Any issues relating to conflict of interest;
8. Confirmation that the person/organisation has provided supporting documentation regarding the grant application;
9. Assessment against the considerations in point 12;
10. Recommendation for approval/not approval.

## **CEO, Executive Director Network Delivery and Executive Director Resource Management & Governance Approval**

The CEO, Executive Director Network Delivery or Executive Director Resource Management & Governance will consider the brief, grant applications and the endorsement of grants from Councillors and will approve or not approve applications.

### **Conflict of Interest Declared**

In the event a conflict of interest has been declared by a Councillor on the application form, the application will be considered by the CEO, Executive Director Network Delivery or Executive Director Resource Management & Governance independently and without consultation with the respective Councillor.

### **Grants that are endorsed and approved**

Successful applicants will be notified in writing by the relevant Councillor.

NSWALC staff will communicate directly with Small Regional Grant recipients regarding procedural matters.

### **Processing for payment**

The following documents will be submitted for payment to the NSWALC Finance Unit:

1. Application form and attachments;
2. CEO, Executive Director Network Delivery or Executive Director Resource Management & Governance approval of the application;
3. A completed payment voucher to be signed by a NSWALC Manager or Executive with delegation to approve;
4. A NSWALC Finance Officer will forward a copy of remittance advice to the relevant Councillor and/or Small Regional Grant recipient.

### **Authorities and Accountabilities**

NSWALC Councillors are responsible for endorsing grant applications;

The NSWALC CEO, Executive Director Network Delivery or Executive Director Resource Management & Governance is responsible for approving grant applications;

The Manager of the Program Implementation Unit or Governance Unit are authorised to approve payment vouchers after Councillor endorsement and CEO, Executive Director Network Delivery or Executive Director Resource Management & Governance approval;

The Manager of the Program Implementation Unit or Governance Unit will communicate with the Councillor regarding the status of the brief to the CEO, Executive Director Network Delivery or Executive Director Resource Management & Governance;

The Finance Unit is responsible for forwarding a copy of the remittance advice to the relevant Councillor and/or Small Regional Grant recipient.

**Application form – NSW Aboriginal Land Council Small Regional Grant  
FORM A**

<b>Name of recipient (organisation/individual):</b>		
<b>If an organisation, is it an Aboriginal controlled community organisation?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Has the recipient received a Small Regional Grant from NSWALC previously?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Name of contact person:</b>		
<b>Phone number:</b>		
<b>Email address:</b>		
<b>Postal address:</b>		
<b>NSW Aboriginal Land Council region (please tick)</b>	<input type="checkbox"/> <b>Central region</b> <input type="checkbox"/> <b>Mid North Coast</b> <input type="checkbox"/> <b>North Coast</b> <input type="checkbox"/> <b>Northern</b> <input type="checkbox"/> <b>North Western</b> <input type="checkbox"/> <b>South Coast</b> <input type="checkbox"/> <b>Sydney Newcastle</b> <input type="checkbox"/> <b>Western</b> <input type="checkbox"/> <b>Wiradjuri</b>	
<b>Amount requested (up to \$1,000 per person/per organisation)</b>	<b>\$</b>	
<b>Bank details (for payment to be made)</b>		
<b>Account name:</b>	<b>BSB:</b>	<b>Account number:</b>
<b>Questions (please answer all questions)</b>		
<b>Please tick the relevant purpose/s for the grant?</b>		
<input type="checkbox"/> <b>Assisting Aboriginal persons to participate in arts, crafts and sporting activities;</b> <input type="checkbox"/> <b>Encouraging participation in and the maintenance of contemporary and traditional cultural life of Aboriginal communities/community;</b>		

- Promoting understanding of and respect for Aboriginal culture;
- Supporting personal development opportunities for Aboriginal people.
- Supporting the health and wellbeing of Aboriginal peoples in NSW

**What will the small regional grant be used for?**

**Please provide details of the activity, event or purchase including the key dates. Please also attach supporting documents (for instance flyers for the event, invitations, letters promoting the activity/event etc.)**

***For organisations applying for a small regional grant please answer the following question:***

How will a small regional grant assist in supporting Aboriginal peoples and communities in your region?

***For individuals applying for a small regional grant please answer the following question:***

What impact will receiving this grant have on you, your family and/or your community?



<b>Are you a member of a Local Aboriginal Land Council (LALC)?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>If yes, what LALC are you a member of? Name:</b>		

## Confidential or Sensitive Information

Please specify what (if any) information contained in this application should be treated as confidential or sensitive and please provide reasons.

## Declaration

I have read and understood the Small Regional Grants Policy and Procedure including the terms and conditions attached and agree to abide by the provisions therein.

(If applicable) I am authorised to make this application and have delegation to sign on behalf of the organisation.

I declare that the information supplied by me on this form and in its attachments is true, complete and correct. I understand that my application may be rejected if I provide false or misleading information. I will notify NSWALC of any changes to the information provided and any circumstances that may affect this application.

I acknowledge that all decisions pertaining to NSW Aboriginal Land Council Small Regional Grants are at the total discretion of the NSW Aboriginal Land Council and I have no right to appeal any decisions made by them.

I have read and agree to the above and the Privacy Notice contained 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 Small Regional Grants 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

## **FORM B – Councillor Endorsement Email**

### **NSWALC Small Regional Grants Request – Councillor Endorsement of Small Grant/Probity Declaration:**

I, Councillor \_\_\_\_\_, hereby endorse a grant of \$ \_\_\_\_\_ for \_\_\_\_\_  
and I confirm that:

- The grant application is in accordance with the discretionary grants community benefits scheme approved by Council;
- I do not have a pecuniary interest in approving this grant;
- I do not have a conflict of interest in approving this grant;
- The applicant is not an immediate relative (i.e. spouse, de facto, partner, child, sibling, parent);

If you agree to endorse the grant and to the above probity statement reply 'yes' by return email.