

# NSW Aboriginal Land Council

## Small Community Grant (SCG)



New South Wales  
Aboriginal Land Council

### POLICY & PROCEDURES

#### Overview

1. 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. This community benefit scheme replaces the Council approved community benefit scheme, “NSWALC Small Regional Grants”. The NSWALC Small Community Grants includes the provision of grants to be allocated as detailed below.

#### Available Grants – Small Community Grants

6. In accordance with the NSWALC Council resolution, NSWALC will make available small grants available to community members and 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. The maximum amount that an individual and community organisation can apply for and be awarded is \$1,000 per financial year.
8. 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).
9. Applications are to be endorsed and funding disbursed from the respective region that the applicant is from, or now resides.
10. The following activities will not be funded under the Small Community 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. Individual or organisations seeking political donations; and.
  - c. Activities that do not meet the purposes of the Small Community Grants.

## Eligibility – Small Community Grants

11. 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 Community Grants:
    - 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

12. For NSWALC to assess a Small Community Grant application, the following must be submitted:
  - a. A Small Community 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.
  
13. In assessing the grant sought, NSWALC will consider the following:
  - a. Whether the application is in accordance with the Small Community Grants approved pursuant to section 108 of the ALRA;
  - b. Whether the application meets one of the purposes of the Small Community Grants;
  - c. Whether the applicant meets the eligibility criteria of the Small Community Grants;
  - 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.
  
14. 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.
  
15. 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 one of the following from the executive, 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 Community Grants 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 the application to their Councillor Support Officer for processing.

Where a Councillor has endorsed the granting of funds, a Councillor Support Officer will prepare a brief to either the CEO, or Executive Director Network Delivery or Executive Director Resource Management & Governance addressing matters outlined below and providing a recommendation. On completion of the brief the Councillor Support Officer will submit the brief and supporting documentation to the Program Implementation Unit for recommendation and approval processing using the following email address - [grants@alc.org.au](mailto:grants@alc.org.au).

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

Where applications are directly submitted to the [grants@alc.org.au](mailto:grants@alc.org.au) email address the Program Implementation Unit will forward the application on to the relevant Councillor Support Officer to seek Councillor's endorsement and processing as described in the "Applications submitted to NSWALC Councillors" section of this Policy & Procedures.

### 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 either the CEO, or Executive Director Network Delivery or Executive Director Resource Management & Governance

The brief to either the CEO, or 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 13;
10. Recommendation for approval/not approval.

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

Either the CEO, or Executive Director Network Delivery or the 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 either the CEO, or Executive Director Network Delivery or the 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 Community Grants 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. Either the CEO's, or Executive Director Network Delivery's or Executive Director Resource Management & Governance's 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 Community Grants recipient.

### **Authorities and Accountabilities**

NSWALC Councillors are responsible for endorsing grant applications;

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

The relevant Councillor Support Officer will be responsible for the administration of the grant;

The Program Implementation Unit will oversee the recommendation and approvals process of the grant applicant;

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

The Manager, Program Implementation or Governance Unit will communicate with the Councillor regarding the status of the brief to either the CEO, or 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 Community Grants recipient.