Australian Government

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Indigenous Languages and Arts (ILA) Program 2024-25 Grant Guidelines

Type of grant opportunity:	**Open Competitive; Targeted Competitive**
Opening date:	**Open Competitive: 5 February 2024** **Targeted Competitive: To be Advised**
Closing date and time:	**Open Competitive: 11.30pm AEST on 12 March 2024** **Targeted Competitive: 11.59pm AEST on 30 June 2025**
Commonwealth policy entity:	**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**
Enquiries:	**If you have any questions, contact the ILA program at ila@arts.gov.au or phone 1800 006 992** **Questions should be sent no later than 1 March 2024**
Date guidelines released:	**5 February 2024**

IMPORTANT

Before submitting an application, you **MUST** read the following documents:

- 2024-25 ILA program guidelines
- frequently asked questions (FAQs) document
- online SmartyGrants application form
- draft Commonwealth Grant Agreement (grant agreement)

Reading the documents listed above prior to submitting a grant application will help you determine if your project proposal is: eligible; whether it aligns with the outcomes and objectives of the ILA Program; and helps you to formulate your project proposal should you decide to submit an application.

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1 Arts and Cultural Development Program: ILA Program grant opportunity processes

The Arts and Cultural Development Program is designed to achieve Australian Government objectives

This ILA grant opportunity is part of the above program, which contributes to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department), Outcome 6, in the Portfolio Budget Statements – 'Participation in, and access to, Australia's arts and culture through developing and supporting cultural expression'. The Department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines (CGRGs)*.[1]

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The grant opportunity opens

We publish the grant guidelines on the GrantConnect[2] website.

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Has the ILA program contacted you and invited you to participate in the Targeted Competitive grant opportunity?

NO

You follow the application link and fill out the online application form for the Open Competitive grant opportunity.

YES

You follow the application link and fill out the online application form for the Targeted Competitive grant opportunity.

↓

You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.

↓

We assess all grant applications

We assess the applications against eligibility criteria [and notify you if you are not eligible, if applicable]. We assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.

↓

We make grant recommendations

We provide advice to the decision maker on the merits of each application through a Recommendation Review Committee.

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[1] https://www.finance.gov.au/sites/default/files/2019-11/commonwealth-grants-rules-and-guidelines.pdf

[2] http://www.grants.gov.au/

Grant decisions are made

The decision maker is the Minister for the Arts (the Minister) who determines which applications will be funded, and the amount of grant funding to be provided.

↓

We notify you of the outcome

We will advise you in writing of the outcome of your application.

↓

We enter into a grant agreement

We will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.

↓

Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by communicating with you, monitoring progress and making payments.

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Evaluation of the ILA program grant opportunity

We evaluate the specific grant activity and the ILA program as a whole. We primarily base this on information you provide to us and that we collect from various sources.

2 Introduction

These guidelines contain information on the ILA program.

IMPORTANT

You **MUST** read these guidelines before applying for an ILA program grant.

This document sets out:

- the purpose of the grant program and grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity

2.1 Policy context

The ILA program supports Aboriginal and Torres Strait Islander Australians to express, conserve and maintain their cultures through Indigenous languages and arts activities.

The decline and loss of Indigenous languages in Australia has occurred through many years of cultural disruption. The Australian Government is committed to supporting Aboriginal and Torres Strait Islander languages and cultures because they are a unique component of Australia's heritage and reaffirm Indigenous identity, spirituality and connection to Country.

The Department ensures that ILA program outcomes are met by funding a diverse range of community-led Indigenous languages and arts activities that contribute towards the ILA program objectives.

3 About the ILA program

The ILA program invests around $30 million per annum as part of the Australian Government's Arts and Cultural Development Program. This includes operational funding support to a network of 24 Indigenous language centres around the country working on conserving, revitalising and sustaining Aboriginal and Torres Strait Islander languages. A list of the Indigenous language centres is provided at **Appendix B**. The ILA program also supports Aboriginal and Torres Strait Islander people to develop, produce, present, exhibit or perform Indigenous arts and language projects that showcase Australia's traditional and contemporary Indigenous cultural and artistic expressions.

The ILA program understands the importance of language in reconnecting Aboriginal and Torres Strait Islander people with their culture and heritage, and how this in turn contributes to improved health and wellbeing outcomes.

We administer the program according to the *Commonwealth Grants Rules and Guidelines (CGRGs).*[3]

The ILA program strongly aligns with the following Australian Government policies and initiatives:

National Agreement on Closing the Gap[4]

The *National Agreement on Closing the Gap* (Closing the Gap) has 19 national socio-economic targets across areas that have an impact on life outcomes for Aboriginal and Torres Strait Islander people. The socio-economic outcome of Target 16 states:

'Aboriginal and Torres Strait Islander cultures and languages are strong, supported and flourishing'.

Target 16[5] states:

'By 2031, there is a sustained increase in number and strength of Aboriginal and Torres Strait Islander languages being spoken'.

The First Nations **Languages Policy Partnership**[6] (LPP), established under Priority Reform One of Closing the Gap (formal partnership and shared decision making), will drive and coordinate action and progress against Target 16. The partnership between First Nations representatives and Australian, state and territory governments will make recommendations to the Closing the Gap Joint Council about ensuring Aboriginal and Torres Strait Islander cultures and languages are strong, supported and flourishing.

The LPP is co-chaired by a senior official from the Office for the Arts and First Languages Australia, a sector peak that was nominated by the Coalition of Peaks.

Revive: a place for every story, a story for every place (National Cultural Policy)[7]

The Australian Government's National Cultural Policy, *Revive,* aims to advance First Nations agency, financial and creative control and provide opportunities for First Nations cultural support for languages and arts – both traditional and contemporary. *Revive* is structured around five interconnected 'pillars' which set out the Government's strategic objectives. Pillars 1 and 4 in particular are strongly supported by the ILA program:

[3] https://www.finance.gov.au/sites/default/files/2019-11/commonwealth-grants-rules-and-guidelines.pdf

[4] National Agreement on Closing the Gap | Closing the Gap

[5] https://www.closingthegap.gov.au/cultures-and-languages-are-strong-supported-and-flourishing

[6] Aboriginal and Torres Strait Islander Languages Policy Partnership | Office for the Arts

[7] https://www.arts.gov.au/news/national-cultural-policy-launched

- Under Pillar 1 *'First Nations First'*, the Australian Government is committed to supporting First Nations peoples to express, preserve and maintain their cultures through languages and the arts under the ILA program. The Government also committed funding to establish the LPP and has been in operating throughout 2023.
- Pillar 4 *'Strong Cultural Infrastructure'* recognises that improved data collection and reporting supports effective policy development, planning and decision-making. High quality data is vital to measure the impact of different programs and to 'demonstrate success with evidence'.

To learn more about what the Australian Government is doing to support Australia's diverse stories, artists and cultural infrastructure, visit *Revive: a place for every story, a story for every place*.

Voices of Country – Australia's Action Plan for the International Decade of Indigenous Languages 2022-2032

Under the *Voices of Country*[8] action plan, the important role of languages is recognised for its ability to tell stories, maintain and share culture, care for lands and waters, enhance physical and mental wellbeing and to improving social and economic outcomes for First Nations people.

Voices of Country is structured around five interconnected 'themes' which are strongly supported by the ILA program:

Theme 1 – Stopping the loss

Theme 2 – Aboriginal and Torres Strait Islander communities are centre

Theme 3 – Intergenerational knowledge transfer

Theme 4 – Caring for Country

Theme 5 – Truth-telling and celebration

Activities funded by the ILA program also support our contribution to the *International Decade of Indigenous Languages 2022-2032*.[9]

IMPORTANT

It is critical that the activity proposed in your application demonstrates cultural authority and support from the traditional custodians of the culture that is the subject of the activity.

4 Objectives

4.1 Objectives – Indigenous languages activities

1) Conserve, revitalise and sustain Indigenous languages by:

   a) Supporting the use of spoken language in everyday life by facilitating language transmission and practise in a range of contexts through culturally appropriate learning and teaching activities.

   b) Supporting community members to improve their language knowledge and skills and build capacity in the sector by providing language learning and teaching pathways that include opportunities to gain formal qualifications in learning and teaching an Indigenous language.

[8] Voices of Country—Australia's Action Plan for the International Decade of Indigenous Languages 2022–2032 | Office for the Arts

[9] https://en.unesco.org/news/upcoming-decade-indigenous-languages-2022-2032-focus-indigenous-language-users-human-rights

c) Recording, conserving and making available Indigenous languages using digital technology in an innovative and culturally appropriate way.

d) Facilitating the use of Indigenous languages in everyday life by producing and providing access to language materials used in activities that facilitate the transmission of language, enabling community to enjoy, learn, use and teach their languages.

Further information on language objectives is contained in **Section 4.3**, 'What does success look like?' Some examples of eligible language activities are provided at **Appendix A**.

4.2 Objectives – Indigenous arts activities

1) Create, promote and celebrate Indigenous community-based arts activities by:

a) Developing, producing, presenting, exhibiting or performing a diverse range of traditional and contemporary Indigenous art forms which could include dance, theatre, film, literature, music and traditional Indigenous arts and crafts.

b) Promoting and celebrating Indigenous art forms and providing access to arts activities that enable community to enjoy, connect and take pride in their cultures.

IMPORTANT

The ILA program is unable to fund sector wide industry-based support activities, such as employment and training across the music, visual arts (including artists' residencies), broadcasting, education industries.

Examples of eligible Indigenous art form activities are provided at **Appendix A**.

Please refer to the Indigenous Visual Arts Industry Support program[10] to see if your activities

4.3 What does success look like?

Aboriginal and Torres Strait Islander people are the custodians of their languages and arts. Success will see Aboriginal and Torres Strait Islander cultural expression through Indigenous languages and arts conserved, protected, promoted, celebrated and actively practised.

What does 'strong' look like?

- Aboriginal and Torres Strait Islander languages and arts are conserved, revitalised, and sustained.
- Traditional Aboriginal and Torres Strait Islander languages are spoken across all generations.
- Aboriginal and Torres Strait Islander cultural knowledge is transmitted by older to younger generations in the community.
- Aboriginal and Torres Strait Islander traditional and contemporary art forms are being created, practised and promoted.
- There is an increased understanding about the diversity of Aboriginal and Torres Strait Islander cultures (languages and arts) in Australia.

What does 'supported' look like?

- Aboriginal and Torres Strait Islander languages and arts are conserved, revitalised and promoted through sustained funding of a diverse range of programs.
- Aboriginal and Torres Strait Islander people lead cultural activities and programs that capture, nurture and revitalise their languages and arts and collect data to measure the effectiveness of the programs they deliver.

[10] Indigenous Visual Arts Industry Support program | Office for the Arts

- There is an improved understanding about the diversity of Aboriginal and Torres Strait Islander cultures (languages and arts) in Australia.

What does 'flourishing' look like?

- Aboriginal and Torres Strait Islander people connect with their culture and heritage through the capture, nurture, and revitalisation of traditional languages and arts, and the creation and growth of contemporary arts.
- Aboriginal and Torres Strait Islander community wellbeing is improved through strong connection to community and culture.
- Social and economic participation outcomes are improved for Aboriginal and Torres Strait Islander people.
- Aboriginal and Torres Strait Islander cultural expression through languages and arts is promoted, celebrated and understood by the broader community.

5 Eligibility criteria

5.1 Grant opportunities available

Grant funding under the ILA program is available on an annual basis through the following two categories of grant opportunity:

- **Open Competitive** – an annual grant opportunity open to eligible organisations wishing to submit applications for Indigenous languages and arts activities, see **Section 8: Opportunity 1**
- **Targeted Competitive** – an annual targeted grant opportunity for eligible organisations that have been invited by the ILA program to apply for grant funding, see **Section 9: Opportunity 2**

5.2 Who is eligible to apply for a grant?

IMPORTANT

Indigenous-led community-based organisations play a pivotal role in building strong communities and the ILA program endeavours to maximise their participation in grant funded activities targeting Indigenous Australians in regional and remote areas.

We cannot consider your application if you do not satisfy all the eligibility criteria.

To be eligible for an ILA program grant, your organisation must:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST - if your business has a gross annual income minus GST of $75,000 (or $150,000 for non-profit organisations)
- have an account with an Australian financial institution
- be one of the following entity types:
  - an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*[11] and are compliant with the *Australian Securities and Investment Commission's*[12] (ASIC) requirements regarding director ID numbers
  - a Commonwealth or State or Territory government corporate entity
  - a company incorporated in Australia
  - a company limited by guarantee

[11] https://www.legislation.gov.au/Series/C2006A00124

[12] How to become a company director | ASIC

- an incorporated association
- a not-for-profit organisation
- a partnership (as defined in the Glossary)
- a joint (consortia) application with a lead organisation[13] – refer to **Section 10.3**
- a publicly funded research organisation
- a State or Territory local government council

- have no overdue acquittals or serious breaches relating to Australian Government funding (a serious breach is one that has resulted in, or warrants, the termination of a grant agreement)
- not be bankrupt or subject to insolvency proceedings (as relevant to the entity type)

Additional eligibility requirements for the targeted competitive grant opportunity

In addition to the above requirements, organisations invited to apply for ILA program funding through the targeted competitive grant opportunity will:

- have previously received funding from the ILA program
- have a demonstrated capacity to deliver quality Indigenous language or arts projects
- have a demonstrated history of good governance, good financial management over an extended period, effective business planning and high-quality performance against funding objectives

The ILA program will determine your eligibility and review your funding history with the Department, including your performance against funded objectives, and your financial and performance reporting history.

IMPORTANT
Organisations are **strongly encouraged** to seek independent legal advice about the terms and practical implications of the eligibility requirements and funding agreement prior to applying for a grant.

You are not eligible to apply for the Open Competitive or Targeted Competitive grant funding if you are:

- a Commonwealth, State or Territory non-corporate government entity. Further information is available on the Department of Finance[14] website
- an individual and/or sole trader
- overseas resident/organisation
- any organisation not included in **Section 5.2.**

[13] The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at Section 7.2 'Joint Applications'

[14] https://www.finance.gov.au/government/managing-commonwealth-resources/structure-australian-government-public-sector/types-australian-government-bodies

Grant Connected Policy

Please note that a Grant Connected Policy (GCP) is in place called: National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy. It came into effect on 1 January 2021. GCPs are whole-of-government policies which entity staff must take into account before awarding a grant and/or which may impose requirements on grant applicants or recipients in order to receive a grant. Such requirements would be additional to the usual grant application or program guidelines, terms and conditions. The Department of Social Services has responsibility for this GCP and it may impact upon the entities eligible under this grant opportunity. See further information at: https://www.finance.gov.au/government/commonwealth-grants/grants-connected-policies

The National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came come into effect on 1 January 2021.

The Department of Social Services is the responsible entity for questions and advice regarding this policy (see https://www.dss.gov.au/).

Note: payments from one non-corporate Commonwealth entity to another non-corporate Commonwealth entity are notional payments (defined in Section 76 of the Public Governance, Performance and Accountability Act 2013 (PGPA Act) and are not grants.

6 What the grant money can be used for

The grant monies can only be used to fund activities for Indigenous languages and/or arts projects that align with the ILA program objectives, including, but not confined to, activities such as:

- costs associated with implementing and delivering the project, including project coordination and salaries of people directly working on project delivery
- up to 12 per cent of the total grant monies (Open Competitive grant opportunity only) can contribute to project administration expenses that relate specifically to the delivery of the grant activity, including book-keeping, audits, financial management, report-writing, data collection and reporting (where required). If additional administration funds are required this will need to be negotiated with the ILA team.
- the engagement of consultants, specialists, experts or contractors (for example linguists, language experts and workers, artist fees, arts workers, curators and Indigenous cultural experts) – the ILA program strongly recommends you look into the most suitable contract arrangements when engaging human resources by visiting the Fair Work Ombudsman website[15] and/or obtaining independent legal advice
- consultation on, as well as development, maintenance and storage of, languages and/or arts resources and materials, including website(s), mobile apps and hard-copy materials
- providing access and participation for languages and/or arts resources and materials
- facilitation of languages and/or arts workshops and/or community meetings that promote transmission of language and cultural knowledge
- domestic travel essential for the delivery of the project

[15] https://www.fairwork.gov.au/awards-and-agreements/employment-contracts

- low value assets totalling up to $5,000 for the activity per annum (Targeted Competitive funding only)
- under very limited circumstances, activities that occur outside of Australia

The Government's national cultural policy: *Revive*, recognises that fair pay and conditions for arts and cultural workers are essential. It acknowledges the centrality of artists and cultural workers to the success of the arts sector.

Artists and professionals employed or engaged to deliver activities funded under the Indigenous Languages and Arts Program must be fairly remunerated for their work. You must comply with legally-binding industrial awards and enterprise agreements, and related costs must be reflected in your budget.

Minimum standards developed by Creative Workplaces must be adhered to. Further information is available at: www.creative.gov.au/creative-workplaces.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may be required to provide evidence such as quotes for any identified major expenses. In the event that we determine part of your application comprises one or more ineligible activities, we may assess your application based only on the eligible components. In this instance, you may be offered partial funding for your project.

Not all expenditure on your grant activity may be eligible for grant funding. The ILA program makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

Any expenditure on eligible grant activity using ILA program grant funding must occur between the start date and end date of your grant activity.

Where funds will be used to purchase goods and services, grant recipients are encouraged to use Aboriginal and/or Torres Strait Islander owned businesses[16].

7 What grant funding cannot be used for

ILA program funding **cannot** be used for the following activities:

- projects, or components of projects, that currently receive grant funding from other grant programs administered by the Australian Government
- the conservation, exhibition or interpretation of museum artefacts
- cultural camps that do not deliver a language and/or arts outcome
- the staging and production of festivals
- activities with a primarily commercial focus or intent
- activities with a political or lobbying focus or intent
- international travel or activities that happen outside Australia
- language interpreting and translating services
- purchase of land or buildings
- costs incurred in the preparation of a grant application or related documentation

[16] https://supplynation.org.au/

- infrastructure/construction/high value assets (over $5,000)
- activities for which other Commonwealth or state or territory or local government bodies have primary responsibility

Additionally, ILA program funding **cannot** be used for activities that:

- have a focus on Kriol, Yumplatok and Pidgin language work – the ILA program provides funding to revive and maintain Australia's traditional Aboriginal and Torres Strait Islander languages. Kriol, Yumplatok and Pidgin are not classified as a traditional language, and not eligible for funding through the ILA program. If you are unsure if your language is eligible for funding, please contact us at ila@arts.gov.au
- are intended for, and form the basis of, National Aborigines and Islanders Day Observance Committee (NAIDOC) celebrations
- are the core business of early education, primary and secondary schools. For example, teacher salaries and the development of teaching and learning resources that are for exclusive use in schools. If you are developing teaching and learning resources as part of your project you must demonstrate that they will be used outside the school setting, and have evidence to support this
- include re-granting of funds to other groups or organisations without prior agreement from the Department
- fall within the scope of the Indigenous Advancement Strategy, Culture and Capability stream – visit www.niaa.gov.au
- fall within the scope of the Indigenous Visual Arts Industry Support program – visit www.arts.gov.au/ivais

8 Grant Opportunity 1 - Open Competitive funding

IMPORTANT

To apply for funding, you must fill out and submit a SmartyGrants online application form at the following link: Indigenous Languages and Arts – open competitive grant opportunity[17].

The amount of funding available for the annual Open Competitive grant opportunity may vary from year to year depending on the amount of grant funding already committed through existing Commonwealth Grant Agreements.

If successful, you can only expend grant funds on eligible grant activities as defined in **Section 6** and the provisions within your grant agreement.

8.1 Grant amount and grant period

Projects should fall within one of the following four categories:

Project scale	Grant amount	Project duration
Micro	Up to $20,000	Up to 12 months
Minor	Up to $50,000	Up to 12 months
Intermediate	Up to $150,000 p.a.	Up to 24 months
Major	Up to $200,000 p.a.	Up to 36 months

[17] https://arts.smartygrants.com.au/

8.2 Who should apply for this grant opportunity?

The ILA program supports community-based activities that deliver discrete one-off Indigenous languages and/or arts projects with clearly articulated outcomes that align with ILA program objectives. The ILA program reserves the right to recommend grant funding amounts and activity timeframes that may vary from an applicant's proposal where justified and in consultation with the applicant.

IMPORTANT

The ILA program strongly encourages applications for smaller community-based projects with modest funding requirements

TIP 1: Construct your budget to accurately reflect funding required for the scope and complexity of the grant activity. This includes factors such as project size, complexity of methodology and location of project delivery, e.g. remote, regional or urban. **Note**: The maximum allowable amounts stated in Section 8.1 are for guidance only and **should not be used in place of a carefully considered budget**.

TIP 2: Project applications in the open competitive funding round must focus on Indigenous languages or arts, however, we will also consider applications from arts-based projects that include a traditional Indigenous language component as well as language projects that include an arts component.

TIP 3: Applications for project periods up to 36 months must include clearly articulated reasons that demonstrate why the project will need to go longer than 12 months.

9 Grant Opportunity 2 - Targeted Competitive funding

IMPORTANT

Participation in the Targeted Competitive grant opportunity is by **invitation only** from the ILA program.

9.1 Who is this opportunity for?

The ILA program considers the following criteria before inviting an organisation to apply for grant funding under this opportunity:

- proven track record of quality project delivery and cultural outcomes for community
- demonstration of sound organisational governance, financial management and project administration
- community engagement and support
- meet the eligibility criteria in **Section 5.2**.

9.2 Grant amount and grant period

Targeted competitive grant funding may be available for a period of up to three years and can be used to:

- deliver projects designed to achieve the outcomes and objectives of the ILA program (see Objectives under **Section 4.1, Section 4.2** and the description under **Section 4.3**)
- support the administration and management of organisations delivering approved projects (salaries, operational and program costs of Indigenous language centres)
- support costs specifically attributed to the delivery of discrete Indigenous arts projects delivered by arts organisations

Indigenous Language Centres

IMPORTANT

The policy framework that determines the distribution of available funding under the Targeted Competitive grant opportunity was informed by advice from First Languages Australia as the peak organisation representing Aboriginal and Torres Strait Islander language groups throughout Australia.

Annual operational funding for Indigenous language centres follows a costing methodology as advised by First Languages Australia that takes into consideration factors including the number and strength of Indigenous languages being supported, the location and population demographics. The four funding level categories are as follows:

Funding Level Category	Period Of Funding
Up to $500,000 per annum	Up to 3 years
Up to $550,000 per annum	Up to 3 years
Up to $600,000 per annum	Up to 3 years
Up to $650,000 per annum	Up to 3 years

Indigenous language centres provide for the revival or maintenance of one or more Indigenous languages through:

- coordination of local or regional language activities
- development of language resources, including learning resources
- language research and strategies to increase the number of proficient speakers
- language documentation, production of dictionaries and databases
- training community-based language workers and conducting community workshops
- maintaining collections of language materials
- acting as a central repository for resources and language data

Indigenous language centres are governed by Indigenous representatives from the language groups within their region and promote Indigenous decision-making, employment and capacity building. The establishment and maintenance of partnerships between Indigenous language centres and community-based organisations such as early education and health delivery services is a key way to engage community and be informed about what community wants.

Indigenous language centres are strongly encouraged to engage the support of a qualified linguist (on a full-time or part-time basis, depending on the language activities being carried out) and a language activity coordinator.

Indigenous Arts Organisations

Arts organisations that deliver Indigenous arts projects and activities across a region may also be invited to apply for targeted competitive funding.

Eligible activities could include, but are not limited to: traditional Indigenous arts and crafts production; development of new Indigenous theatre or dance pieces, film or other screen-based productions, contemporary or traditional music production; and/or production and expressions of Indigenous culture through art forms.

Strategic Projects

Throughout 2024-25, the ILA program may invite an organisation to submit a grant application where there is demonstration of a strategic, urgent or specialised need that aligns with the relevant objectives of the ILA program, and subject to funding being available. In these instances, grant applications will be assessed against the assessment criteria in **Section 10**. The amount of recommended funding for a project may be dependent on the available ILA program budget.

If your organisation is invited to submit an application for this grant opportunity from the ILA program, you will need to complete and submit a SmartyGrants online application form.

10 The assessment criteria

You must address all of the assessment criteria below in your application. Assessment of each application will consider how each applicant has demonstrated their claims against each of the three assessment criteria.

The amount of detail and supporting evidence you provide in your application should be relative to the size and complexity of the project and grant amount requested.

The assessment of grant applications may also take into consideration the following:

- whether the applicant is an Indigenous organisation or non-Indigenous organisation
- the proportion between languages projects and arts projects being delivered through the ILA program
- the geographic coverage of projects across the states and territories and between metropolitan and regional/remote areas

If you are proposing an Indigenous language activity, it is important to consider whether the specific language group you are working with is already supported by an Indigenous Language Centre funded by the ILA program. You should visit the ILA program website[18] or refer to **Appendix B** to see the current list of Indigenous Language Centres and the languages the ILA program funds to revive and/or maintain them.

If the language you propose is supported by an Indigenous Language Centre, you may still apply for funding but you **must** have consulted with that centre prior to submitting your application. Your application must demonstrate a clear need for additional funding for that language and collaboration with the language centre in terms of using existing resources.

Your work plan and budget will also form part of determining the ability of your project to meet the objectives of the ILA program. It is important your workplan and budget are consistent with your response to this criterion.

The SmartyGrants application form includes various text limits of between 25 and 300 words.

IMPORTANT

Please provide clear and concise, quality information in your application that addresses the assessment criteria. As the title of the ILA program guidelines suggests, the open and targeted grant opportunities are **competitive**.

[18] https://www.arts.gov.au/publications/ila-funded-indigenous-language-centres

The assessment criteria are outlined in the table below along with their weighting:

Criteria	Weighting
The degree to which the activity will contribute to achieving Program outcomes and objectives – see **Sections 4.1, 4.2 and 4.3**	50%
The degree to which the activity demonstrates community engagement and support, and the benefit to the community	30%
The degree to which the grant applicant can demonstrate its capability and capacity to undertake all aspects of managing the delivery of the project	20%

10.1 Criterion 1

Ability of the project to meet the objectives of the ILA program (Weighting: 50%)

In providing a response to this criterion you should:

- demonstrate how the project will successfully address the ILA program's languages and/or arts objectives (see Objectives under **Sections 4.1 and 4.2**)
- demonstrate how the project will be delivered in the work plan, detailing key deliverables and tasks to be undertaken and realistic timeframes for their completion.
- provide a realistic and cost-effective project budget
- demonstrate that all proposed activities are supported with appropriate staffing and budget allocations
- nominate any cash or in-kind contribution your organisation or other project partners could make – Note: contributions are optional and not compulsory
- describe how the project will contribute towards the outcomes under Target 16 of the *National Agreement on Closing the Gap*.

10.2 Criterion 2

Demonstrated community engagement, support and benefit to the community (Weighting: 30%)

Projects should support, and be supported by community, foster a strong sense of identity and, where possible, build on existing community projects and sound organisational infrastructure.

In providing a response to this criterion you should:

- describe how Aboriginal and Torres Strait Islander people in the community will benefit from the project. Examples of benefits may include improving skills and providing professional and/or vocational development
- describe how Aboriginal and Torres Strait Islander people have been, and will be involved in the design, planning and delivery of the project
- demonstrate ability to engage and maintain positive relationships with Indigenous communities in the delivery of the project
- provide relevant evidence of community support, e.g. signed letters of support or video/audio statements or testimonies from individuals and/or organisations that will be involved in or benefit from the project. Applications with demonstrated strong evidence of community support, evidence of shared decision-making and building community capacity will be viewed favourably

- demonstrate local cultural competence if you are a non-Indigenous organisation. In addition to community support, non-Indigenous organisations may wish to disclose:
  - numbers and roles of local Indigenous staff within your organisation
  - numbers of Indigenous organisations to be used as suppliers or sub-contractors for key parts of the project (if applicable)

10.3 Criterion 3

Capability and capacity of the organisation to undertake all aspects of managing delivery of the project (Weighting: 20%)

In providing a response to this criterion you should:

- address the risks associated with your project and provide relevant mitigation strategies
- demonstrate that proposed project outcomes are consistent with the project work plan
- outline the governance arrangements in place within your organisation that will enable you to successfully manage funding
- demonstrate proven service and project delivery skills, and ability to achieve outcomes
- demonstrate skills, experience and expertise of the key personnel involved in the project, including project officers, facilitators, artists and language workers, as applicable
- address how you will monitor the project, collect data and document the results

IMPORTANT

The ILA program funds a number of key national investments that support language conservation, protection and transmission (First Languages Australia's Priority Languages Support Program, Miromaa's Language Technology Program, and programs facilitated by Living Languages).

Note - Organisations currently undertaking language-based projects in partnership with these organisations are encouraged to apply to the ILA program for the next stage of their language work.

10.4 Value with money

In order to ensure that the grant opportunity achieves value with money, activities must:

- represent efficient, equitable, effective, economical and ethical use of public resources
- be commensurate with the scale and scope of the funding provided
- not duplicate activities that are, or could be, provided by other funded organisations
- provide overall public/community benefit
- value with money is also a consideration when assessing grant applications (see Section 12.1)

11 How to apply

IMPORTANT

Before applying you MUST read and understand these guidelines. We strongly encourage all applicants to read the FAQs and sample grant agreement that accompany these guidelines. The ILA program guidelines can be found on the GrantConnect website. The FAQs and sample grant agreement can be found on the Department's website at: www.arts.gov.au/ila.

11.1 Filling out the grant application

Any alterations and addenda will be published on the GrantConnect website and by registering on this website, you will be automatically notified about any changes.[19] The GrantConnect website is the authoritative source for Australian Government grants information.

To apply you must:

- complete the SmartyGrants online application form, Indigenous Languages and Arts – open competitive grant opportunity application form which is available at the following link: https://arts.smartygrants.com.au/ (this is an online application form that you can submit electronically and is compatible with screen readers. If you have any technical difficulties, please contact ila@arts.gov.au or phone 1800 006 992)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- list any application restrictions specific to the program
- submit your application(s) via SmartyGrants by the advertised closing date

You are responsible for ensuring your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code*[20] and we will investigate any false or misleading information and may exclude your application from further consideration.

Once you have submitted your application in SmartyGrants, the system should send you an automated message acknowledging receipt of the application and an application identity number. If you do not receive an automated acknowledgement or need further guidance around the application process, contact us at ila@arts.gov.au or phone 1800 006 992.

11.2 Attachments to the application

Links to cloud storage sites, such as Dropbox, Google Drive or OneDrive **cannot** be accepted.

To support your application, we strongly recommend including the following supporting documentation with your application and recommend you keep copies:

- completed Arts Access Australia project accessibility template[21]
- community support letters (must be consolidated into a single PDF file)
- evidence of financial support (confirmation of funding secured from other funding sources)
- evidence of audience demand (e.g. venue confirmations)
- invitation to perform/exhibit

IMPORTANT

Applications from non-Indigenous organisations must clearly demonstrate that the project has existing Indigenous community support and provide documentary evidence that the proposed project has been designed and developed in collaboration with the local Indigenous community.

[19] Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

[20] http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/cca1995115/sch1.html

[21] https://www.arts.gov.au/documents/arts-access-australia-project-accessibility-plan-template

Your supporting documentation should be uploaded through the SmartyGrants online application form. There will be instructions in the application form to help you. You should only attach documents that are directly relevant to the project and strengthen your application.

11.3 Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver a grant activity.

In these circumstances, you must appoint an eligible 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer

You must have a formal arrangement in place with all parties prior to execution of the agreement.

11.4 Timing of grant opportunity processes

IMPORTANT

You are strongly encouraged to work on your application throughout the time the grant opportunity is open. We do not recommend you delay your submission of an application until the closing date.

The open competitive grant opportunity is open for a period of six weeks. See Table 1 below for the timing of the grant opportunity.

The targeted competitive grant opportunity is open throughout 2024-25. An organisation invited into the grant opportunity will have up to six weeks to submit a grant application. See Table 2 below for the timing of the grant opportunity.

You will generally be notified within 12 weeks of the grant opportunity closing regarding the success or otherwise of your application for grant funds.

Grant funding would generally take effect from the commencement of a financial year, unless otherwise stated in the grant agreement. The grant agreement must be executed by all parties prior to the payment of the grant.

Table 1: Expected timing for the open competitive grant opportunity

Activity	Timeframe
Application period	**Opens:** 5 February 2024 **Closes:** 11.30pm AEST, 12 March 2024
Assessment of applications	4-6 weeks
Approval of outcomes of selection process	2-4 weeks
Notification of grant outcomes	1 week
Negotiations and signing of grant agreements	4-6 weeks
Earliest start date of grant activity or agreement	1 July 2024
End date of grant activity or agreement	To be negotiated

Table 2: Expected timing for the targeted competitive grant opportunity

Activity	Timeframe
Application period	**Opens:** To be advised **Closes:** 11.59pm AEST, 30 June 2025
Assessment of applications	4-6 weeks
Approval of outcomes of selection process	2-4 weeks
Notification of grant outcomes	1 week
Negotiations and signing of grant agreements	4-6 weeks
Earliest start date of grant activity or agreement	1 July 2024
End date of grant activity or agreement	To be negotiated

Timing for strategic projects will be negotiated on a case-by-case basis, where funding is available (see Section 9.2).

11.5 Questions during the application process

If you have any questions during the application period, contact ila@arts.gov.au or by calling 1800 006 992.

12 The grant selection process

12.1 Assessment of grant applications

To support activities that provide social and economic opportunities for Aboriginal and Torres Strait Islander people, where a number of applications are found suitable for funding for the same activity, and/or have equal ranking, preference may be given to Indigenous organisations, followed by organisations with a demonstrated commitment to increasing Indigenous employment, supplier use and/or engagement.

We will consider your application against the eligibility criteria as stated in **Section 5**. Only eligible applications will move to the next stage assessment against the three assessment criteria.

All eligible projects receive a score out of 100 and are then ranked in order of their overall score. Where a significant deviation in scores occurs between the two assessments, a third independent assessment will be conducted by a senior ILA program officer including a review of both assessments to determine the final score.

Details of the assessment for each project are then provided to a Recommendation Review Committee (the Committee). Consistent with Closing the Gap Priority Reform One: Formal Partnerships and Shared Decision Making, the Committee comprises representatives from First Languages Australia and ILA program executive level staff. The Committee is chaired by the Assistant Secretary, First Nations Languages and Regional Arts Branch, Office for the Arts.

When assessing the extent to which the application represents value with money, we will have regard to:

- the overall objective(s) to be achieved in providing the grant
- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the ILA program
- how the grant activities will benefit groups and/or individuals within community

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

12.2 Who will assess applications?

Each application receives an independent assessment from two ILA program officers.

The ILA program officers may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

The Committee ratifies funding recommendations to go to the Minister for decision.

12.3 Who will approve grants?

The Minister is the decision maker and approves grants taking into account the recommendations of the Committee and the availability of grant funds for the purposes of the ILA program.

The Minister's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded

The Minister may approve less funding than requested by an applicant, or approve a project in part. If this occurs, the Department will work with the relevant organisation to revise the project scope and budget.

There is no appeal mechanism for decisions to approve or not approve a grant.

13 Notification of application outcomes

We will advise you of the Minister's decision in writing. If you are successful, we will advise you of any specific terms and conditions attached to the grant.

13.1 Feedback on your application

If you are unsuccessful, you may request feedback on your application by emailing ila@arts.gov.au. We will give feedback within three weeks of your request.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the ILA program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

14 Successful grant applications

14.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth.

Each agreement has general terms and conditions that cannot be changed. We will use a schedule to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

We must execute a grant agreement with you before we can make any payments. You must not make financial commitments or a public announcement until a grant agreement has been executed by the Commonwealth.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

Commonwealth Simple Grant Agreement

We will use a Simple Grant Agreement[22] for the ILA program.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Minister.

14.2 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, there are Australian Government policy initiatives that may impact on grant activities.

You must also provide a safe and fair workplace for people engaged with your project. This includes adhering to workplace health and safety standards and enterprise agreements. Relevant guidance developed by Creative Workplaces (within Creative Australia) must be followed.

Further information is available at: www.creative.gov.au/creative-workplaces.

[22] https://www.finance.gov.au/sites/default/files/2019-11/Cth%20Simple%20Template%20Dec%202018_0.pdf

The Indigenous Art Code

The Indigenous Art Code (the Code) is a voluntary industry-led code of conduct that guides ethical trade in the industry. If you receive an ILA grant you are expected to abide by the Code's ethos,

and are strongly encouraged to become a signatory to or a member of the Code. Further information is available at: www.indigenousartcode.org.

The Code of Practice for Visual Arts, Craft and Design

The Australian Government has endorsed the voluntary Code of Practice for Visual Arts, Craft and Design (the Code of Practice) as an action through the release of the National Cultural Policy – *Revive*. The National Association for the Visual Arts (NAVA) developed and maintains the Code of Practice.

The Code of Practice covers good practice approaches to working relationships, ethical standards of access and inclusion, and payment rates for artists and arts workers. You are expected to abide by the Code of Practice where applicable.

The Code of Practice is available at code.visualarts.net.au/ and *Revive* is available at www.arts.gov.au/culturalpolicy.

Indigenous Cultural and Intellectual Property (ICIP)

ICIP refers to all aspects of Indigenous peoples' cultural heritage, including the tangible and intangible. The right of Indigenous people to own and control their cultural heritage is not always protected under copyright laws, therefore the use of Indigenous protocols is encouraged.

The Government respects the cultural and spiritual significance of First Nations Peoples' ICIP, and acknowledges that any ICIP belongs to the Traditional Custodians of the ICIP and ownership of the ICIP will remain with the Traditional Custodians.

You must agree to respect the cultural and spiritual significance of First Nations Peoples' ICIP. This includes: obtaining free, prior, informed and written consent; providing fair compensation payment; and providing acknowledgement of the Traditional Custodians of any ICIP which has been used or incorporated into any project materials.

Further information regarding Protocols for using First Nations Cultural and Intellectual Property in the Arts is available from Creative Australia at: Protocols for using First Nations Cultural and Intellectual Property in the Arts is available from Creative Australia .

Research Ethics

If your activity or project involves research, you are expected to adhere to the National Statement on Ethical Conduct in Human Research 2023, which sets the requirements for the ethical design, review and conduct of human research in Australia. Further information is available at: https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2023.

National Principles for Child Safe Organisations

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government has implemented appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children; or
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement, published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement.

Irrespective of the child safety obligations in the grant agreement, you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

Accessibility for people with a disability

We encourage applicants to consider the accessibility of their activities for people with a disability. The application form will also ask if your project is disability-led, and/or if the project team includes people with disability as artists or other personnel. In a disability-led project, people with disability lead the creative development process. Other personnel include people like project managers, administrative staff or arts/language workers.

There are many definitions of disability. It can be a limitation or impairment that has lasted, or is likely to last, for at least six months and restricts everyday activities. Disability includes things like:

- impairments (such as low vision or deafness)
- chronic illness or health conditions
- mental health conditions
- conditions like autism, down syndrome or dyslexia

To learn more about disability and the arts, you can read the National Arts and Disability Strategy[23] or contact Arts Access Australia[24].

14.3 How we pay the grant

The grant agreement will state the maximum grant amount to be paid. All funding recipients are strongly encouraged to establish a dedicated bank account, specifically for the purpose of depositing and withdrawing Program funds.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

Payments will be made against the agreed schedule, set out in the grant agreement, following its execution.

For multi-year projects, payments may be made in no more than three instalments annually.

[23] https://www.arts.gov.au/have-your-say/national-arts-and-disability-strategy

[24] https://artsaccessaustralia.org/

Payments against the schedule are subject to the Department's acceptance of performance and financial reports set out in the grant agreement, and the demonstrated need for approved funds to continue the activity. Payments will not be processed where the recipient has a breach under the terms of the grant agreement, an overdue report or an outstanding acquittal relating to current or previous ILA program funding.

14.4 Grant payments and GST

Grant payments will be made as set out in the grant agreement. If you are registered for the Goods and Services Tax (GST),[25] where applicable, we will add GST to your grant payment upon receipt of a correctly rendered tax invoice.[26]

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office.[27] We do not provide advice on your particular taxation circumstances.

15 Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the CGRGs.[28]

Your grant may also be announced by the Minister and/or by your local Member of Parliament.

16 How we monitor your grant activity

16.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due. You must also inform us of any changes to your organisation's:

- name
- address
- nominated contact details
- bank account details

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

16.2 Reporting and data collection

You must submit reports in line with the grant agreement and we will expect you to report on:

- progress against agreed grant activity milestones and outcomes

[25] https://www.ato.gov.au/Business/GST/Registering-for-GST/

[26] https://www.ato.gov.au/Business/GST/Tax-invoices/

[27] https://www.ato.gov.au/

[28] https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines

- number of people accessing the ILA-funded language activity
- expenditure of the grant
- any future reporting obligations that may be required by the ILA program

For grant amounts of $100,000 or less annually, the minimum reporting required is biannually with a mid-year progress report and an annual performance report and financial acquittal. For grant amounts over $100,000 annually (GST inclusive), there are additional reporting requirements, including an annual activity work plan and budget, and an annual independent financial audit. The amount of detail you provide in your reports should be relative to the size and complexity of the funded activity and to total of the grant amount.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

IMPORTANT

We really want to hear about how your grant activity is benefitting the community and/or individuals. Let us know how your grant activity is affecting social well-being, employment, economic and health outcomes for Aboriginal and Torres Strait Islander people.

Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- be submitted by the report due date

We will only make grant payments when we receive satisfactory progress reports. You must discuss any reporting delays with us as soon as you become aware of them.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

16.3 Financial acquittal report

Depending on the amount of grant funding provided, the time period and the complexity of the grant activity, at the end of the grant activity you may be required to submit either:

- a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- an independently audited financial acquittal report

16.4 Grant agreement variations

We recognise that unexpected events may affect progress. In these circumstances, you can request a variation to your agreement, including:

- adjusting activity milestones
- extending the timeframe, for a reasonable period of time, to allow completion of the activity
- changing allocations across budget items

You can request a variation by advising ila@arts.gov.au before the grant agreement end date.

You should not assume that a variation request will be successful. We will consider the request based on factors such as:

- how it affects the activity outcome
- whether it is consistent with ILA program outcomes, and any relevant Australian Government policies
- changes to the timing of grant payments
- availability of ILA program budget

16.5 Evaluation

The National Agreement on Closing the Gap includes data development actions relating to the number and strength of Aboriginal and Torres Strait Islander languages being spoken. The program will continue to work with Aboriginal and Torres Strait Islander people on approaches to data development consistent with Priority Reform 4: Shared Access to Data and Information.

We may evaluate the grant opportunity to measure how well the ILA program outcomes and objectives have been achieved. The grant agreements require you to provide information that may be used to assist us with this evaluation.

We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

16.6 Acknowledgement

The ILA program logo must be used on all published materials related to funded activities under the grant opportunity. Whenever the logo is used, the ILA program grant must be acknowledged as follows:

> ***(Name of organisation or event) receives funding through the Australian Government's Indigenous Languages and Arts program.***

The ILA grant opportunity must also be acknowledged in speeches at any public events related to funded activities under the grant opportunity as follows:

> ***(Name of organisation or event) receives funding through the Australian Government's Indigenous Languages and Arts program.***

17 Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These guidelines may be changed from time-to-time by the Australian Government. When this happens, the revised guidelines will be published on the GrantConnect website.

17.1 Enquiries and feedback

All complaints about a grant opportunity process must be provided in writing to ila@arts.gov.au.

Any questions you have about grant decisions for this grant opportunity should be sent to ila@arts.gov.au.

If you do not agree with the way the Department of Infrastructure, Transport, Regional Development, Communications and the Arts has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on: Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

17.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant activity. There may be a conflict of interest, or perceived conflict of interest, if Department staff and/or you, or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity

You must declare any perceived or existing conflicts of interests to us, and we will handle them as set out in Australian Government policies and procedures. If you later identify that there is an actual, apparent, or potential conflict of interest, or that one might arise in relation to a grant, you must inform us in writing immediately.

17.3 Privacy

We treat your personal information according to the *Privacy Act 1988*[29] and the Australian Privacy Principles[30]. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on the GrantConnect website as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity.

[29] https://www.legislation.gov.au/Series/C2004A03712

[30] https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles

Accordingly, you must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Privacy Act.

17.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you, or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable. We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the conditions below:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- revealing the information would cause unreasonable harm to you or someone else

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Committee and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our Department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Australian Information Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

17.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the *Freedom of Information Act 1982*[31] (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

[31] https://www.legislation.gov.au/Series/C2004A02562

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator
Department of Infrastructure, Transport, Regional Development, Communications and the Arts
Nishi Building, 2 Phillip Law Street, Canberra ACT 2601

By email: FOI@infrastructure.gov.au

18 Consultation

Indigenous Australians, as the principle beneficiaries of the ILA program, have been consulted to ensure Indigenous voices are reflected in the grant opportunity design process.

19 Glossary

Term	Definition
Aboriginal or Torres Strait Islander person (or Indigenous person)	Is someone who: a) is of Aboriginal or Torres Strait Islander descent b) identifies as an Aboriginal or Torres Strait Islander person c) is accepted as an Aboriginal or Torres Strait islander person by the community in which they live
Aboriginal and Torres Strait Islander Secret/Sacred and private materials	Are items of special religious and spiritual significance to Aboriginal and Torres Strait Islander people. They have an associated tradition of targeted access and have never been accessible to all members of a community. Such items are usually associated with men's and women's private ceremonies which are not open to outsiders or to certain people within their society of origin. Secret/Sacred and Private materials are the legal property of the people and or community from which it came.
assessment criteria	Are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	The expected start date for the grant activity.
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See Division 2 subsections 10(1) and (2) of the PGPA Act.

Term	Definition
Commonwealth Grants Rules and Guidelines (CGRG)	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	The expected date that the grant activity must be completed and the grant spent by.
Country	Single word expression to denote Indigenous peoples' "spiritual inter-being with the land, the sea, the sky, and all life and geologic forms therein" (as defined by Dr Shayne T. Williams in *The Importance of Teaching and Learning Aboriginal Languages and Cultures*[32]).
Culture	The knowledge, beliefs, stories, customs, lore and ceremonies, including music, dance, arts and crafts, of Aboriginal and Torres Strait Islander people and societies.
date of effect	Can be the date on which a grant agreement is signed or a specified starting date.
decision maker	The person who makes a decision to award a grant. For the ILA program the decision maker is the Minister.
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
grant	For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money[33] or other Consolidated Revenue Fund[34] (CRF) money[35] is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake.

[32] https://www.aboriginalaffairs.nsw.gov.au/media/website_pages/research-and-publications/completed-research-and-evaluation/importance-of-teaching-learning-aboriginal-languages-cultures.pdf

[33] Relevant money is defined in the PGPA Act. See section 8, Dictionary.

[34] https://www.finance.gov.au/about-us/glossary/pgpa/term-consolidated-revenue-fund-crf

[35] Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
grant agreement	Sets out the relationship between the parties to the agreement, and specifies the details of the grant.
GrantConnect	Is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single funding appropriation.
Grantee	The individual/organisation which has been selected to receive a grant.
language (traditional)	A system of communication, native to a region and spoken by Indigenous people, used by particular people or communities to express themselves (including dialects of traditional languages, but excluding creoles or 'new' languages such as Kriol, Yumplatok and Pidgin languages).
Partnership	Is a group or association of people who carry on a business and distribute income or losses between themselves. For example, if you and a friend or family member decide to set up a business together, you might operate it as a partnership. Further information about a partnership[36] is available on the ATO website.
PBS Program	Described within the entity's Portfolio Budget Statements[37], PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower levels, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.

[36] Partnerships | Australian Taxation Office (ato.gov.au)

[37] Budget Archive

Term	Definition
selection process	The method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	Value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations. When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to: • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.

Appendix A. Examples of eligible projects

Some examples of eligible projects include, but are not limited to:

- the documentation, collection, digitisation, conservation and storage of Indigenous language material and language resources
- the development of Indigenous language teaching and learning resources for broad use in/by the community (note: the development of resources for exclusive use in schools is not eligible)
- projects designed to promote an increase in, or maintain the number of, Aboriginal and Torres Strait Islander people speaking their language
- the use of Indigenous languages in a range of fields and media
- the teaching of languages (other than in a school setting) that directly facilitate the teaching and learning of Indigenous arts and languages
- language activities that utilise technology in an innovative and culturally sensitive manner
- multi-media arts or languages projects that engage young Aboriginal and Torres Strait Islander people
- traditional Indigenous arts and craft production
- the development of new Indigenous dance or theatre pieces
- film or other screen-based works
- contemporary or traditional music production or performance
- traditional storytelling, writing, poetry and/or contemporary narrative pieces
- multi-art projects involving installations, projections, recorded interviews or other art forms
- photography and arts projects that promote the use of Indigenous languages, including dance, literature, music or theatre

If you have any questions about what constitutes an eligible project you should contact ila@arts.gov.au or phone 1800 006 992.

Appendix B. ILA Funded Indigenous Language Centres

New South Wales

- Miromaa Aboriginal Language and Technology Centre
- Regional Enterprise Development Institute Ltd
- Muurrbay Aboriginal Language & Culture Co-operative Ltd
- Wiradjuri Condobolin Corporation

Northern Territory

- Aboriginal Resource and Development Services
- Batchelor Institute of Indigenous Tertiary Education
- Ngukurr Language Centre Aboriginal Corporation
- Papula Apparr-Kari Aboriginal Corporation

Queensland

- Cape York Institute (Pama Language Centre)
- Gidarjil Development Corporation
- North Queensland Regional Aboriginal Corporation Languages Centre
- South East Queensland Indigenous Language Centre
- Torres Strait Regional Authority

South Australia

- Ceduna Aboriginal Corporation (Far West Languages Centre)
- The University of Adelaide (Mobile Language Team)

Tasmania

- Tasmanian Aboriginal Centre Ltd

Victoria

- Victorian Aboriginal Corporation for Languages

Western Australia

- Bundiyarra Irra Wangga Language Centre
- Kimberley Language Resource Centre
- Mirima Council Aboriginal Corporation
- Noongar Language Centre
- Nyamba Buru Yawuru Ltd
- Goldfields Aboriginal Language Centre (Aboriginal Corporation)
- Wangka Maya Pilbara Aboriginal Language Centre (Aboriginal Corporation)