



Australian Government

Department of Families, Housing,
Community Services and Indigenous Affairs

ABORIGINALS BENEFIT ACCOUNT (ABA)
GRANT APPLICATION FORM

PROPOSALS FOR OVER \$100,000

**For funding under section 64(4) of the *Aboriginal Land Rights*
*(Northern Territory) Act 1976***

IMPORTANT INFORMATION

The Aboriginals Benefit Account (ABA) is established for the receipt of statutory royalty equivalent monies generated from mining on Aboriginal land in the Northern Territory, and the distribution of these monies. In accordance with this, ABA funding is only available for projects that benefit Aboriginal people living in the Northern Territory.

If you are applying for funding, you must carefully read this application form and the *ABA Guidelines for Grant Applicants*. These documents provide essential information to help you provide us with a completed application.

Privacy and Confidentiality

The personal or business information provided in your funding application will be used for the purpose of providing advice to the Minister for Families, Housing, Community Services and Indigenous Affairs (the Minister) regarding your application for funding from the ABA. Personal information you provide is protected from disclosure and its use and collection is regulated under the *Privacy Act 1988*.

All personal or business information contained in the application may be disclosed to other parties if it is considered necessary for the purpose of making a decision on your application. It may also be considered by the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA, or the Department) in respect of any future application or business dealings you may have with FaHCSIA.

The Department will only release any personal or confidential business information to an individual or organisation for the purposes of considering your application. For any other disclosure the Department will seek your consent, unless the disclosure is required by law or a Court or as required by the Parliament.

Information that does not identify a particular individual or business may be used for statistical or other reporting purposes in a general way.

If you have any concerns regarding disclosure of information please note that in your application.

Accessing an application form

This application form and the *ABA Guidelines for Grant Applicants* can be downloaded from [FaHCSIA Grants & Funding](http://www.fahcsia.gov.au/grantsfunding/currentfunding/Pages/default.aspx) (www.fahcsia.gov.au/grantsfunding/currentfunding/Pages/default.aspx),

Alternatively you can contact ABA Darwin on (08) 8936 6366 or email aba@fahcsia.gov.au if you would like an application pack sent to you.

Who can apply?

The following organisations are eligible to apply for funding:

- Incorporated associations and cooperatives (incorporated under State/Territory legislation)
- Organisations established through specific Commonwealth or State/Territory legislation, including Northern Territory Land Councils established under the *Aboriginal Land Rights (Northern Territory) Act 1976* (the ALRA)
- Aboriginal Corporations (incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*)
- Companies (incorporated under the *Corporations Act 2001*)
- Commonwealth, State/Territory or Local Government agencies

The above organisations must be registered for an **Australian Business Number (ABN)**.

Variations in Application form

All applications for amounts over \$100,000 should be lodged using this application form. However, please be aware that applications for amounts between \$100,000 and \$500,000 may be subject to due diligence assessments, financial viability assessments, and other assessments as determined by the Department. Applications for amounts over \$500,000 will be subject to comprehensive due diligence assessments and financial viability assessments, as well as any other assessments determined as necessary by the Department.

Closing date for lodging applications

These grants are available throughout the year and you can apply at anytime.

The ABA Advisory Committee, which advises the Minister on the benefit of funding applications, normally meets three times a year, in April, August and December. Applications must be received at least eight weeks prior to a meeting to be eligible for consideration at that meeting. This timeframe is also subject to the level of information provided by you and any additional expert advice that may be required to assess your application.

The dates for Advisory Committee meetings are available on the [FaHCSIA website](http://www.fahcsia.gov.au/sa/indigenous/progserv/money/Pages/aba_committee.aspx).
(http://www.fahcsia.gov.au/sa/indigenous/progserv/money/Pages/aba_committee.aspx)

Preparing your application

When preparing your application you should:

- read the information contained in this application form and the *ABA Guidelines for Grant Applicants* carefully and address any specific criteria set out in the Guidelines
- provide detailed answers to each question in the application form rather than assuming ABA staff know all about your organisation and the project for which you are seeking funding
- complete the Applicant's Certification (**Attachment B**) and have it signed by someone who is authorised to sign and submit this application on behalf of the organisation
- forward the required supporting documents to ABA Darwin

Please provide copies of documents, unless asked for as originals, as accompanying documents will not usually be returned to applicants.

Completion of the application form and the related assessment process can not be interpreted to create any binding obligations between the Department and an applicant until a Project Funding Agreement (if any) is signed, dated and exchanged by the relevant contracting parties.

Please note: The ABA **does not** provide funding to cover retrospective costs, including costs incurred in the preparation of this application or related documentation.

Lodging your application

You can lodge your application with ABA Darwin either by:

1. posting your completed application form to:

FaHCSIA Northern Territory State Office Registry
ABA Darwin
GPO Box 9820
DARWIN NT 0801

2. hand delivering your completed application to the reception desk at:

FaHCSIA Northern Territory State Office
Level 5
Jacana House
39-41 Woods Street
Darwin NT 0800

You are also encouraged to contact your local ABA Advisory Committee Land Council representative with details about your proposed project.

Questions about ABA grant funding

If you have any questions about applying for an ABA grant please contact ABA Darwin on (08) 8936 6366 or *email* aba@fahcsia.gov.au

Aboriginals Benefit Account (ABA) Funding Proposals for over \$100,000

Project Number <i>ABA Darwin Office Use Only</i>		Receipt Date <i>ABA Darwin Office Use Only</i>	
ORGANISATION DETAILS			
1. Registered Name of Organisation			
2. Australian Business No (ABN)			
3. Incorporation Details	Is your organisation an incorporated body? <input type="checkbox"/> Yes <input type="checkbox"/> No Incorporation Name: ACN/Corporation Number: Incorporation Date: Incorporation Legislation :		
4. GST Details	Is your organisation registered for GST? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt		
5. Postal Address			
6. Street Address			
7. Phone, Fax, Website	Phone No:	Fax No:	Website:
8. Contact Person <i>Who can we contact about this application?</i>	Name: Position: Phone Number: Email:		
9. Is your organisation for profit or not for profit? <input type="checkbox"/> for profit <input type="checkbox"/> not for profit			
10. Describe your Organisation <i>Include details about organisational purpose, structure and when it was established.</i>			
11. Board of Directors/Executive Committee Members	<i>Provide full name, position held and contact details of each member on the Board/Committee.</i>		
12. Key Personnel	<i>Provide full names and positions of all key management personnel in your organisation.</i>		
13. Has anybody currently in management or financial administration positions been a Director or occupied key positions in organisations that have been liquidated or placed under administration? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Details (if yes):			

PROJECT DETAILS

14. Project Title

15. Under what category is your organisation applying for funding?

- | | |
|--|---|
| <input type="checkbox"/> Major Economic Projects | <input type="checkbox"/> Land and Sea Management |
| <input type="checkbox"/> Ceremonial and Funeral Support (NT Land Councils only) | <input type="checkbox"/> Community Enhancement |
| <input type="checkbox"/> Scholarship and Sponsorship in Education and Leadership | <input type="checkbox"/> Small Business Initiatives |

For arts infrastructure projects, please select the most appropriate category.

If you are unsure which category applies, please contact ABA Darwin for assistance.

16. Project Location(s)

Geographic location/community where project will take place.

17. Amount of ABA Funding Sought: (GST Exclusive)

18. Describe what steps have been taken to confirm this project cannot be funded through another source (e.g. commercial bank, Indigenous Business Australia, other government funding program).

19. Project Outcomes (use dot points)

Include details of any economic development opportunities, including outcomes for the employment, training and professional development of local Aboriginal people.

20. Project Description

For Community Enhancement proposals, include details about how project will address a specific community need or issue.

21. Benefit to Aboriginal people living in the Northern Territory

Describe who will benefit from the project and what these benefits will be. Include details of any evidence/research you have to support your claims about benefit.

22. Project Planning

Identify the key activities you will need to do to complete your project and the estimated timeframes.

23. Provide details about any community consultations, if applicable.

Attach to this application any relevant documents, including letters of support.

24. Are there any planning approvals (including Aboriginal Areas Protection Authority Assessment) in relation to this project? Yes No Details (if yes):

Include details of any planning issues that still need to be resolved in relation to this project.

25. Provide details of any land tenure issues in relation to this project.

If available, attach documentation confirming land tenure.

26. If this project involves the acquisition of an asset over \$5,000 (e.g. vehicle, building) provide details about who will be responsible for the ongoing management, maintenance and repair of this asset.

27. Will a consultant, project manager and/or tradesperson be engaged for this project?

Yes No **Details (if yes):**

Include details about qualifications/experience required, whether you have been able to locate an appropriately qualified and experienced person, and whether they are available to complete the work within the required time.

28. Project Governance and Management

Provide details about how the project will be managed, including who will be responsible for making decisions about the project and overseeing its implementation, and the level of involvement of local Aboriginal people and community in this.

29. What experience/expertise does your organisation have in delivering/managing this type of project?

30. Provide details about other agencies or organisations contributing funds to the project.

Provide details of any funding amounts or resources (including in-kind) to be contributed to this project from other sources, such as other Australian Government agencies, State or Local government or the corporate/ philanthropic sector. Include details of where ABA funding is being used to leverage funding from another source.

31. Budget (GST Exclusive)

Complete the Budget Template provided at Attachment A

Attach to your application any independent quotes and/or cost estimates you have obtained to assist you in determining your project budget.

32. If not already provided to ABA Darwin, please attach to this application your organisation's:

- | | |
|--|--|
| <input type="checkbox"/> latest audited financial statements | <input type="checkbox"/> most recent annual report (where one exists) |
| <input type="checkbox"/> incorporation documents | <input type="checkbox"/> strategic and/or business plan (where one exists) |
| <input type="checkbox"/> key operational policies/procedures | <input type="checkbox"/> risk management plan (where one exists) |
| <input type="checkbox"/> constitution | |

BUDGET DETAILS

The Budget section is to enable you to provide a detailed budget for the project. The amounts entered should be exclusive of GST and under the headings of Capital and Operational (as applicable).

Please Note: This template is intended as a guide for applications between \$100,000 and \$500,000. For applications over \$500,000, we require more detail. If in doubt, please contact ABA Darwin.

BUDGET ITEMS <i>Insert rows for line items as required</i>	FINANCIAL YEAR (insert financial year)	FINANCIAL YEAR (insert financial year)	FINANCIAL YEAR (insert financial year)
INCOME			
ABA funding			
Capital			
Operational			
Other project income (list source/s)			
TOTAL PROJECT INCOME			
EXPENDITURE			
Capital (list items)			
Total Capital			
Operational Costs (list items)			
Total Operational			
TOTAL EXPENDITURE			

Applicant's Certification

This Certification must be completed and attached to all applications for funding.

I/We certify that the information in this application is, to the best of my knowledge, true and correct.

I/We understand that any omission or false statement made in the application may result in the Commonwealth Government withdrawing its funding.

I/We acknowledge that it is an offence under the Commonwealth Criminal Code for a person to give information to a Commonwealth entity, knowing that the information is either false or misleading or omits any matter or thing without which the information is misleading.

I/We agree that the Department of Families, Housing, Community Services and Indigenous Affairs may contact individuals or organisations mentioned in this application and other government agencies to verify any matter relevant to the submission for the purposes of appraising the submission.

I/We acknowledge that the Australian Government has the right to request additional information from us or from regulatory bodies for the purposes of appraising the application.

I/We authorise the Department of Families, Housing, Community Services and Indigenous Affairs to discuss this application with other Government agencies (including state/territory agencies and local government) which have a legitimate interest in the funding and to provide them with any document or information relevant to the application including funding history.

I/We understand that the application may be approved in part or not at all.

This funding application has the support of the Organisation's Board/Governing Committee and I am authorised to lodge the application on behalf of the organisation.

Applicant Signature (to be signed by an authorised officer/CEO)

- The Executive/Governing Body has approved the submission at a duly constituted meeting held on / / ; or
- I have the authority of the Executive/Governing Body to submit this submission for funding.

Common Seal

(Signature)

(Name)

___/___/___
(date)