Frequently Asked Questions 2019

What is the Indigenous Languages Grants Program 2019?

The Indigenous Languages Grants Program 2019 (The Program) encourages and supports the preservation of Aboriginal and Torres Strait Islander Traditional Languages and reaffirms Queensland as a State with strong cultural values, diversity and heritage.

The Program allocates grants of up to $15,000 for organisations and community groups who are working to research, preserve, revive and revitalise Indigenous Traditional Languages in Queensland.

How much can we apply for?

The Indigenous Languages Grants are allocated across three tiers of funding:

	Number of grants	Maximum amount
Statewide initiative	1	$15,000
Significant initiatives	2	$ 7,500
Community-based initiatives	28	$ 2,500

Your grants request must be fully justified in the budget you provide as part of your application.

Who can apply?

Applications are invited from legal entities operating in Queensland on a not-for-profit basis, incorporated associations, Local Governments, Universities, School Parent Associations or a Queensland Government approved kindergarten program provider.

Applications will not be accepted from individuals, commercial businesses, Government agencies, State/Commonwealth Members of Parliament.

What if my organisation is not incorporated?

Non-incorporated bodies may apply but the application must be auspiced by an incorporated body that accepts legal and financial responsibility for the grants. You will need to provide these details on the application form.

The applicant, or the organisation auspicing the grants application, must have the capacity to administer the grant in accordance with the grants reporting requirements.

What is a governing body?

A governing body is the group of people given the power and authority to form the policy and steer the overall direction of an organisation. It is a collective unit that makes and implements decisions on behalf of its members and the organisation. It is not any single individual.

Do I need an ABN (Australian Business Number)?

Yes, you are required to have an ABN.

Do I need to be registered for GST?

No, you do not need to be registered for GST. If you are not eligible for GST, no GST will be payable on the grants amount provided.

My organisation operates a number of branches across the state. Is each branch allowed to submit an application?

The Queensland Government Department of Aboriginal and Torres Strait Islander Partnerships defines a branch as part of a larger organisation, having significant local capacity and identifiable client or member base in its own right, and a committee to oversee the operations of the branch.

In this case, yes.

Larger or state wide organisations operating branches across a number of regions are eligible to apply for the State wide grant, for implementation of a program that has broad reaching and state wide impact.

Each branch may be eligible for a local grant, dependent on the breadth and intention of the program.

Our organisation is looking at submitting a joint application with another organisation. Will we be eligible?

Yes. A consortium of eligible organisations may submit a joint application for grants. Each submitted application, regardless of it being submitted by a consortium, partnership or single entity, is eligible for one grant.

Am I able to secure additional grants from the Queensland Government for my Indigenous Languages Grants Program 2019 activity?

No. If a grant is provided through this Program, no further grants or funding support are available for your activity from the Queensland Government.

If I am applying for an existing program that has received a guarantee of grants from the Queensland Government, am I eligible?

No. Activities that have already received a guarantee of grants from the Queensland Government are not eligible through this Program.

What if our organisation has applied for another grant for this activity from another Queensland Government agency, however we have not received a response?

Please provide details of this application within the grants details section of the application form.

What types of activities are eligible?

Activities should be aligned with the goals of the Indigenous Languages Grants Program 2019.

Types of activity that will be considered for grants include:

- Second language learning where language is taught to a wide range of learners
- Revival programs to get community members speaking language again
- Preservation and renewal projects drawing on communities' oral tradition where language speakers do not have full language knowledge
- Language reclamation programs relying on historical sources to provide knowledge
- Supporting the older generation to transmit language to younger generations
- Language learning programs
- Programs for language reconstruction and learning
- Programs seeking to maximise language use amongst community members
- Programs to record/produce and archive recorded material, to be used in the production of community resources or education programs
- Programs focusing on increasing awareness of the dangers posed to First Nations languages.

This list is not exhaustive and you are encouraged to submit a proposal for a different type of program that fits within the criteria listed in the guidelines.

Your program should be free to the public and/or reusable to allow as many people as possible to benefit from the activity.

I am developing an activity that has some elements of language, but focuses on other objectives. Can I apply?

No. Activities with a different focus should apply for grants from other available Queensland Government programs. The aim of this program is to fund activities that align with the Indigenous Languages Grants Program objectives. Visit the Queensland Government grants website at www.qld.gov.au/grants for other programs.

Can I raise money by selling the program outcomes?

No. The Intellectual Property for the activity must remain with the Indigenous Language Group that were consulted in the creation of the program, or with the Queensland Government (Department of Aboriginal and Torres Strait Islander Partnerships).

Applicants must supply supporting materials to evidence that the required protocols, particularly Indigenous Cultural and Intellectual Property rights, have been followed. Furthermore, documented support and confirmation of involvement from the relevant people communities and organisations will assist in the assessment of your application.

Is there a word limit on how much I can write in my proposal?

No. However you should ensure your application is clear and concisely written and includes the requested information.

How do I complete the budget?

A budget template has been provided as part of the application process. Use this to itemise the costs associated with your activity as well as the income you may receive. Suggestions of what you need to include are also included on the application form.

Your budget must balance (i.e. expense total equals revenue total).

How do I apply?

It is essential you read the program guidelines and terms and conditions before you submit an application.

Applications should be submitted with the following:

- completed program project plan
- completed budget template
- certificate of incorporation (if appropriate)
- copy of appropriate insurance certificates.

Applications will be accepted via the official online application form or emailed to ilg@datsip.qld.gov.au.

What if our organisation does not have insurance?

As part of the terms and conditions of the program, an organisation wishing to apply for grants must have the following current insurance policies in place:

a)   public liability for a sum of not less than $20 million per claim with an insurer authorised by the Australian Prudential Regulation Authority to operate in Australia.
b)   workers' compensation insurance in relation to employees of the successful applicant in accordance with the *Workers Compensation and Rehabilitation Act 2003* (Qld).

If your organisation does not have current insurance, please provide a letter detailing the appropriate insurance will be organised should the application be successful and proof of insurance provided promptly.

When do applications close?

11.59 pm (AEST), Friday, 31 May 2019.

Will I receive acknowledgement of my application?

Receipt of all applications will be acknowledged via email, so please ensure you provide a correct email address on your application form. If you do not receive an email acknowledgment within five (5) business days, please notify the Grants Coordinator via email at ilg@datsip.qld.gov.au.

How will my application be assessed?

Eligible applications will be assessed as part of a competitive process against how well the program aligns with the Indigenous Languages Grants Program and the assessment criteria.

How can applicants address the assessment criteria?

Applicants are encouraged to carefully consider the following criteria:

Quality	• Ability to address the program objectives of the Indigenous Languages Grants Program. • Presents an activity outline demonstrating accessible, replicable practices and/or creative ideas. • Provides proposed methods for implementation and evaluation.
Reach	• Ability to identify and to engage specific audiences along with the broader community in an Indigenous Languages program or initiative. • Demonstrate strategies to respond to the emerging needs of the identified audience.
Impact	• Commits to evaluation and continuous improvement through monitoring program design and service delivery, measuring outputs and outcomes, and measuring staff performance. • Demonstrated benefits for audience – expected short term outcomes, improved longer term outcomes, and relevance of project to the target audience.
Viability	• Presents a budget that is complete, realistic, provides value for money, and clearly outlines how the grant funding will be spent should the application be successful. • Demonstrates links and established relationships with stakeholders including language owners, relevant organisations, clients, and other service providers. • Demonstrates capacity and suitable experience to undertake all aspects of the proposed activity (planning, consultation, promotion, implementation, reporting and evaluation of its success) within budget.
Co-contribution	• Contributes in kind or financial support towards the activity.

When will I find out the outcome of my application?

Applicants will be advised in writing from Monday, 15 July 2019.

What am I required to do if I am successful?

You will be required to:

- enter into a grants agreement with the Queensland Government
- deliver the activity as per your submission and supporting documentation
- acknowledge the Queensland Government's support as stipulated in the agreement
- deliver on milestones as detailed in the agreement, including submission of a status report
- incorporate and display any logos, signage and merchandise provided by the Queensland Government
- liaise with the Grants Program Coordinator regarding the activity and any subsequent approvals
- invoice the Department of Aboriginal and Torres Strait Islander Partnerships for the grants amount awarded
- for state wide and significant activities (invoicing may occur at agreed milestones)
- provide a final report and images within four weeks of completion of the activity.