



**ACT**  
Government

# **2025-26 Aboriginal Community-Controlled Organisation (ACCO) Establishment and Expansion Fund**

## **Grant Guidelines**



## Acknowledgement of Country

The Community Services Directorate acknowledges the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

## Accessibility Information

The ACT Government is committed to making its information, services, events, and venues, accessible to as many people as possible.

- If you have difficulty reading a standard printed document and would like to receive this publication in an **alternative format** – such as large print or audio – please telephone **13 34 27**.
- If English is not your first language and you require the **translating and interpreting services** – please telephone **13 14 50**.
- If you are deaf or find it hard to hear or speak to hearing people on the phone, visit the **National Relay Service (NRS)** at [www.accesshub.gov.au](http://www.accesshub.gov.au)

## Table of contents

1. Introduction.....	4
2. Aim .....	4
3. Government objectives .....	4
4. Eligibility Requirements.....	5
5. Project/Activity eligibility and categories.....	7
6. Funding.....	11
7. Assessment of applications .....	13
8. Accepting a grant.....	16
9. Acquittal and reporting requirements.....	17
10. Application submission .....	18
11. Application feedback.....	19
12. Resources and useful links .....	20
13. Definitions .....	21

# 2025-26 ACCO Establishment and Expansion Fund

## 1. Introduction

The ACT Government is pleased to announce the opening of the 2025-26 Aboriginal Community-Controlled Organisation (ACCO) Establishment and Expansion Fund (AEEF).

The AEEF is designed to support the growth and sustainability of new and existing ACT ACCOs, consistent with the ACT Government commitments under the [National Agreement on Closing the Gap Priority Reform 2: Building the community-controlled sector](#) and the [ACT Aboriginal and Torres Strait Islander Agreement 2019-2028](#).

## 2. Aim

The AEEF aims to support new and existing ACT ACCOs to build organisational capacity and capability to improve outcomes for Aboriginal and Torres Strait Islander people across Canberra.

## 3. Government objectives

### Investing in strengthening the Aboriginal Community-Controlled Sector

The AEEF responds to what we have heard from the community-controlled sector and provides a stream of funding for eligible ACT ACCOs to support capacity and capability building projects/activities in line with the [National Agreement on Closing the Gap Priority Reform 2: Building the community-controlled sector](#).

The [ACT Aboriginal and Torres Strait Islander Agreement 2019-2028](#) Core Focus Areas of *Community Leadership*, *Economic Participation* and *Inclusive Community* also provide a strong foundation as the AEEF will also support the:

- facilitation of community-controlled leadership to develop culturally appropriate services
- embedding of culture
- harnessing of existing community capacity
- implementation of effective governance
- establishment of trusting partnerships
- embedding of a community development approach.

As outlined in [the ACT Aboriginal and Torres Strait Islander Agreement](#), the ACT Government and community partners are committed to self-determination as the guiding principle in the delivery of programs and services.

## 4. Eligibility Requirements

### Who can apply?

- ACT human service delivery ACCOs who meet Clause 44 of the [National Agreement on Closing the Gap](#) (refer Clause 44 – National Agreement on Closing the Gap below), and
- ACT human service delivery ACCO led partnerships and collaborations (refer Partnerships and Collaborations below).

Applicants must be an organisation established to provide culturally appropriate human services to the ACT Aboriginal and Torres Strait Islander community. The applicant must operate in and have established governance structures in the ACT.

It is recognised organisations are set up in various ways to support service delivery. To deliver on the intent of this grant program, and achieve the greatest impact, applications which, through the pre-eligibility check are deemed to have the same directorship will be considered one application. This means despite having separate ABNs and ACNCs, a collective of entities which have name similarities, and the same directorship will be considered as one ACCO for the purposes of the AEEF.

Applicants must have no overdue acquittal obligations from any previous Community Services Directorate grant. **All outstanding acquittals must be completed and submitted to the Community Services Directorate prior to submitting an application.**

### Who cannot apply?

- Community organisations who do not meet the eligibility requirements above.
- Businesses and individuals.
- For-profit companies, trusts, and other organisations.
- Government agencies and departments of local, state, or federal government and statutory authorities.
- Public and private educational institutions.
- Organisations operating licensed premises and/or gaming machines.
- Organisations who have not acquitted previous funding (where it was required).

### Clause 44 - National Agreement on Closing the Gap

The Community Services Directorate is working with the definition of an ACCO in the [National Agreement on Closing the Gap](#), which is:

An Aboriginal and/or Torres Strait Islander Community-Controlled Organisation that delivers services, including land and resource management, that builds the strength and empowerment of Aboriginal and Torres Strait Islander communities and people and is:

- incorporated under relevant legislation and not-for-profit

- controlled and operated by Aboriginal and/or Torres Strait Islander people
- connected to the community, or communities, in which they deliver the services
- governed by a majority Aboriginal and/or Torres Strait Islander governing body.

Guidance on sources of evidence is provided below:

Clause 44 Criteria	Source of Evidence
<p><b>Incorporated by State or Commonwealth legislation <u>and</u> a not-for-profit organisation</b></p>	<p><b>Certificate of Incorporation to be provided, see below options:</b></p> <ul style="list-style-type: none"> <li>○ Registration with the Office of the Registrar of Indigenous Corporations (<a href="#">ORIC</a>)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>○ Registered as an Australian Public Company, Limited by Guarantee on Australian Securities and Investments Commission (<a href="#">ASIC</a>)</li> </ul> <p><b><u>AND</u></b></p> <p><b>Registered on the Australian Charities and Not-For-Profits Commission (<a href="#">ACNC</a>) Charity Register.</b></p>
<p><b>Controlled and operated by Aboriginal and/or Torres Strait Islander people</b></p>	<ul style="list-style-type: none"> <li>○ An extract from the organisation’s constitution requiring all or the majority of members to be Aboriginal and/or Torres Strait Islander people</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>○ A copy of the organisation’s constitution/rule book and assess clause/s relating to membership.</li> </ul> <p>If registered with ORIC, the constitution/rule book will be available as a public document.</p> <p>Governing documents are downloadable from the ACNC.</p>
<p><b>Connected to the community, or communities, in which they deliver the services</b></p>	<p>Applicants must be an organisation established to provide culturally appropriate services to the ACT Aboriginal and/or Torres Strait Islander community. The applicant must operate in and have established governance structures in the ACT.</p> <ul style="list-style-type: none"> <li>○ Connection to community can be demonstrated by the organisation, board and/or members living in and/or having historical connection to the community.</li> </ul>
<p><b>Governed by a majority Aboriginal and/or Torres Strait Islander governing body</b></p>	<ul style="list-style-type: none"> <li>○ An extract from the organisation’s constitution requiring the majority of the Board Directors to be Aboriginal and/or Torres Strait Islander people</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>○ A copy of the organisation’s constitution/rule book and assess clause/s relating to membership/directorship.</li> </ul>

	<p>If registered with ORIC, the constitution/rule book will be available as a public document.</p> <p>Governing documents are downloadable from the ACNC.</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------

### Partnerships and Collaborations

Partnerships and collaborations will be considered if the activity or project would be more beneficial if it was progressed as a partnership or in collaboration with another ACT ACCO or mainstream service provider, noting Clause 44 of the [National Agreement on Closing the Gap](#) still applies.

Two or more ACT ACCOs may apply as a partnership, or an ACT ACCO could apply in partnership with a mainstream service provider, providing the ACT ACCO is the lead and the partnership will strengthen the capability and capacity of the ACT ACCO. In such instances the following is required to be outlined as part of the application:

- the roles and responsibilities of each partner, including financial roles and responsibilities; and
- clarification on who will take the lead and submit the final acquittal.

## 5. Project/Activity eligibility and categories

The AEEF is designed to support the growth and sustainability of new and existing ACT ACCOs by providing a funding source focused on supporting establishment, capacity and capability building activities.

Eligible projects/activities must:

- occur for the benefit of ACT ACCOs and address the assessment criteria (refer p.13);
- have not received funding from another source to deliver the same project/activity;
- provide how the project/activity will benefit the growth and sustainability of the organisation and improve outcomes for ACT Aboriginal and Torres Strait Islander people; and
- include all supporting documentation needed for the application.

Below are some project/activity examples to assist you to determine whether your activity may be eligible:

Project/Activity Categories	Examples
<b>People (skills and abilities) i.e. workforce development and training</b>	<ul style="list-style-type: none"> <li>● Upskilling staff and volunteers e.g. technical skills, financial management, contract management, human resources, business administration, mentoring.</li> </ul>

	<ul style="list-style-type: none"> <li>• Enabling staff to attend workshops and training which are relevant to the core business (for example, community health, childcare, mental health services).</li> <li>• Cultural training workshops.</li> <li>• Cultural safety activities such as developing a cultural safety debriefing model for staff.</li> </ul>
<p><b>Governance and Partnerships</b></p>	<ul style="list-style-type: none"> <li>• Contracting business specialists to work with the ACCO to develop and publish key business documents e.g. strategic planning, operational direction, quality assurance.</li> <li>• Undertaking a needs assessment to identify funding requirements for organisational growth and development as part of service design and continuous improvement.</li> <li>• Building the skills and capability of Board members i.e. contracting governance specialists to support this skills and capability development.</li> <li>• Contracting finance, HR and legal specialists to build and support core administrative systems and functions such as recruitment and partner/collaboration arrangements.</li> <li>• Activities to streamline operations i.e. accreditation/reporting processes.</li> <li>• Collaboration or partnerships between ACCOs or other entities which further build the capacity and capability of the ACCOs or improve service or program outcomes.</li> <li>• Contracting business specialists to increase an ACCO's success rate in competitive grant or tender processes.</li> <li>• Funding to undertake upfront feasibility work to apply for Commonwealth and Territory funding opportunities.</li> <li>• Volunteer engagement and management strategies.</li> </ul>
<p><b>Resources (facilities, infrastructure, equipment,</b></p>	<ul style="list-style-type: none"> <li>• Developing new or improved systems e.g. information technology, information, or data</li> </ul>

**tools, other resources and assets)**

management, reporting systems, work to ensure data sovereignty.

- Advertising and promotional strategy development and implementation including website development.
- Monitoring and Evaluation framework development and ongoing activities, including commissioning external program evaluations for key initiatives, including Aboriginal and Torres Strait Islander-led evaluations of programs for Aboriginal and Torres Strait Islander children and families.
- Upgrading, repairing, and refurbishing buildings which is not covered by the leasing/tenancy arrangement (see Note 1 below).
- Costs associated to acquire and maintain office space for a period of 2 years for ACT ACCOs who are in the establishment phase (see Notes 2 & 3 below).
- Specialised equipment.
- Hiring, leasing or purchasing service delivery vehicles (see Note 4 below).

**Notes:**

1. Where applications include building or refurbishment works, confirmation of building owner (private or ACT Property Group) and owner consent will be required as part of the application process. Applicants need to remain mindful that most tenancy agreements require the tenant to return the property to the original state as per when they moved in. Therefore, applications will need to include information on how the organisation will future proof the modifications. Applications seeking to fund repairs to ACT Property Group (ACTPG) properties, where ACTPG is responsible for these repairs are not eligible under this Grant Program.

2. An ACT ACCO can apply for 2 years of funding to support the organisation to acquire and maintain an office space if the organisation:

- does not already occupy an office space;
- can demonstrate the office space is needed to increase and improve quality service delivery;
- is considered to be within its initial establishment phase and does not hold any ongoing contracts (2 years or more) with either the ACT Government or Australian Government.

If 2 years of funding is approved, it will not be paid as a lump sum, rather the organisation will receive payments over two financial years which will be capped at \$150,000 per year, noting the per annum funding allocation is considered as part of the overall Grant Funding capped amount, see the 'Funding' section below.

3. Where the submission includes infrastructure or equipment there must be a clear and defined link to a service or program indicating how this will improve and further strengthen outcomes in Closing the Gap. In addition, the application will need to outline how the organisation plans to maintain this post the funding period as ongoing maintenance, licenses and repairs will not be funded through this Grant Program.

4. An ACT ACCO can apply for a one-off contribution to the cost of a vehicle which will support improved service delivery. The ongoing vehicle costs such as registration, insurance, maintenance and repairs will not be funded through this Grant Program. If applying to

	<p>purchase a car (5-seater), the applicant can apply for up to \$50,000. If applying for a people mover/minibus (6-seater and above), the applicant can apply for up to \$80,000. As part of the application process, the applicant will need to demonstrate the organisation's capacity to meet ongoing vehicle costs such as servicing and registration.</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### Funding cannot be used for

The following will not be funded:

- Projects which do not meet the intent of the AEEF, this being, the AEEF is designed to strengthen the operational capability and capacity of the organisation. Frontline service delivery (ongoing or try, test and learn pilots) are not in scope for the AEEF at this time.
- Projects/activities requiring ongoing funding to sustain the project or activity.
- Projects/activities already funded by the ACT Government or Australian Government.
- Projects/activities which have a political or religious purpose or objective.
- Retrospective costs – projects or purchases which have already taken place including debt payments.
- Commitments such as maintenance and operational costs for any goods beyond the funding period, including ongoing vehicle costs.
- Domestic travel or accommodation costs which are not related to the Project/Activity Category 'People' i.e. costs which are not associated with workforce development and training activities.
- International travel.
- Festivals.
- Prize money.
- Salaries.
- Activities which contain content that may offend or bring into disrepute the applicant organisation, the Community Services Directorate and/or the ACT Government.
- Projects which are deemed to be inappropriate or offensive.

## 6. Funding

The total funding available under the 2025-26 AEEF Grant Program is \$947,000.

The 2025-26 AEEF Grant Program is designed to be an open non-competitive grant round, noting the grant round will remain open until the total funding available for the 2025-26

financial year is expended, or 30 June 2026, whichever comes first. Once the 2025-26 financial year funding allocation is exhausted the grant round will be closed until the 2026-27 financial year. At this time, the AEEF Grant Program is expected to run for 4 financial years, with the last round being delivered in 2027-28.

Regular updates on the expenditure will be included in the Aboriginal Service Development Newsletter.

It is recognised organisations are set up in various ways to support service delivery. To deliver on the intent of this grant program, and achieve the greatest impact, applications which, through the pre-eligibility check are deemed to have the same directorship will be considered one application. This means despite having separate ABNs and ACNCs, a collective of entities which have name similarities, and the same directorship will be considered as one ACCO for the purposes of the AEEF. Eligible ACT ACCO's can submit multiple applications throughout the time the grant round is open. There is no limit to the number of applications received from an eligible ACT ACCO, however a tiered funding approach with an associated capped amount per organisation/applicant applies, see below:

Tier	Tier Purpose	Application Limitations	Capped Amount
<p><b>Start Up:</b> Open to ACT Aboriginal led entities who have demonstrated a commitment (via formal Board agreement) to becoming an ACT ACCO (as per Clause 44 of the National Agreement on Closing the Gap) and has a demonstrated positive relationship via active and ongoing engagement with the Aboriginal Service Development Branch, Community Services Directorate.</p>	<p>Designed to support ACT Aboriginal led entities to progress and complete registration activities and commence building strong governance.</p>	<p>One time application only.  Project/Activity categories referenced above (p.7 – 11) under <i>Project/Activity eligibility and categories</i> do not apply as the funding purpose is specifically designed to support Aboriginal led entities to navigate the basic registration processes to become an ACT ACCO, in line with Clause 44 of the National Agreement on Closing the Gap.</p>	<p>Up to \$15,000</p>
<p><b>Establishment:</b> Open to eligible ACT ACCOs who do not receive any ongoing funding from state governments or the Australian Government.</p>	<p>Designed to support new ACT ACCOs with set up costs to assist with successful establishment and support for good governance.</p>	<p>Nil – can apply for all Project/Activity Categories.  Can submit multiple</p>	<p>Up to \$150,000</p>

		applications <sup>1</sup> during the period the grant round is open.	
<p><b>Development:</b> Open to eligible ACT ACCOs who receive &lt;\$1,000,000 per annum in total from state governments and/or the Australian Government.</p>	<p>Designed to support existing ACT ACCOs that are already delivering several programs/services but have identified opportunities to strengthen their capability and capacity.</p>	<p>Can apply for all Project/Activity categories, except 'office space/rent' under the <i>Resources</i> category.</p> <p>Can submit multiple applications<sup>1</sup> during the period the grant round is open.</p> <p>Partnerships/Collaborations are specifically encouraged under this Tier.</p>	<p>Up to \$100,000</p>
<p><b>Growth:</b> Open to eligible ACT ACCOs who receive &gt;\$1,000,000 per annum in total from state governments and/or the Australian Government.</p>	<p>Designed to support well established ACT ACCOs with additional funding for specific projects/activities which will improve their capability and capacity.</p>	<p>Cannot apply for the <i>People</i> category, or the 'office space/rent' under the <i>Resources</i> category.</p> <p>Can submit multiple applications<sup>1</sup> during the period the grant round is open.</p>	<p>Up to \$50,000</p>

As there is no good or service being exchanged, and the grant is intended to be a contribution, GST is not applicable to grant payments.

Successful recipients will have 12-24 months from the date of the Deed of Grant to expend the funding. The time to expend the funding will be negotiated with the successful recipients during the Deed negotiation phase in line with the submitted application. If the application is made for office space/rent and 2 years of funding is approved, a 2-year agreement will be executed with payments made in both the 2025-26 and 2026-27 financial years.

## 7. Assessment of applications

When an application is received, a pre-eligibility check will be undertaken to assess it against Clause 44 of the [National Agreement on Closing the Gap](#) and these grant guidelines

<sup>1</sup> Consideration may need to be given to limiting the number of applications from the same organisation/applicant if there is a risk of inequity between ACT ACCOs.

to ensure eligibility for funding. If an application does not meet the pre-eligibility check, the applicant will be informed by the Aboriginal Service Development Branch.

### **Assessment process**

Following the pre-eligibility check, a Grant Assessment Team will assess your application. As the AEEF Grant Program is operating as an open non-competitive grant round, the Grant Assessment Team will meet every 6-8 weeks to assess submitted applications.

The Grant Assessment Team will be made up of a chairperson and 2 other assessors. Grant Assessment Team members with knowledge and experience of working with the community-controlled sector, and/or the local Aboriginal and/or Torres Strait Islander community will be appointed. A member of the Aboriginal and Torres Strait Islander Elected Body will be engaged by the Grant Assessment Team as a non-voting cultural subject matter expert to further support the Grant Assessment Team with their knowledge and understanding of the local Community and community-controlled sector.

Successful applications may not receive the full amount applied for. The Grant Assessment Team will review and adjust the level of allocated funding as necessary. Applicants will be able to indicate through the application process whether the project/activity could proceed with a smaller amount than what is applied for.

All decisions on whether to award a grant, or on the amount of any grant, are at the sole discretion of the Community Services Directorate.

## Assessment criteria for applications

All eligible applications will be assessed by the Grant Assessment Team against the following assessment criteria:

- **Alignment with the aim and intent of the AEEF Grant Program:** The extent to which the application supports the growth and sustainability of the ACT ACCO by building and/or strengthening the organisational capacity and capability.
- **Capacity of the ACCO:** The application demonstrates the ACT ACCO has the capacity to see the project/activity to completion and manage the funding.  
If the application relies on a third party to perform a component of the project/activity, the applicant must provide a copy of the received quote.  
If the application outlines a project/activity which is to be undertaken in partnership or collaboration with one or more ACT ACCOs and/or mainstream service providers, the application must:
  - a. outline the roles and responsibilities of each organisation, including who is taking the lead, financial roles and responsibilities, and responsibility for submitting the final acquittal; and
  - b. demonstrate agreement has been reached between the organisations. A letter of support for the partner organisations must be provided as supporting documentation.
- **Outcome:** The application must have a clear outcome and indicate how it will improve quality services for ACT Aboriginal and Torres Strait Islander people.
- **Budget:** The application includes a budget which is realistic and demonstrates value for money. All supporting documentation such as quotes are provided as part of the application.

In some cases, due to the high demand for grants, only part funding can be offered. Therefore, you will need to consider if you can proceed with your project if only part-funding is available.

If you have applied for another grant for this same project, please ensure this is explained in your application.

## Process to seek additional information from applicants

If all GAT Members agree an application has merit but requires clarification/additional information to mitigate risks, the GAT will offer to meet with the applicant to clarify and seek additional information as required. Applicants will be supported to engage in this approach by the Engagement and Collaboration Team, Aboriginal Service Development.

## Notification of outcome

All applicants will be notified of the outcome of their applications in writing by email.

As the AEEF Grant Program is operating as an open non-competitive grant round, the Grant Assessment Team will meet regularly and aim to advise successful applicants within 12 weeks from the date their application was submitted.

Due to demand, it may be the case that not all applications can be funded. This does not necessarily mean that your application is not worthy.

If you would like feedback on your application, please see the 'Application Feedback' section.

## 8. Accepting a grant

### Grant agreement

Successful applicants will be required to enter into an Agreement. This will be via a Deed of Grant with the Community Services Directorate for which Grant funding will be provided.

The Deed of Grant and associated communications will include:

- How to accept the offer;
- Detail on the grant amount to be funded;
- Detail the purpose or activity for which the grant is given;
- The term of your funded activity for which the grant amount must be fully expended; and;
- How to acquit your grant funds when the project has been completed.

Once you have accepted the Grant, you are considered a Grant Recipient.

The ACT Government does not carry any responsibility for the project/activity undertaken by Grant Recipients.

Funds must be spent only on items and activities listed in your application. Sometimes the Deed of Grant will have conditions of what the funding cannot be spent on.

## Changes to project/activity

Your grant is funded based on the details of your application only. If something changes due to unexpected circumstances, you must first obtain written approval from the Community Services Directorate (via [AboriginalServiceDevelopment@act.gov.au](mailto:AboriginalServiceDevelopment@act.gov.au)). Your request to change the activity will be reviewed by the Delegate and you will be advised in writing if the request is approved or declined. Failure to seek approval to change the purpose can result in non-conformance and may result in you having to return the full grant amount paid by the Community Services Directorate.

## 9. Acquittal and reporting requirements

All Grant Recipients must expend the funds within the timeframes nominated in the Deed of Grant.

An acquittal will be required to be submitted at the end of the activity. An acquittal is a signed declaration, stating funding was used for the agreed purpose. An accompanying financial statement/report endorsed by the Chief Executive Officer or equivalent will need to be submitted along with the acquittal.

### Acquittal process

The acquittal of the grant is managed through SmartyGrants at:

<http://dhcs.SmartGrants.com.au>

Instructions will be provided to successful applicants alongside their Deed of Grant. You will need to log in using the same identification details you used to submit the application. Please keep this in a safe place.

The funds must be expended in accordance with the project/activity outlined in the grant application and in the Deed of Grant.

As part of your acquittal, you will be asked to briefly highlight the project/activity outcome and key successes.

### Unspent funds

Any unspent funds from your grant must be returned to Community Services Directorate. Please email the Aboriginal Service Development Branch at [AboriginalServiceDevelopment@act.gov.au](mailto:AboriginalServiceDevelopment@act.gov.au) to advise of any unspent funds.

**Please note:** To be eligible for funding in any future Community Services Directorate grant rounds, applicants must meet all acquittal requirements.

## 10. Application submission

**For the 2025-26 AEEF Grant Program, applications will open on 1 July 2025, and close on 30 June 2026, unless the total funding allocation is expended prior to the closing date.**

Eligible ACT ACCOs can make multiple applications throughout the time the grant is open in line with the tiered funding approach and associated capped amounts.

### Online Application Form

Now that you have read the AEEF Grant Guidelines, this section explains how to submit your application via SmartyGrants. All applications must be submitted via the online application form at:

<https://dhcs.smartygrants.com.au/2526AEEF>

**All applications must be submitted online via the above link. Hardcopy or email applications will not be accepted.**

Applicants can provide a written response and/or upload a video statement/s addressing the assessment criteria. More guidance is provided within the online application form.

If you require assistance to complete your application, please contact the Aboriginal Service Development Branch at [AboriginalServiceDevelopment@act.gov.au](mailto:AboriginalServiceDevelopment@act.gov.au).

### Create login

You will need to create a login to begin your application, and you may begin anywhere in the application form. Please make sure you save as you go.

### Navigating form

On the right-hand side of every screen, there is a box which links directly to every page of the application. Click on any page to jump directly to that page. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

### Saving draft

You can press 'save' at any point and log out. When you log back in, your draft application will be saved, and you can start where you left off.

## Submitting application

The submit button is on the final page. You will not be able to submit your application until all the questions are completed. Once your application has been submitted, you cannot make further changes to it.

## Supporting documentation

All applicants must provide supporting documentation at the time of submission.

If your application does not include all the required documentation, it may be deemed ineligible.

SmartyGrants provides an online help guide for applicants. This guide will explain the essential steps you need to take to complete and submit your form. The help guide is accessible at: <http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>

## Correct contact details

Please make sure that the contact details listed in your application form are correct. The Community Services Directorate will use this information for all correspondence relating to your application.

## Completing application as a group/team

Several people can work on an application using the same login details provided only 1 person is working on the application at any given time. Please ensure you save as you go.

## Save application

It is recommended you keep a copy of your application for your records as well as your application ID number (e.g., 2526AEEF). You can print a copy of your completed online application or save it as a PDF.

# 11. Application feedback

## Providing feedback

Applicants are encouraged to complete the feedback questions at the end of the application form. This feedback assists to improve grant programs, processes, and service delivery. You can also email feedback to the Aboriginal Service Development Branch at [AboriginalServiceDevelopment@act.gov.au](mailto:AboriginalServiceDevelopment@act.gov.au).

## Requesting feedback

The Community Services Directorate supports your right to ask questions about the grant application process. If your application has not been successful, email the Aboriginal Service Development Branch at [AboriginalServiceDevelopment@act.gov.au](mailto:AboriginalServiceDevelopment@act.gov.au), quoting your application ID number and outlining your specific concerns. The Aboriginal Service Development Branch would be happy to meet with you and talk through opportunities to strengthen future applications.

Receiving feedback also assists to improve grant programs, processes, and service delivery.

## More information and assistance

Any additional information provided by the Community Services Directorate as part of this grant program will be posted online at - [Apply for grants and funding - ACT Government](#). In addition, all applicants that have started or submitted an online application form will be notified by email to the address that was registered with SmartyGrants.

## 12. Resources and useful links

- If you have never prepared a proposal or written a grant application, we suggest you take some time to understand the process and reach out for assistance if you need it. You will find lots of tips on the SmartyGrants website – <http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>
- Start early – gather your support materials including quotes. You can never have enough evidence to support an application, so long as it is relevant to the project/activity to be funded. You can gather these well ahead of starting the formal online application process.
- Consider a [SmartyFile](#) which is designed to make it easier for you to apply. You can use SmartyFile to store your organisation's key files, contact information and other data. This allows you to pre-fill grant applications, and safely collaborate and share information with team members. You can transfer information stored in SmartyFile directly into SmartyGrants forms.
- SmartyGrants provides a range of resources and tools to help you navigate the online application tool and submit your application including a [Help Guide for Applicants](#).
- If you are looking to understand some common grant terminology, the Grants Hub has made available an [A – Z list of common grant terminology](#).
- A list of frequently asked questions is available on the [ACT Government Grants](#) website.

- If you would like to talk to someone about your application, please contact the Aboriginal Service Development Branch via [AboriginalServiceDevelopment@act.gov.au](mailto:AboriginalServiceDevelopment@act.gov.au).
- The Aboriginal Service Development Branch is available to provide practical support to assist you to develop and submit your application as needed.

### 13. Definitions

Term:	Definition:
Assessment process	The process where applications are assessed, moderated and quality checked.
Capability	The demonstrated ability for an organisation to perform an activity. Capabilities may be internally assessed or externally verifiable such as training completion, certificates or organisation accreditation.
Capacity	The ability of an organisation to undertake grant activities. It includes human resources, financial and regional capacity measures.
Capacity and capability building activities	Capacity and capability activities support and enable service delivery, usually through projects that assist clients indirectly. Activities are usually highly targeted and developed in response to a specific gap in capability, for example, capability building through governance structures and arrangements or leadership training, or outsourcing organisational governance projects to someone with the necessary skills or subject matter expertise.
Delegate	The person responsible for the final decision to fund applications or to not fund. This person has delegated authority to approve the expenditure and activities through the appropriate financial delegation instrument.
Eligibility criteria	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.
Existing ACCO	Existing ACCOs are ACT ACCOs who are in the: <ul style="list-style-type: none"> <li>○ Development phase – ACT ACCOs who receive &lt;\$1,000,000 per annum in total from state governments and/or the Australian Government; or</li> <li>○ Growth phase – ACT ACCOs who receive &gt;\$1,000,000 per annum in total from state governments and/or the Australian Government.</li> </ul>

Financial acquittal	A signed declaration, submitted at the end of the activity and funding period, stating funding was used for the agreed purpose. This includes providing copies of receipts as proof of expenditure if required.
Grant	A grant is an arrangement where money is provided to a recipient as financial assistance by the ACT Government for a specified purpose which enables the recipient to achieve goals and objectives consistent with ACT Government policy.
Governance	The processes, activities and relationships which make sure your organisation is effectively run and compliant with relevant regulations.
New ACCO	A new ACCO is an ACT organisation who is either in the: <ul style="list-style-type: none"> <li>○ Start-up phase - ACT Aboriginal led entities who have demonstrated a commitment (via formal Board agreement) to becoming an ACT ACCO (as per Clause 44 of the National Agreement on Closing the Gap) and has a demonstrated positive relationship via active and ongoing engagement with the Aboriginal Service Development Branch, Community Services Directorate; or</li> <li>○ Establishment phase – ACT ACCOs who do not receive any ongoing funding from the state governments or the Australian Government.</li> </ul>
Open non-competitive selection process	An open non-competitive selection process is open to the market for eligible organisations to apply for funding. Applications or proposals are not assessed against other applicants' submissions but assessed individually against the eligibility and/or selection criteria. Typically, all eligible applications are funded when the funding allocation allows.
SmartyGrants	The online platform the Community Services Directorate uses to manage the submission of grant applications.
Value for Money	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.