

ILG2021 Application Form

Form Preview

Completing this application form

* indicates a required field

Applications close 3.00 pm (AEST) Friday, 15 October 2021

The application form is designed to provide information to allow detailed consideration of all submissions by the assessment panel. All sections of the application form must be completed. **Late or incomplete applications will be deemed ineligible and will not be assessed.**

Acknowledgement

I acknowledge that I have read the Indigenous Languages Grants 2021 **Guidelines** and the **Terms and Conditions** at www.qld.gov.au/ilg before completing this form and I meet the eligibility requirements.

Please tick: *

Yes

Privacy Notice

The Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (the Department) is collecting your personal information in accordance with the *Information Privacy Act 2009* (Qld), in order to administer the Indigenous Languages Grants 2021.

The information will be stored securely and accessed by the Department's authorised employees for the purpose of administering the Indigenous Languages Grants 2021.

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Language Permission

It is a requirement of the Indigenous Languages Grants to have permission from the Language Owners / Traditional Owners to use their language for the Activity.

Are you (the applicant organisation) a recognised representative body for the owners of the language? *

Yes

No

If No, do you have support from the owners of the language to proceed with this activity?

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- Yes - Please attach a support letter from representatives of Language Owners / Traditional Owners that outlines the desire for the activity to go ahead and what role(s) Language Owners / Traditional Owners will play throughout the project.
- No - If you do not have support from Language Owners / Traditional Owners your activity is deemed ineligible.

Please attach Letter(s) of support from Language Owners / Traditional Owners, communities or organisations. This letter must provide confirmation of involvement and evidence that the required protocols, particularly Indigenous Cultural and Intellectual Property rights, have been followed.

Attach a file:

Applicant Details

* indicates a required field

Organisation Name *

Organisation Name

If you are partnering with an incorporated organisation in an "auspice arrangement", please enter their details for Applicant details.

Project Contact Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position with organisation: *

Insert your position title

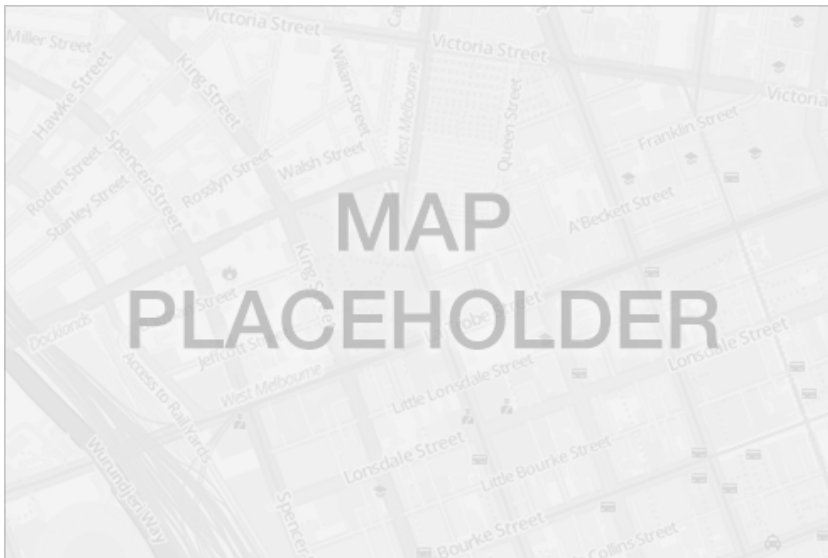
Street Address *

Address

<input type="text"/>
<input type="text"/>

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Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Telephone number: *

Must be an Australian phone number.
For example: 07 31231234

Mobile number: *

Must be an Australian phone number.

Email address: *

Must be an email address.

Website:

Must be a URL.

Social Media Links

For example: Facebook, Instagram, Linked In

Please provide your Australian Business Number (ABN) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name

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ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

Brief description of organisation: *

Must be no more than 50 words.

Type of legal entity (please tick): *

- a company incorporated in Australia
- a company limited by guarantee*
- an incorporated trustee on behalf of a trust
- an incorporated association
- a registered charity or not-for-profit organisation
- a local government body
- a Queensland Government approved kindergarten program provider
- School Parent Association

*"a company limited by guarantee" is a specialised form of public company designed for non-profit organisations. In Australia companies limited by guarantee are subject to the Corporations Act 2001 (Cth) and administered to by the Australian Securities and Investments Commission (ASIC).

Please attach a copy of the organisation's Certificate of Incorporation or similar documentation.

Attach a file:

Governing Body

A governing body is a 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.

If applicable, please provide a list of members and their positions for your organisation's governing body: (For example, Boards, Committees, Trusts)

Name	Position Title

Language Program

* indicates a required field

Activity Details

Activity Name: *

What are you going to do? *

Must be no more than 50 words.

What language(s) will your activity focus on? List the name of the language(s) and the language code using the Austlang database. *

Please confirm the name of the language and the language code through Auslang <https://collection.aiatsis.gov.au/austlang/search>

Type of activity (please tick all that apply): *

- Language learning, teaching and awareness building in community or school settings
- Indigenous language leadership youth/adult or supporting career development initiatives
- Production of language resources: books, songs, games, signage including digital technology apps
- Language celebration/promotion: event, performance or visual artwork
- Research, recording, revival and documentation of languages: working with Elders/ community members, and Language Centres or investigating state or national archives
- Other:

When do you expect to deliver your activity? *

Must be a date and no later than 25/11/2022.

Is your activity provided free to the public? *

- Yes No - If your activity is not provided free to the public, your activity is deemed ineligible.

It is a condition of the program that the language learning resource/ tool/ service is made freely available to the public to ensure as many people as possible can benefit from it.

Will your proposed activity support language learning in schools?

- Yes No

If yes, please provide details on how it will support language learning in schools

Must be no more than 250 words.

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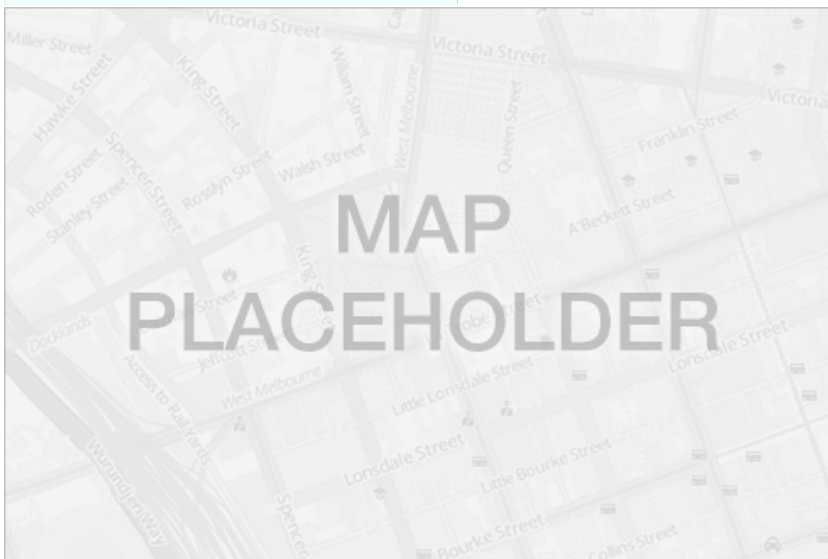
Please attach Letter of support from School Principal if your activity is based at school.

Attach a file:

Activity Location(s)

Address of activity: *

Address



Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Accessibility

If applicable, describe how you plan to ensure your activity is inclusive of people with disability.

Must be no more than 50 words.

It is important that the activity is accessible to the whole community. Examples include: access for wheelchair users, older people with sight or hearing loss and people who are deaf and/or blind/vision impaired.

Program Objectives

* indicates a required field

Design

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Describe how your Indigenous-led language activity is co-designed with Aboriginal and/or Torres Strait Islander peoples? *

Word count:

Must be no more than 300 words.

Your response must include how Aboriginal and/or Torres Strait Islander peoples have been involved in the design, planning and delivery of the activity.

What is the estimated number of Aboriginal and Torres Strait Islander people who will benefit from this activity? *

Must be a number.

Who are the target audience or participants in this activity? *

Must be no more than 100 words.

Insert who the activity is focused towards. For example specific community groups, school age group.

Why do you want to carry out this activity? *

Must be no more than 300 words.

For example you might include some information on the language revival efforts to date, whether this language is endangered, or what are the communities dreams or concerns for their language.

What are the expected outputs (tangible products) or outcomes (change in perception, skills, knowledge) of this activity? *

Word count:

Must be no more than 300 words.

For example: increased numbers of language speakers, greater community language awareness, production of language resources, signage, performances or artwork, discovery of archived language materials, more Elders working with younger generations.

Activity Implementation and Key Milestones

Please detail your key milestones and the date you expect to deliver against that milestone. This should include details of what will happen in your project and when. (For example: planning, meetings/consultations, workshops, lessons, library visits, writing, productions, performances).

Date

Key Milestone

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Must be a date.	

Project Plan

A project plan can be attached to support your application

Attach a file:

Key Partners

Name and Position of Key Partner	Organisation

Funding and Organisational Capacity

Amount Requested

Grant support up to the value of **\$20,000** (exclusive of GST) per activity will be considered through this program. Applicants may be offered a smaller grant amount than applied for.

Grant Funding Tier

- \$20,000 - Regional and significant impact initiatives
- \$10,000 - Local community impact initiatives

The distribution of grant tier funding will be at the discretion of the assessment panel. The assessment panel will determine final grant tier allocations based on how applicants address each eligibility criteria and the benefit to Aboriginal and/or Torres Strait Islander communities.

Has the organisation previously applied for a grant or sponsorship for this initiative from any other Queensland Government agency? *

- Yes
- No

If yes, please provide details

Please attach any supporting documents if appropriate.

Attach a file:

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Budget

Using the template provided below, please provide a detailed breakdown of your budget.

Add/delete rows as necessary.

The grant funding cannot cover: staffing (including matching of volunteer fees); insurances; prizes or gifts; administration and overhead costs; routine operations of the applicant; retrospective activities; capital equipment or works; activities or goods not directly related to the activity.

In-kind contribution is a contribution of a good or a service other than money. Examples include: voluntary labour (teacher time) and donated goods (bus/venue hire, recording equipment). Please provide an estimate of the financial value of the in-kind contribution.

Item Description	Total cost of your Item	Allocation from the Indigenous Languages Grants	Details on in-kind or financial contribution
Please itemise your expenditure. For eg, consultation and engagement, marketing and promotions	Must be a dollar amount.	Total of this column must equal grant tier funding (\$10,000/\$20,000).	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

Budget Totals

Total Cost of your Item

\$

This number/amount is calculated.

Allocation from the Indigenous Languages Grants Program

\$

This number/amount is calculated.

Total must equal amount requested for grant funding

Outline your organisation's experience and ability to manage and implement the activity. *

Word count:

Must be no more than 200 words.

Please list the people who make up your project team, and any previous experience in managing projects and grant funding.

How do you plan to promote your activity? Outline your promotion plan. *

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Word count:

Must be no more than 200 words.

For example: newsletters, advertising and other communication channels such as website, social media etc.

Checklist for finalising your application

* indicates a required field

Please tick: *

- Certification of incorporation (if applicable) is attached
- Copy of appropriate insurance certificates are attached
- Letter of support from the relevant language owners, communities or organisations is attached
- Letter of support from School Principal for School Parent Associations (if applicable) is attached

Applicant Declaration and Endorsement

* indicates a required field

Declaration

The Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (the Department) is collecting your personal information in accordance with the *Information Privacy Act 2009* (Qld), in order to administer the Indigenous Languages Grants 2021.

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I agree that the State of Queensland may use and disclose my personal information in the manner set out above and in the Terms and Conditions for the Indigenous Languages Grants 2021.

Please tick: *

- I warrant that I am authorised to submit the grant application on behalf of the applicant.
- I declare that to the best of my knowledge all information provided in the grant application is true and correct and complete.
- I have provided the required attachments with this application form.
- I understand that the application and any material accompanying the application will not be returned to the applicant.
- If the application is successful, I acknowledge that I cannot change the approved activity/project or budget without prior approval, and I will notify the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships as early as possible to seek approval for a variation if required.

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- If the application is successful, the applicant will enter into a funding agreement with the State of Queensland, acting through the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships.
- If the application is successful, I will provide a final report to the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships in accordance with the requirements of the funding agreement.

Endorsement

I hereby declare that I have submitted the application in accordance with the Indigenous Languages Grants Program 2021 guidelines and the terms of conditions.

I agree: *

- Yes No

Name of authorised person: *

Title First Name Last Name

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Must be a senior staff member, board member or appropriately authorised volunteer

Position: *

Position held in the organisation (e.g. CEO, Treasurer)

Date: *

Must be a date.

Applicant Feedback

You are at the end of the application process. Before you review your application and click the **SUBMIT** button, we would appreciate it if you take a few moments to provide some feedback.

Please indicate how you found the online application process:

- Very easy
- Easy
- Neutral
- Difficult
- Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60 minutes

Please provide any suggestions or improvements you may have about the form and/or process.

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Word count:

Must be no more than 200 words.

How did you hear about the Indigenous Language Grants?

- Departmental websites (www.dsdsatsip.qld.gov.au; www.education.qld.gov.au)
- Email notification from the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships
- Newspapers
- Radio
- Social Media (Deadly Stories: Facebook, Instagram, Linked In)
- Queensland Government Media Statement
- Word of Mouth
- Other:

Select all that apply.