Indigenous Languages and Arts Program Guidelines 2017–18

2017

Contact details

If you have any questions regarding the Indigenous Languages and Arts program (ILA), or if you require a hard copy of these guidelines, please:

- Email: ila@arts.gov.au
- Phone: 1800 006 992
- Visit: www.arts.gov.au/indigenous/ila

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Section A: Introduction

1. Context

The Australian Government acknowledges the intrinsic value of Aboriginal and Torres Strait Islander cultures for all Australians and Australia as a nation. Language and art form a large part of culture and are essential to the wellbeing and identity of Aboriginal and Torres Strait Islander peoples. They play an integral role in maintaining the sustainability, vitality and strength of Indigenous communities.

The Department of Communications and the Arts (the Department) develops and administers Australian Government programs and policies that encourage excellence in art, support our cultural heritage and provide access to arts and culture. This enables individuals and organisations to shape our cultural landscape, increase cultural diversity, and inspire, educate and entertain audiences nationally and internationally.

Through artistic and language activities, the Department's Indigenous programs promote the sharing of language and culture between generations and contribute to the ongoing viability of Indigenous-owned enterprises. They enrich the social, cultural and economic life of Indigenous communities and provide opportunities for Aboriginal and Torres Strait Islander peoples to generate income, gain employment, develop professional skills and participate in the nation's economy, while maintaining a continued connection to country and culture.

This contributes to a strong sense of cultural identity and wellbeing in Aboriginal and Torres Strait Islander peoples, which in turn contributes to sustainable and strong communities. These outcomes align closely with the Australian Government's priorities of improving the lives of Aboriginal and Torres Strait Islander peoples and making sure all Australians have access to the same opportunities.

2. The Indigenous Languages and Arts program

The key purpose of the ILA program is to assist Aboriginal and Torres Strait Islander peoples to express, preserve and maintain their cultures through languages and arts. This is one of many Australian Government programs that is consistent with, and complementary to, the Government's broader support for Indigenous cultural maintenance and wellbeing under the Indigenous Advancement Strategy and the Closing the Gap agenda.

2.1 Protecting, Preserving and Celebrating Indigenous Languages—additional funding

As part of the Australian Government's commitment to closing the gap between Indigenous and non-Indigenous Australians, an additional $10 million over four years has been committed to *Protecting, Preserving and Celebrating Indigenous Languages.* The funding will deliver additional language revival and maintenance outcomes with a focus on community-driven projects that use digital technology in an innovative and culturally sensitive manner.

This new funding will support projects that facilitate the protection, preservation, recognition and celebration of Aboriginal and Torres Strait languages, including:

- Innovative community language revival and maintenance activities that harness digital technology
- Collection, digitisation and storage of language and language resources
- Teaching and learning of language.

Please note: All applicants are encouraged to read the Frequently Asked Questions (FAQs) that accompany these guidelines. They can be found on the website at: https://www.arts.gov.au/funding-and-support/indigenous-languages-and-arts-program.

Indigenous Languages and Arts   www.communications.gov.au   Page 2 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                           www.classification.gov.au

3. Program outcomes, objectives and indicators

3.1   Outcomes

- A vibrant, diverse and engaging Indigenous cultural landscape.
- Aboriginal and Torres Strait Islander peoples are empowered to revive, maintain, celebrate and promote Aboriginal and Torres Strait Islander languages and arts.
- Cultural heritage and knowledge is passed on through the arts and languages.
- A strong sense of cultural identity and wellbeing in Aboriginal and Torres Strait Islander peoples, which contributes to sustainable and strong communities.
- Celebrate and increase recognition of Aboriginal and Torres Strait Islander languages and arts in the wider Australian community.

3.2   Objectives

We will achieve these outcomes by providing support for projects and organisations that contribute towards both Arts/Languages and Community objectives.

Arts/Languages objectives

- Develop, produce, present, exhibit or perform a diverse range of traditional and contemporary Indigenous arts.
- Support new and innovative forms of Indigenous expression through art.
- Contribute to the preservation, revival and maintenance of Indigenous languages by:
  - increasing the number of proficient speakers of an Indigenous language, and
  - developing Indigenous language resources, including utilising digital technology in an innovative and culturally sensitive manner.
- Support the transmission and development of Indigenous cultural heritage and knowledge through arts and language projects.

Community objectives

- Increase access to, and recognition of, Indigenous languages and a diverse range of Indigenous art forms by all Australians.
- Contribute to a strong sense of cultural identity and pride in Indigenous communities.
- Empower Aboriginal and Torres Strait Islander peoples to revive and maintain their languages.
- Support Aboriginal and Torres Strait Islander peoples' engagement in artistic and language activities.

3.3   Indicators

To help us measure the impact of Australian Government investment in Indigenous arts and languages we will collect the following information from funded organisations.

As a result of the funded activity, the number of Aboriginal and Torres Strait Islander:

- languages being revived and/or maintained
- speakers who are proficient in their language
- people involved in artistic and language activity
- people who receive training, mentoring or skills development.

The Australian Government will also collect information about the number of audience members in attendance at the locations where activities occur.

Indigenous Languages and Arts   www.communications.gov.au   Page 3 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                              www.classification.gov.au

3.4   Funding allocation

For the 2017–18 financial year the Australian Government is providing around $23 million through ILA. Approximately $15 million is already committed through multi-year funding agreements leaving approximately $8 million available through the 2017–18 grant round.

All funding decisions regarding ILA funding will be made by the Minister for Communication and the Arts or the Minister's authorised delegate.

Funding will be primarily provided through two funding pathways: an open grant round and a direct offer of funding process.

3.5   Open grant round

Funding of up to $100,000 (GST exclusive) per project per year for a maximum of two years is available for arts or languages projects through an annual open, competitive grant round.

Funding is available to develop, produce, present, exhibit or perform Indigenous arts projects that showcase Australia's traditional and contemporary Indigenous cultural and artistic expressions, and for projects that contribute to the revival and/or maintenance of Australia's Aboriginal or Torres Strait Islander languages.

See Section C for details about the open grant round.

3.6   Direct offer of funding

ILA funding may be provided through a direct offer of funding to eligible organisations on either a single-year or multi-year basis. Participation in the direct offer process is by invitation only. Funding is available for up to five years for organisations such as Indigenous language centres or Indigenous arts and culture organisations that deliver Indigenous arts and/or languages projects.

Eligible organisations may be invited to submit an application, which will be assessed against specialised criteria outlined in Section D. The level of funding available to support projects through direct offer grants will be flexible to reflect demand, outcomes required and priorities. Only organisations that have received funding from the Department's Indigenous languages, arts and culture programs in the last five years are eligible to receive ILA funding through the direct offer grant process.

See Section D for details about the direct offer of funding process.

3.7   Urgent or specialised need

On occasion, funding may be available under ILA to meet an urgent or specialised need. In these instances, activities will be assessed individually on a value for money basis against the program objectives and within the available program budget.

3.8   Other avenues for funding

The Department administers a number of other programs and initiatives that may support Indigenous arts activities, including the Indigenous Visual Art Industry Support. For more information visit: www.arts.gov.au/funding.

Some cultural maintenance projects that do not have an arts or language outcome may be eligible for funding under the Culture and Capability Program of the Indigenous Advancement Strategy. For more information visit: www.dpmc.gov.au.

Indigenous Languages and Arts   www.communications.gov.au   Page 4 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                         www.classification.gov.au

3.9   Value for money

We will consider whether your project represents value for money and will look at the expected results and outcomes, the amount of funding requested and any contribution your organisation, or other project partners, will make. You must contribute to achieving value with public money by:

- considering how to deliver the project and achieve the greatest outcomes in the most cost effective way possible
- having in place an effective risk management approach that will minimise risks and ensure the funding contributes to achieving the project's outcomes and objectives
- effective ongoing monitoring and management of the grant and project
- providing reporting information as requested.

Section B—$10 million for Protecting, Preserving and Celebrating Indigenous Languages

Technology is already playing a vital role in language survival and revival. The Government's additional investment will complement the outcomes achieved through the ILA program, by supporting language projects with a specific focus on digital initiatives that use technology in an innovative and culturally sensitive manner.

This further funding will also increase recognition of these ancient languages by the wider Australian community and ensure Indigenous language organisations can teach them to future generations, so they may live on.

Of the additional $10 million committed for Protecting, Preserving and Celebrating Indigenous Languages, $1 million is available from 2016-17, with $3 million available each year from 2017–18 to 2019–20. This funding may be provided through a combination of the three pathways outlined at Section 3 above: open grant round, direct offer of funding, and urgent or specialised need.

Further information is available in the Frequently Asked Questions (FAQs) at:
https://www.arts.gov.au/funding-and-support/indigenous-languages-and-arts-program.

Section C—Open grant round

ILA will provide funding of up to $100,000 (GST exclusive) per year, per project for up to two years for Indigenous arts or languages projects that meet the program objectives.

Projects could involve the whole community or sections of the community such as women, men, children, youth at risk, people with disabilities, Stolen Generation members, and Elders.

You are encouraged to consider projects that involve new and imaginative forms of Indigenous artistic and cultural expression, including projects that utilise digital technology in an innovative and culturally sensitive way.

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.

All applicants and projects must meet the following eligibility criteria.

Indigenous Languages and Arts   www.communications.gov.au   Page 5 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                      www.classification.gov.au

4.   Eligibility to apply

To be eligible to apply for ILA funding through the open grant round you must:

- be a separate legal entity, such as an incorporated association or a company
- have an Australian Business Number (ABN)
- be registered for the Goods and Services Tax (GST), if required by the Australian Tax Office
- have no outstanding reports, acquittals or serious breaches relating to any Australian Government funding. A serious breach is one that has resulted in, or warrants, termination of a funding agreement
- not be bankrupt or subject to insolvency proceedings (as relevant to the entity type).

Where applicable, we will review your funding history, including your performance delivering projects and achieving outcomes, and your financial and performance reporting history.

The following entities are **not** eligible to apply for ILA funding:

- state or territory governments or agencies of state or territory governments (please note that local governments are eligible to apply)
- schools
- individuals.

5.   Eligibility for funding

To be eligible to receive funding under ILA your proposed project must:

- achieve at least one Arts/Language objective and at least one Community objective (see 3.2 Objectives for more detail)
- provide documented evidence from the relevant community or group that there is support for the project
- if your proposed project is a language project, relate to one or more of Australia's traditional Aboriginal languages or Torres Strait Islander languages (if you are unsure whether your proposed project meets this eligibility criterion, please contact the Department).

Your eligibility for ILA funding will be determined by the Department. In the event that we determine part of your application to be ineligible, we may assess your application based only on the eligible components. In this instance, you may be offered partial funding for your project.

These eligibility criteria are subject to change, based on Australian Government policy. Funding recipients will be advised of any changes to ILA.

Where applicable, funding recipients are encouraged to register under the Corporations (*Aboriginal and Torres Strait Islander*) Act 2006. For further information, contact the Office for the Registrar of Indigenous Corporations, or visit: www.oric.gov.au

Indigenous Languages and Arts   www.communications.gov.au   Page 6 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                            www.classification.gov.au

5.1   What we will fund

Examples of eligible projects include, but are not limited to:

- multi-media arts or languages projects that engage young Aboriginal and Torres Strait Islander peoples
- 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
- the documentation, collection, digitisation, preservation 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 increase or maintain the number of proficient speakers of Indigenous languages
- 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.

If your project is a languages project, you must first determine whether an Indigenous Language Centre currently targets the language you are reviving and/or maintaining. Visit www.arts.gov.au/ila to see the language centres funded by ILA. If the language is targeted by an Indigenous Language Centre, you must have consulted with that language 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 use of resources.

A maximum of 30 percent of the total ILA grant may be used for project administration including items such as printing, postage, phone calls, book-keeping, audits and financial management, as a contribution to wages for staff critical to the project.

At least 70 per cent of the grant must be used for the delivery of the project. For example, contractors, consultants, artist fees, materials, resource development and travel critical to the success of the project.

The Minister for Communications and the Arts or the Minister's authorised delegate 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 objectives and budget.

Indigenous Languages and Arts   www.communications.gov.au   Page 7 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                       www.classification.gov.au

5.2   What we will not fund

ILA funding provided through the open grant round is not available for:

- projects or organisations that do not meet the above eligibility criteria
- the conservation, exhibition or interpretation of museum artefacts
- components of projects that are also funded by other programs administered by the Australian Government
- cultural camps that do not deliver an arts and/or languages outcome
- the staging and production of festivals
- operational funding or ongoing administration costs of an organisation
- infrastructure projects and projects including the purchase of non-arts assets
- the ongoing employment of staff
- activities with a primarily commercial focus or intent
- international travel or activities that happen outside Australia
- interpreting and translating services
- the purchase of vehicles.

Additionally, ILA funding cannot be used for activities that:

- have already occurred, or to re-produce resources that have previously been developed
- are part of the National Aborigines and Islanders Day Observance Committee (NAIDOC) celebrations
- are the core business of 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 program, see: www.dpmc.gov.au
- duplicate funding currently provided for the revival or maintenance of a language supported through ILA, including language centres.

6.   Selection criteria

All eligible applications will be competitively assessed against the following criteria. Each of the five criteria will carry equal weighting. Previous experience may be used to demonstrate each of these criteria.

6.1   Effectiveness

- Achievement of one or more Arts/Languages objective and one or more Community objective. Projects that achieve multiple Arts/Languages objectives and/or multiple Community objectives will be viewed favourably.

Indigenous Languages and Arts   www.communications.gov.au   Page 8 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                        www.classification.gov.au

6.2   Need
• Demonstrated need for the project in the target community or group.
• Community support for the project from all target and/or participating communities. You must attach evidence that the target community/communities or group(s) support your project, demonstrated by signed letters of support from individuals and/or organisations that will be involved in or benefit from the project.
• For language projects targeting languages already funded through an Indigenous Language Centre, demonstrated need for additional investment in that language, and collaboration with language centres (where applicable) and use of existing resources.

6.3   Access
• Aboriginal and Torres Strait Islander peoples' involvement in the design, planning and delivery of the project.
• Anticipated attendance and participation in the project.
• Increased access by all Australians to Indigenous languages and/or a diverse range of art forms.

6.4   Quality
• The applicant's experience in working with Indigenous communities/people.
• The skills, experience and expertise of the key personnel involved in the project including project officers, facilitators, artists and language workers.
• The quality of artistic and/or languages outcomes the project will achieve.

6.5   Efficiency
• Risks associated with the proposed activity are identified and minimised.
• The project budget is realistic, reasonable and provides value for money.
• An evaluation strategy, including monitoring the performance and measuring the effectiveness of the proposed activity, is in place.
• Governance arrangements within the organisation including capacity to manage the funding successfully are in place.

7.   Application and assessment process

To apply for funding through the open grants round, you must submit an application online at www.arts.gov.au/ila. The application form is designed to assist you to demonstrate how your proposal meets the objectives of ILA and address the assessment criteria.

As part of the application you will also be required to provide a detailed budget for the entire project, which specifies how you will spend the requested ILA grant funding.

You may submit an application for more than one project by completing a separate application form for each project. Incomplete applications will not progress in the assessment process.

7.1   Closing date

Applications must be submitted by **5pm AEDST, Monday 27 March 2017**.

Enquiries should be submitted by email to ila@arts.gov.au or by phone on 1800 006 992.

Hard copy application forms are available in exceptional circumstances. Please contact us if you require a hard copy form, noting that all applications including supporting documentation must be received by the closing date.

Indigenous Languages and Arts   www.communications.gov.au   Page 9 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                        www.classification.gov.au

Please make sure you keep a copy of your application for your records.

7.2   Late applications

Applications lodged after the closing date may be accepted for assessment in cases where the delay in submission is due to exceptional and unanticipated circumstances. The decision to accept late applications will be at the discretion of the Director, Indigenous Languages and Arts Section in the Department.

7.3   Assessment process

Funding available through ILA is limited and, as we anticipate a strong demand for the funds, the application process will be very competitive.

Your application will be assessed in competition with other applications based on the information provided in your application and the responses you provide to the selection criteria. Key stages in the assessment process are:

- applicant and project eligibility are assessed and eligible applications will proceed in the assessment process
- applications are assessed against the selection criteria
- applications are ranked comparatively with other applications received, based on the application's assessment score
- funding recommendations will be provided to the Minister for Communication and the Arts, or the Minister's delegate, who will be the final decision maker.

Section D—Direct offer of funding process

ILA funding may be provided through a direct offer of funding process for up to five years to eligible organisations to deliver projects designed to achieve the ILA Arts/Language and Community objectives. Applications for direct offer of funding are by invitation only.

In 2017–18, ILA funding will be provided through a direct offer of funding to eligible organisations on either a single year or multi-year basis.

Funding will support organisations that have demonstrated:

- a history of high quality performance against funding objectives
- good financial management and administrative stability over an extended period.

Organisations that have not previously received funding from the Department in the past five years are not eligible for multi-year funding.

8.   How direct offers of funding will be made

We will:

- invite eligible organisations to submit an application
- negotiate with successful organisations following receipt of the application
- determine the duration of ILA funding agreements based on organisation's past performance and administrative stability
- make funding recommendations to the Minister for Communication and the Arts, or the Minister's delegate, who will make a final funding decision.

Indigenous Languages and Arts   www.communications.gov.au   Page 10 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                                  www.classification.gov.au

9.   Eligibility to apply

To be eligible to apply for ILA funding through the direct offer of funding process you must:

- have received funding from the Department's Indigenous Arts, Language and Culture Programs in the past five years
- have a demonstrated capacity to deliver quality Indigenous arts or language 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
- be a separate legal entity, such as an incorporated association or a company
- have an Australian Business Number
- be registered for the Goods and Services Tax, if required by the Australian Tax Office
- have no overdue acquittals or serious breaches relating to any Australian Government funding. A serious breach is one that has resulted in, or warrants, the termination of a funding agreement.

Your eligibility will be determined by the Department. We will review your funding history with us, including your performance against funding objectives, and your financial and performance reporting history.

The following entities are **not** eligible to apply for ILA funding:

- state or territory governments or agencies of state or territory governments (please note that local governments are eligible to apply)
- schools
- individuals.

10.   Eligibility for funding

To be eligible to receive funding under ILA; your proposed project(s) must:

- achieve at least one Arts/Language objective and at least one Community objective (see 3.2 Objectives for more detail)
- demonstrate that the relevant community/communities or group(s) support the project
- if your proposed project is a language project, relate to one or more of Australia's traditional Aboriginal languages or Torres Strait Islander languages.

These eligibility criteria are subject to change, based on Australian Government policy. Funding recipients will be advised of any changes to ILA.

Where applicable, funding recipients are encouraged to register under the Corporations (Aboriginal and Torres Strait Islander) Act 2006. For further information, contact the Office for the Registrar of Indigenous Corporations, or visit: www.oric.gov.au

10.1   What we will fund

ILA funding provided through the direct offer of funding process is available to support applicants, such as Indigenous language centres, and arts and culture organisations, to deliver projects designed to achieve the outcomes and objectives of ILA. Funding may be used to support the administration and management of organisations delivering approved projects.

Funding may be provided to eligible organisations for salaries of staff engaged to undertake funded activities and operational costs, as well as project specific costs.

Indigenous Languages and Arts   www.communications.gov.au   Page 11 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                               www.classification.gov.au

Indigenous Languages Centres

Indigenous Languages Centres provide for the revival or maintenance of one or more Indigenous language through the coordination of local or regional language activities, development of language resources, including learning resources, language research, strategies to increase the number of proficient speakers, language documentation, production of dictionaries and databases, training for community-based language workers, conducting community workshops, maintaining collections of language materials, acting as a central repository for resources and language data, and the establishment and maintenance of partnerships with Indigenous communities and other key organisations, such as local schools and pre-schools.

Language Centres are governed by Indigenous representatives from the language groups within their region and promote Indigenous decision-making, employment and capacity building. Language Centres usually engage at least one qualified linguist (on a full-time or part-time basis, depending on the language activities being carried out) and a coordinator.

A list of language centres can be found here: https://www.arts.gov.au/funding-and-support/indigenous-languages-and-arts-program.

Arts and Culture Organisations

Eligible organisations that deliver arts programs and activities across a region may also be invited to apply for direct offer funding.

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

10.2 What we will not fund

ILA funding provided through the direct offer of funding process is **not** available for:

- projects or organisations that do not meet the above eligibility criteria
- cultural camps that do not deliver an arts and/or language outcome
- the conservation, exhibition or interpretation of museum artefacts
- activities with a primarily commercial focus or intent
- activities which do not have a language and/or arts and community outcome
- components of projects that duplicate funding provided by other programs administered by the Australian Government
- international travel or activities that occur outside Australia
- the staging and production of festivals
- interpreting and translating services
- the purchase of vehicles.

Funding is also **not** available for activities that:

- have already occurred, or to re-produce resources that have previously been developed
- duplicate activities currently funded for the revival or maintenance of a language supported by ILA, including language centres
- are part of the National Aborigines and Islanders Day Observance Committee (NAIDOC) celebrations
- are the core business of schools, for example, teacher salaries, the development of teaching and learning resources that are for exclusive use in schools. If you are developing teaching and

Indigenous Languages and Arts   www.communications.gov.au   Page 12 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                            www.classification.gov.au

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 approval from the Department
- fall within the scope of the Indigenous Advancement Strategy, Culture and Capability stream, see: www.dpmc.gov.au

11. Selection criteria

All applications for ILA funding submitted through the direct offer of funding process will be assessed against the following selection criteria. Each of the criterion will carry equal weighting.

Projects that do not directly support the achievement of the objectives of ILA will not progress in the assessment process.

Previous experience in the delivery of outcomes may be used to demonstrate these criteria.

11.1 Effectiveness

- Achieve one or more Arts/Languages objective and one or more Community objective. Projects that achieve multiple Arts/Languages objectives and/or multiple Community objectives will be viewed favourably.
- Explain how the intended outcomes of the proposed project are to be sustained into the future.

11.2 Need

- Demonstrated need for the project in the target community or group.
- Demonstrated community support for the project from all participating communities. You must attach evidence that the target community/communities or group(s) support your project, demonstrated by signed letters of support from individuals and/or organisations that will be involved in or benefit from the project.

11.3 Access

- Aboriginal and Torres Strait Islander peoples' involvement in the design, planning and delivery of the project.
- Anticipated participation in the project, and/or attendance at events.
- Increased access by all Australians to Indigenous languages and/or a diverse range of art forms.
- The number of locations and communities that will be able to participate in the project.

11.4 Quality

- The applicant's experience in working with Indigenous communities/people.
- The skills, experience and expertise of the key personnel involved in the project including project officers, facilitators, artists and language workers.
- The quality of artistic and/or languages outcomes the project will achieve.
- Demonstrated ability to learn from experience and adapt practices to ensure improved outcomes from the proposed project.

11.5 Efficiency

- Risks associated with the proposed activity are identified and minimised.
- The project budget is realistic and reasonable and provides good value for money.
- An evaluation strategy, including monitoring the performance and measuring the effectiveness of the proposed activity is in place.

Indigenous Languages and Arts   www.communications.gov.au   Page 13 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                          www.classification.gov.au

- • Governance arrangements within the organisation, including capacity to manage the funding successfully, are in place.

12.   Application and assessment process

Applications will be by invitation only. The Department will contact organisations and invite them to submit an application. If invited to apply, you will be required to submit an application online. Incomplete applications will not progress in the assessment process.

The application form is designed to assist you to demonstrate how your proposal meets the outcomes and objectives of ILA and addresses the selection criteria. An invitation to submit an application is not a guarantee of funding.

As part of the application you will also be required to provide a detailed budget which specifies how you propose to spend the requested program grant monies.

Applicants and proposed projects will be assessed against the ILA guidelines. Funding recommendations will be provided to the Minister for Communications and the Arts, or the Minister's delegate, who will be the final decision maker. The Minister for Communications and the Arts or the Minister's authorised delegate 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 objectives and budget.

Section E—Funding arrangements

13.   Funding agreements

Successful organisations will be required to enter into a funding agreement with the Commonwealth. The funding agreement sets out the nature of the relationship between the Australian Government and the funding recipient.

The funding agreement will specify, among other things, the terms and conditions of the funding agreement, the objectives, milestones, key performance indicators, timeframe, budget, reporting and audit requirements.

All funding will be subject to the terms and conditions set out in the funding agreement, including conditions relating to the deposit of funds, auditing and unspent program funds. Breach of an organisation's funding agreement may result in a requirement to repay funding to the Australian Government.

All funds provided by the Department must be appropriately expended in accordance with the approved budget prior to the end of the funding period identified in the funding agreement.

Standard terms and conditions of Australian Government funding, as well as draft funding agreements, including detailed reporting requirements, are available at: www.arts.gov.au/ila.

Please note:

- • Funds will not be paid unless the funding agreement has been signed by both parties.
- • Activities must not begin before the funding agreement is signed by both parties.
- • Funding is not available for activities that have already occurred.

Indigenous Languages and Arts   www.communications.gov.au   Page 14 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                       www.classification.gov.au

14. Payments

All funding recipients will be required to establish a separate bank account, specifically for the purpose of depositing and withdrawing ILA funds.

Payments will be made against the agreed schedule, set out in the funding agreement, following execution of the funding agreement by the Department and on the provision of details of a bank account into which grant monies are to be paid.

Payments against the schedule are subject to the Department's acceptance of performance and financial reports, set out in the funding agreement, and the demonstrated need for approved funds to continue the activity.

The Department must receive and accept reports, plans and budgets as set out in the funding agreement before subsequent milestone payments will be made. Payments will not be processed where the recipient has a breach, overdue report or acquittal relating to previous funding.

15. Terms and conditions of funding

15.1 Reporting requirements

Reporting on Australian Government funded activities ensures that funding is used for the intended purpose and that funds can be fully accounted for. Reporting also provides valuable data that can inform further development of policy.

Funding recipients will be required to provide plans, reports and budgets to the Department, as specified in the funding agreement including:

- progress of the activity against the agreed objectives and key deliverables
- progress of the activity against the approved budget.

At the end of each financial year or at the end of the funding period, funding recipients will be required to acquit all funding. This may include independently audited financial statements or other financial information, as outlined in the funding agreement. The acquittal is normally required within 60 business days of the conclusion of the activity. Funding recipients will be provided with templates as required.

Funding recipients may also be required to provide information for inclusion in government publications and on government websites including the Department's website.

15.2 Evaluation

Funding recipients may be required to participate in a broader evaluation of ILA funding. The evaluation will seek to identify outcomes arising from the funding and to document the impact of the activities. An evaluation may also include a survey of organisations who have received funding support.

15.3 Acknowledgement of funding

Funding recipients will be required to acknowledge the Australian Government's support for any activities that have been made possible as a result of ILA funding through use of the ILA logo and/or the below text on relevant material, including but not limited to websites, promotional materials and resources developed with ILA funding:

Supported by the Australian Government's Indigenous Languages and Arts program.

Program logos can be found at: www.arts.gov.au/ila.

Indigenous Languages and Arts   www.communications.gov.au   Page 15 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                    www.classification.gov.au

15.4   Record keeping

Funding recipients must keep relevant records that can demonstrate the performance of the activity in meeting its objectives and performance indicators.

15.5   Variations

Variations to the approved activity or budget require prior written approval from the Department. Significant variations to funding will only be considered in exceptional circumstances.

15.6   Tax and government funding

Depending on individual circumstances, there may be taxation consequences arising from the receipt of funding from the Department. Funding recipients should seek advice about taxation consequences (including income tax and Goods and Services Tax) arising from receipt of funding by consulting their financial adviser or the Australian Taxation Office at: www.ato.gov.au or calling 13 28 66.

15.7   Conflict of interest

A conflict of interest arises where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interests (financial or non-financial) or material personal associations.

Where there is a potential conflict of interest associated with a funded activity, funding recipients must disclose this to the Department and provide a statement outlining how the conflict will be managed. Funding recipients must undertake activities in a way that avoids conflict of interest, whether perceived or actual. This applies particularly to the selection of suppliers who should be chosen and engaged through an open and competitive process and in a way that maximises value for money.

The Department has appropriate internal mechanisms in place for identifying and managing potential or actual conflicts of interest including requiring staff to sign conflict of interest declarations.

15.8   Privacy

The Department will collect information about organisations and their proposed activities in order to identify funding priorities through ILA.

Contact details of successful organisations will be made available to the Minister for Communication and the Arts and other members of parliament.

The Department is required to publish details of funded activities, including the recipient and the amount of funding received, on the Department's website. The Department may also share aggregated information with other Australian Government and state and territory government agencies for reporting purposes. Any personal contact information will be treated as confidential.

Funding recipients will be obliged to meet the requirements of the Australian Privacy Principles contained in the Commonwealth *Privacy Act 1988*. These principles cover the collection, storage, use and disclosure of personal information. Under the principles, organisations should ensure that any personal information collected and held is accurate, relevant to the purpose for which it was collected, up to date and not misleading. In most cases, personal information should not be used or disclosed to another person, body or agency without the individual's consent. Individuals have the right to access their personal information and to complain if they think their personal information has been mishandled.

Information about the *Privacy Act 1988* can be found at www.oaic.gov.au.

Indigenous Languages and Arts   www.communications.gov.au   Page 16 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                        www.classification.gov.au

15.9   Legal information

Please note that the Department does not provide legal advice. Organisations should seek their own independent professional advice on all financial and legal matters, including compliance with any statutory obligations.

15.10 Complaints process

We regard complaints as a way of both assessing and improving our performance. We will endeavour, where possible, to ensure that complaints are resolved promptly, fairly, confidentially and satisfactorily and that our procedures are improved as a result.

Complaints regarding ILA should first be made in writing to:

> Assistant Secretary, Access and Participation
> Department of Communications and the Arts
> GPO Box 2154 CANBERRA ACT 2601
> or by email to ila@arts.gov.au

If you are not satisfied with the response please contact the Department's Client Service Manager:

> Client Engagement and FOI
> GPO Box 2154 CANBERRA ACT 2601
> Telephone: 02 6271 1000
> Facsimile: 02 6271 1901
> Email: clientservice@communications.gov.au

Indigenous Languages and Arts   www.communications.gov.au   Page 17 of 17
Program Guidelines 2017–18   www.arts.gov.au
                                        www.classification.gov.au