



# Indigenous Languages Grants

## Frequently Asked Questions

### What is the Indigenous Languages Grants?

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The Queensland Government Indigenous Languages Grants 2023 will support a range of activities across Queensland which recognises the importance of promotion, preservation and revival of traditional and contemporary languages in maintaining cultural identity and building the resilience of Queensland's Aboriginal and Torres Strait Islander communities.

Please go to: [www.dsdsatsip.qld.gov.au/ilg](http://www.dsdsatsip.qld.gov.au/ilg) for program guidelines and the terms and conditions.

### How much can my organisation apply for?

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Applications for grants of up to **\$10,000.00** (exclusive of GST) are now being accepted.

### What types of activities are eligible?

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The list below provides examples of eligible activities. It is not exhaustive, and you are welcome to submit a proposal for a different type of initiative that meets the objectives of the grant funding.

- Develop language resources that can be used in schools and libraries, such as digital and paper copy books, picture books or language apps
- Develop word lists and or sound charts with culturally appropriate protocols for use
- Develop bilingual signage or communications for place or location
- Create an Indigenous outdoor mural incorporating the language, history and culture of the local community
- Create outdoor garden spaces with native plants and bilingual signs for learning
- Establish mentor programs, connecting young speakers with Language Owners and/or Elders
- Develop a learning program through Dance and Song, collaborating with Elders to include lyrics in language
- Record songs by Songmen on audio and/or video recording
- Record conversations, stories and songs by Elders, Grandparents in language, for younger generations
- Develop language-focused animation, story board or anime
- Produce language-focused short film/video or podcast for placement on website or social media
- Establish language-focused yarning circles to build respectful relationships and pass on cultural knowledge
- Create a visual recording of Welcome to Country in language with English subtitles
- Record archival material for easy access and reuse
- Learn language through cooking traditional foods with a recipe book and video recording demonstration
- Develop/publish language dictionaries and grammar books
- Record Elders and community members and provide safe local storage of recorded material to be used in the production of community resources or education programs
- Conduct "train the trainer" workshops to increase the number of language speakers
- Establish language teaching study tours and learning activities between different language owner groups
- Develop a digital library for storage of audio/visual recordings
- Establish a media library of cultural materials that will encourage production and promotion of language

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



## Who can apply?

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

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

## What if my organisation is not incorporated?

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

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

## What is a governing body?

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

## Do I need an ABN (Australian Business Number)?

Yes, you are required to have an ABN.

## Do I need to be registered for GST?

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

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

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

In this case, yes.

Larger or statewide organisations operating branches across a number of regions are eligible to apply for regional and significant impact grant, for implementation of a program that has broad reaching impact.

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

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

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

## Am I able to secure additional grants from the Queensland Government for my Indigenous Languages Grants 2023 activity?

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

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

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



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

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Please provide details of this application within the grant's details section of the application form.

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

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

### **Can I raise money by selling the program outcomes?**

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- No. The Intellectual Property for the activity must remain with the Language/Traditional Owner that were consulted in the creation of the program, or with the Queensland Government (Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships).
- Applicants must supply supporting materials to evidence that the required protocols, particularly Indigenous Cultural and Intellectual Property rights, have been followed. Furthermore, documented support and confirmation of involvement from the relevant people communities and organisations will assist in the assessment of your application.

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

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Yes. You should ensure your application is clear and concisely written and includes the requested information.

### **How do I complete the budget?**

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

Your budget must balance (i.e. expense total equals revenue total) and the grant funding you request must be fully allocated.

### **What is in-kind support?**

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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.

### **How do I apply?**

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

Applications should be submitted with the following:

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

Applications will be accepted via the official online application form.



### What if our organisation does not have insurance?

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

- a) public liability for a sum of not less than \$10 million per claim with an insurer authorised by the Australian Prudential Regulation Authority to operate in Australia.
- b) workers' compensation insurance in relation to employees of the successful applicant in accordance with the *Workers Compensation and Rehabilitation Act 2003* (Qld).

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

### When do applications close?

10.00 am (AEST) Monday, 12 June 2023.

### Will I receive acknowledgement of my application?

Receipt of all applications will be acknowledged via email, so please ensure you provide a correct email address on your application form. If you do not receive an email acknowledgment within five (5) business days, please contact the Culture and Reconciliation Team via email at [ilg@dssatsip.qld.gov.au](mailto:ilg@dssatsip.qld.gov.au).

### How will my application be assessed?

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

### What is the assessment criteria?

Applicants are encouraged to carefully consider the following criteria:

<b>Design</b> (Assessment Weighting = 70%)	<ul style="list-style-type: none"> <li>• The initiative is accessible to Aboriginal and Torres Strait Islander peoples, culturally safe, and follows cultural protocols, including best practice principles, to protect Indigenous Cultural and Intellectual Property (ICIP).</li> <li>• Identifies and engages targeted participants along with the broader community in an Indigenous Languages initiative.</li> <li>• Activity is relevant to one or more of the objectives of the grants program and will achieve positive outcomes and benefits for the targeted participants.</li> <li>• Demonstrates links and established relationships with language owners and other stakeholders.</li> </ul>
<b>Organisational Capacity</b> (Assessment Weighting = 30%)	<ul style="list-style-type: none"> <li>• Demonstrates capacity and suitable experience to undertake the proposed Activity (planning, consultation, promotion, implementation, reporting, and evaluation).</li> <li>• Presents a realistic Budget that provides value for money and clearly outlines how the grant funding will be spent.</li> <li>• Contributes in-kind or financial support towards the activity.</li> </ul>

### What is weighted scoring and what does it mean for my application?

Weighted scoring allows the department to prioritise the parts of the assessment criteria. As a grant applicant, it allows you to see which areas require a greater focus in your application and how your application will be assessed to determine the final scoring.



## What am I required to do if I am successful?

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You will be required to:

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

## Who do I contact for assistance?

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For more information about the grants, including the guidelines, terms and conditions and how to apply, visit or contact us via:

- Web: [www.qld.gov.au/ilg](http://www.qld.gov.au/ilg)
- Email: [ilg@dssdsatsip.qld.gov.au](mailto:ilg@dssdsatsip.qld.gov.au)
- Phone: (07) 3003 6394