



YARPA

Caring for Country Business Development Grant Program

Frequently Asked Questions



Proudly funded by the NSW Government



YARPA
NSW Indigenous Business
and Employment Hub

Contents

Frequently Asked Questions	3
Program Overview	3
Funding	7
Eligibility	12
Application Process.....	14
More Information	18





Frequently Asked Questions

These Frequently Asked Questions are designed to help businesses that wish to apply for the Caring for Country Business Development Grant Program. Please read these in combination with the Guidelines and online application form.

Program Overview

What is the purpose of the Caring for Country Business Development Program?

The program aims to build the capacity, capability, and competitiveness of Aboriginal businesses by supporting them to reach their potential. This pilot program and partnership are first steps to ensure a minimum of 5% of expenditure for goods and services needed for implementation of the Cumberland Plain Conservation Plan (CPCP) are provided by Aboriginal businesses.

What are the program objectives?

The objectives of the Program are:

- to support Aboriginal owned businesses to build capacity and capability to ensure they are best placed to capitalise on the opportunities arising from the early implementation phase of the CPCP and over the next three decades, and
- to support Aboriginal owned businesses to become tender ready and have the ability to compete for future tenders under the CPCP.

What are the opening and closing dates to apply for funding?

PROGRAM OPENS:

Monday 15th of May 2023

PROGRAM CLOSES:

Friday 9th of June 2023



Who is delivering this program?

The NSW Government is offering \$700,000 in grant funding to Aboriginal businesses to help deliver conservation outcomes under the CPCP. The grant program is being delivered by Yarpa in partnership with the NSW Department of Planning and Environment (the Department). This program and partnership supports Aboriginal businesses to build capacity, capability and competitiveness, help them reach their potential and become tender ready for future opportunities.

How will the program be managed?

The Program will be managed by Yarpa and the Management Committee.

What is the Cumberland Plain Conservation Plan (CPCP)?

The CPCP aims to ensure development in the Western Parkland City is balanced by protection of threatened animals and plants. The CPCP provides biodiversity approvals to enable new housing, jobs, and infrastructure. It will offset impacts to native vegetation from new development by protecting important biodiversity through a network of private and public conservation land across Western Sydney. The CPCP commits to eight social, environmental, and economic outcomes as outlined in Appendix A of the Guidelines.

Where can I get more information about Cumberland Plain Conservation Plan (CPCP)?

[Click here](#) for more information.

What is the assessment criteria for the Caring for Country Business Development Program?

[Click here](#) for grant guidelines and criteria.



What is the timeline of this program?

DATE	STAGE
15th of May 2023	Applications Open
9th of June 2023	Applications Close
12th - 16th of June 2023	Applications Reviewed
19th - 30th of June 2023	Feedback Round
3rd - 7th of July 2023	Successful Applicants Notified
7th of August 2023	Project Commencement
30th of April 2024	Project Completion





How will my application be assessed?

Applications will be assessed against the criteria and ranked competitively against each other. Once the application round closes, applications will then be assessed by the Management Committee comprising of staff from the Department, Yarpa and an independent member.

The NSWALC CEO is the final decision-maker and will consider the recommendations of the Management Committee when deciding. All applications will be notified of the outcome of their application between the 19th of June - 7th of July 2023.

The Management Committee, or their representatives, may request further advice and/or clarification from applicants at any time during the assessment process. Where the application includes some ineligible activities or budget items, applicants may be offered part of the funding sought in their application.





Funding

How much can I apply for?

STREAM 1: “Accelerate Your Start-up”

Project funding of up to \$25,000 (GST exclusive) is available for businesses that:

- are in the early operational phase of their business,
- need support in accelerating their business and
- have been operational less than 2 years.

STREAM 2: “Scale up and Grow”

Project funding of up to \$75,000 (GST exclusive) is available for businesses that have:

- operated their business for at least 2 years,
- need support in scaling-up their business,
- a combined annual turnover of less than \$5 million for each of the previous two financial years
- set solid foundations for their business meaning they have completed a tax return for their business, registered for GST, have a separate bank account for their business and use financial accounting software.

Will all applicants receive funding?

No, this is a competitive grant program. Successful applications will be those that meet the eligibility criteria and best address the assessment criteria.

Will a successful application receive all the funding it requested?

Not necessarily. Partial funding may be offered if part of an applicant’s project is ineligible for funding. If partial funding is offered, applicants will need to assess whether the activity is viable or needs to be modified due to the reduced funding.



Can an applicant submit more than one application?

No, applicants can only apply once per stream and cannot submit separate applications for both streams of funding.

What types of activities can be funded?

Funding is to be provided to projects that deliver outcomes in relation to Aboriginal Businesses for:

- upgrading equipment (purchasing or leasing);
- development of non-material assets including but not limited to:
 - environmental management, quality assurance and risk assessment policies
 - ISO accreditation
- upskilling staff
 - Training and development, including conference attendance
 - Coaching and mentoring
 - Qualifications and licensing
- acquiring specialised services to strengthen the capability of the business, including but not limited to:
 - strategic planning,
 - capability statements,
 - graphic design,
 - web design and development
 - marketing and communications.
- implementation of IT systems, services and equipment

Are there limits to how much equipment can be purchased in an application?

No. However, all equipment purchases must be directly related to the delivery of outcomes against the program objectives and must be within budget of funds received.



What will not be funded?

Funding cannot be used for:

- general operational costs.
- wages, salaries and on-costs for ongoing staff;
- administration costs related to normal operating of a business;
- activities primarily associated with housing management and housing related infrastructure including on former reserves and missions;
- purchase of vehicles;
- purchase of land;
- international travel costs. Proposals for domestic travel costs need to demonstrate the benefits of travel to the project;
- costs that are not directly associated with the delivery of the project that is funded by the grant;
- costs that are supported by another grant, subsidy or financial assistance;
- costs incurred prior to signing of the funding agreement between successful businesses and NSWALC (no retrospective funding will be awarded); and
- costs to cover existing debts or budget deficits.

Do I need to provide quotes for the project?

Applicants are strongly encouraged to upload quotes, where relevant, with their application to substantiate their project budget, particularly for purchase of equipment and capital works. Quotes should align and substantiate the main items of expenditure to be funded with your grant application.

The project budget should be presented by major line items and in enough detail for assessors to consider it within the competitive assessment process. A simplified budget breakdown must be completed and is included within the Application form with basic examples. You are welcome to voluntarily attach a more detailed budget document to assist with assessment.



Is there a budget template to assist with my application?

Yes. There is a basic budgeting tool within the application. You are welcome to upload a more detailed document if you like.

Should I include GST in my budget?

No. Your budget in the application form should exclude GST. If your application is successful and your organisation or the auspice organisation is registered for GST, you will be paid GST in addition to the approved grant funding.

What are GST implications for my grant?

If your application is successful, you will be paid GST in addition to the approved grant funding. If your organisation is not registered for GST, you will be paid the grant amount.

It is the grant recipient responsibility to comply with any taxation obligations that may arise in the delivery of the project. For more information, visit the [Australian Tax Office website](#).

What happens if my project exceeds the expected budget or the amount of funding I've been approved for?

Successful applicants are required to report on project progress every 3 months to Yarpa. Any changes or relevant updates in relation to budget should be outlined in this report. Once your application is approved, there will be no option to increase the amount of funds requested.

Should your project go over budget and exceed allocated budget, or increase from initial quotes, costs are to be covered from allocated funding with no additional funding to be provided. If increased costs exceed allocated funding, you will need to find an alternate funding source to complete your project.



What are the conditions of funding?

Applicants must provide all information as required in the application form and agree to provide further information as reasonably requested.

Applicants will be asked to indicate if there are any confidentiality issues associated with their application/project and outline any pertaining parameters.

Successful applicants must sign a funding agreement and agree to the terms, such as the reporting process and payment schedule as detailed in the funding agreement, to receive the grants funding.

Grants funding must be spent for the purposes stated in the application form and the funding agreement. Successful applicants will be required to provide relevant documentation as stated in the Guidelines and requested within the Application.

By entering a grant agreement, successful applicants will grant the Program the right to use project material for its own purposes with agreement from the applicant and where culturally appropriate.

The program reserves the right to disclose general information about the awarding of the grants. Information relating to the successful applications may be included in public media releases and on Yarpa's and the Department's website.

Projects must be completed by April 2024.





Eligibility

Who can apply?

The businesses eligible to apply for grants under the program must:

- be based in Greater Sydney;
- be 50 % or more Aboriginal owned;
- be Aboriginal managed,
- have an active Australian Business Number (ABN) registered in NSW or demonstrate their business was primarily operating in NSW as at 1 January 2022; and
- meet all conditions of funding as outlined in these Guidelines

The eligible businesses can come from a range of sectors. These can include (but are not limited to):

- ecological restoration including tree planting;
- capital works such as fencing to support land management activities;
- natural resource management;
- cultural land management activities such as cultural burning;
- cultural heritage assessment;
- cultural tourism;
- environmental impact assessment or site assessment;
- education and engagement;
- pest and weed management; and
- biodiversity Assessment Method assessment services.

Businesses are not eligible to apply for grants under the program if they are:

- an income tax exempt corporation;
- a trust;
- Federal, State and Local Government agency and/or body, including a government business enterprise and Local Aboriginal Land Council.



Who cannot apply?

Applicants will not be eligible for funding if they:

- do not meet above mentioned eligibility criteria
- are an income tax exempt corporation
- are a trust
- or are a Federal, State and Local Government agency and/or body, including a government business enterprise and Local Aboriginal Land Council.

Can I apply for a component or stage of a larger project?

Yes, provided that the works funded through this Program are part of a new stage that will not commence prior to the funding agreement being signed and will be completed by April 2024.

Before funding is released, grant recipients are required to clearly indicate what the funding will be expended on if the same project received funding from another funding source.

Are there any insurance requirements?

Yes. The applicant organisation must be covered by Public Liability insurance. The insurance cover must be valid for the entire duration of the project.

Alternatively, the cost of public liability insurance for the purposes of the project can be included in the project budget as part of the administration costs.

If your business requires additional insurance policies (e.g. Workers Insurance) for usual operations, please provide these with your application.

If your business will require additional insurance policies as a result of your project, you will need to obtain and provide details prior to your project commencing.



Application Process

You will need to register with the Good Grants system. Click on the links and follow the instructions on the page. The registration process is simple and straightforward. Once registered, you will be able to start your application.

If you still require access to a laptop or the internet, please feel free to come and utilise the Yarpa Hub to complete your application.

What is the application process?

To apply for funding, you will need to complete and submit the application form through our secure online grants system, [Good Grants](#)

Fill out the fields in the form, remembering to press save regularly, and when all fields have been completed, with all relevant additional files attached, hit submit.

The Management Committee will review each application and notify all applicants of the outcome within two weeks of the program closing date.

What is Good Grants?

Good grants is a user-friendly web-based grant management system. It allows Yarpa to oversee the whole Caring for Country Grants Program online, including the applications, grant management and communications.

Is my application and information secure? Is it safe to apply online?

Yes, it is safe to apply online. Your application and information are submitted to a secure database which is only able to be accessed by authorised program staff and assessors.

Do I need to complete my application in one session?

No. You can complete your application in multiple sessions, just remember to save your application regularly. For your application to be considered you will need to make sure you submit it. When your application is ready to lodge click on the Submit button.



Will you accept late applications after the program closing date?

Applications must be submitted by Friday 9th of June 2023. Late applications will not be accepted or considered unless the Management Committee, in its sole discretion, determines that it is in the interests of the fairness of the program to accept the late application. This may include an applicant experiencing exceptional circumstances that prevented the submission of the application that were:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period

Exceptional circumstances will be considered on their merits and in accordance with probity principles. If your organisation is affected by exceptional circumstances, it is in your responsibility to contact Yarpa to advise them of the circumstances as soon as possible and be able to provide detail and evidence of the exceptional circumstance.

Can I review what I have written online?

Yes. If you need to edit or resubmit your application, please log into the [My Good Grants](#) platform with the login details that you used to submit your application. If you have any trouble, please reach out to Yarpa.

Will I receive a confirmation email that my application has been received?

Yes. You will receive confirmation from the Good Grants platform once you have submitted your application.

Will I get a copy of my application once I have submitted it online?

You will be able to view a copy of your application via the Good Grants platform.



How do I get help if I am having trouble completing my application?

Please contact Yarpa if you require any assistance with your application.

Phone: 1300 017 177

Email: info@yarpa.com.au

What supporting documents are required?

Below is a list of additional documentation you will be required to provide to support your application.

Required documentation for ALL applications

1. Verification of status as an Aboriginal Business.
 - a. Supply Nation
 - b. NSW Indigenous Chamber of Commerce
 - c. Confirmation of Aboriginality
2. Quotes for items or services that will be purchased as part the grant program.
3. Public Liability Insurance - Certificate of Currency

Documentation that MAY be required – Application dependent

- Capability Statement
- Detailed Budget Document – should the budget summary within the application not be adequate for your specific application.
- Risk Assessment Plan
- Other insurance certificates required for your business' day-to-day operations or for the sake of intended project.



What happens after my application is submitted?

Once your application is submitted, it will then be assessed by the management committee. There will be a feedback round after the application round has closed. You will receive feedback on your application by the 30th of June 2023.

If my organisation is successful, what is the reporting process for our project?

Successful applicants that receive funding are required to provide project progress reports to Yarpa every 3 months. These reports should include:

- The extent to which (and the times at which) milestones have been completed;
- Any difficulties encountered and proposed ways to mitigate them;
- Financial progress, detailing expenditure in relation to the grants received;
- Any other information relevant to the project.

How long will it take be notified of an outcome?

Yarpa will advise all applicants by email. This email will be sent to the applicant's contact email addresses as provided in the grant application. Applications will be reviewed between the 12th - 16th of June 2023. Applicants will be notified of the outcome of their application after this period.

Will I receive feedback on my application?

Yarpa will notify all applicants of the outcome of their application via email. Feedback will be provided to applicants between the 19th - 30th of June 2023.



More Information

Who do I contact for further information?

For any questions regarding the Caring for Country Business Development Grants Program, please contact Yarpa at 1300 017 177 or email info@yarpa.com.au

Please note that while Yarpa will be pleased to answer questions about the application process, they cannot provide advice or comments on the content or merits of your application.

