

## Top Tips for Submitting an ABA Application

### 1. Read the Application Kit before preparing your application

- Read the application kit. The application kit provides information to help you complete your application. The application kit is based on the ABA Guidelines.

### 2. Talk to us before preparing your application

- To discuss your proposal call the ABA team in Darwin on 1800 354 612, or email us at [aba@network.pmc.gov.au](mailto:aba@network.pmc.gov.au)
- You can talk to us face to face by arranging a meeting at our office in Jacana House, 39-41 Woods Street, Darwin.
- The Department also has staff in regional centres and communities who can assist you with your application. Call the Department on 1800 079 098 to find your nearest office.
- Interpreters can be arranged if needed.

### 3. How to submit an application

- Applications are submitted using the online application form.
- If you cannot access the online application form please call the ABA team on 1800 354 612, or send an email to [aba@network.gov.au](mailto:aba@network.gov.au)

### 4. Is your application in line with ABA funding

- ABA funding is for one off projects that are for the benefit of Aboriginal people in the NT.
- Applications that support Aboriginal owned or controlled organisations in the NT will be looked upon favourably.
- Applications that support the employment of Indigenous people in the NT will be looked upon favourably.
- ABA does not support proposals that should be delivered by existing government programmes.

### 5. ABA funding is for one off projects

- ABA funding is for one off projects and is not available for ongoing service delivery.
- ABA funding is not available to cover costs that are not directly related to delivering the project or activity, such as ongoing staff wages, rent and administrative costs.

### 6. Prepare supporting documentation for your application

- Letters of support: Proposals are strengthened by attaching letters of support from people who will directly benefit from the project or from funding bodies who can confirm the project is not their funding responsibility.
- Viability of business application: If your application relates to a business proposal you must consult with Indigenous Business Australia (IBA) and submit with your application the completed form available on the ABA web page for business proposals.

- Land acquisition and management: If your proposal relates to purchasing land, managing land or agriculture, you must consult with the Indigenous Land Corporation (ILC) and submit with your application the completed form available on the ABA web page for land proposals.
- Project management or business plan: A project management plan or a business plan is required for projects that need funding of more than \$250,000. See the ABA web page for more information.
- Quotes: If your proposal includes the purchase of equipment you must provide a quote with your application. The quote should not be more than 12 months old.
- Budget: You must submit a proposed budget for the life of the project. Use the template provided on the ABA web page.
- Leasing Aboriginal Land: A lease or other land agreement is needed for proposals that relate to developing assets on Aboriginal land. You will need to confirm the lease or agreement is in place, or that you have applied for a lease or agreement and demonstrate the stage the application is at.

The August 2018 Aboriginals Benefit Account (ABA) funding round will open on 2 July 2018 and close 27 August 2018.

To apply or find out more information go to the Department of Prime Minister and Cabinet's website (<https://www.pmc.gov.au/indigenous-affairs/grants-and-funding/aboriginal-benefit-account-aba-grant-funding>) and [www.grants.gov.au](http://www.grants.gov.au).