



**Aboriginal Peak
Organisations**
NORTHERN TERRITORY

Grant opportunity guidelines

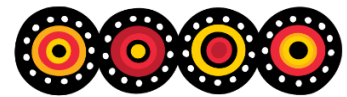
Aboriginal capacity building and sector strengthening grants

Grant summary	Aboriginal Capacity Building and Sector Strengthening Program aims to strengthen the capability, governance, sustainability and transition readiness of Aboriginal community controlled organisations (ACCOs) across the Northern Territory. The grants will support the aims of the NT Remote Aboriginal Investment and Priority Reform 2 of the National Agreement on Closing the Gap to transition services in remote Aboriginal communities to community control.
Streams	There are four streams under the Aboriginal Capacity Building and Sector Strengthening Program which include: • Foundations: supporting the immediate one-off needs of organisations to deliver services. • Strengthen: supporting projects over the medium term to improve effective delivery of services. • Grow and transition: support ACCOs longer term needs to support organisational growth to expand services. • Maintain: continue to support organisational straight following the growth and transition of services.
Type and timing for the opportunity	This grant opportunity across all streams is open and non-competitive, which means eligible applicants can apply at any time, although grants will be awarded on a first-come-first-served basis. Applications are open throughout the financial year, or until all funding has been spent.
Contact Details	If you have any questions, please contact our team via: • Email: grants@apont.org.au • Phone: 08 7936 8620



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Introduction

About APONT

APONT is a representative body comprised of Aboriginal community-controlled organisations across the Northern Territory. APONT advocates for improved policy, funding and service delivery outcomes for Aboriginal people, with a strong emphasis on community-led solutions, governance capability and culturally appropriate service delivery. As a partner to the Northern Territory Remote Aboriginal Investment (NTRAI) partnership agreement APONT has been funded to administer the Capacity Building & Sector Strengthening Grants Program to support Aboriginal community-controlled organisations (ACCOs).

About community control

Aboriginal community controlled organisations deliver effective services across the Northern Territory, often achieving better outcomes than mainstream services.

Aboriginal community controlled organisations through effective, genuine and authentic community control can:

- provide services which meet the aspirations of the local community and are culturally safe
- employ more local Aboriginal people.

Community control often strengthens trust and effectiveness of service delivery increasing the number of people accessing services and are often preferred by Aboriginal people and communities.

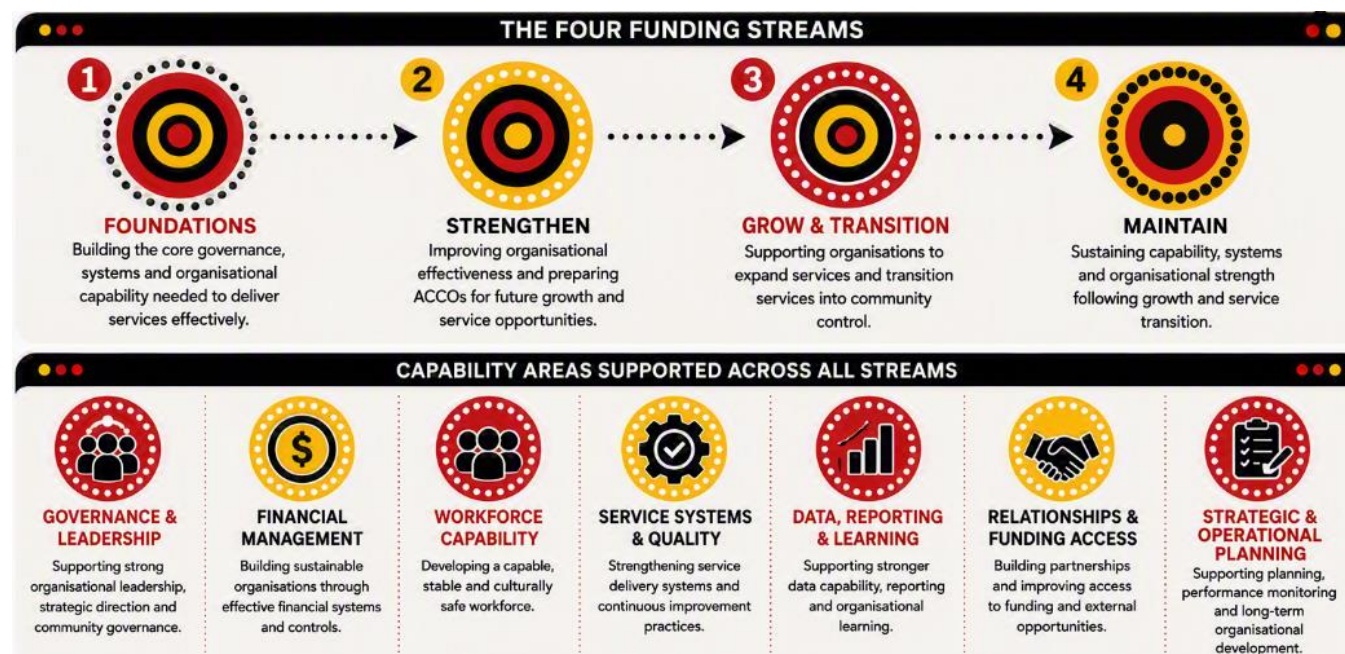
It is therefore important that community controlled organisations are supported to ensure they have the capacity and capability to deliver these services and continue to build connection and trust with the communities they provide services for.

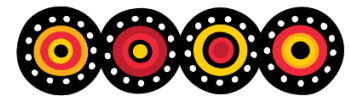


About these guidelines

These Grants Opportunity Guidelines set out the processes and requirements needed to apply for the Capacity Building and Sector Strengthening Grants Program.

This Grant Opportunity includes streams aimed at building Aboriginal community controlled organisations across the key objectives:





Step 1. Learn about the Aboriginal Capacity Building and Sector Strengthening Grants

The Aboriginal Peak Organisations of the Northern Territory (APO NT) is committed to self-determination for Aboriginal Communities. This includes supporting Aboriginal community controlled organisations to deliver services which meet the aspirations of their communities.

The Aboriginal Capacity Building and Sector Strengthening (CBSS) Program is a key initiative under the Northern Territory Remote Aboriginal Investment Agreement (NTRAI). Through NTRAI APONT, the Australian Government and the Northern Territory Government aim to enable substantive and enduring opportunities for self-determination for remote Aboriginal communities to close the gap in life outcomes between those communities and other Australians.

Through the Aboriginal Capacity Building and Sector Strengthening Grants APONT will support the capacity building and strengthening of Aboriginal community controlled organisations (ACCOs) to provide critical services for Aboriginal people in remote NT communities.

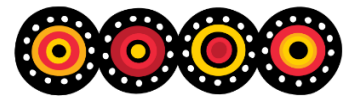
1.1 Purpose, objectives and scope

Aim of the Aboriginal Capacity Building and Sector Strengthening Grants:

to strengthen the capability, governance, sustainability and transition readiness of Aboriginal community controlled organisations (ACCOs) across the Northern Territory.

The objectives of the grant opportunity are to strengthen the following seven core capability areas of Aboriginal community controlled organisations:

- Support **governance and leadership** to empowering ACCOs to set their strategic direction to deliver on the aspirations and needs of community.
- Strengthen **financial management** to ensure ACCOs can deliver a sustainable and consistent service for their communities.
- Support **workforce capability and stability** to deliver a trusted culturally safe service.
- Improve **service systems and quality** allowing ACCOs to continually improve their service offering to their communities.
- Support **data, reporting and learning** activities allowing community control of data ecosystems which enable continued learning, can improve service delivery and inform decision making.
- Enable **external relationships and funding access** in order to ensure access to support and grants needed to ensure sustainable service delivery and expand activities to support the community.
- Support **strategic and operational planning** to ensure clear direction and resource allocation which can increase effective delivery of services.



The intended outcomes of the grant opportunity include:

- Aboriginal community controlled organisations have the capability and capacity to deliver their services effectively for Aboriginal people.
- Aboriginal community controlled organisations are strong and sustainable to deliver increase services to their communities, including services transitioning to community control.

This grant opportunity is directly targeted at improving Priority Reform 2 of the [National Agreement on Closing the Gap](#) - Building the community-controlled sector and the outcomes of the CBSS Program can provide an important **impact** of:

- Aboriginal people in remote Aboriginal communities in the Northern Territory have access to culturally safe and effective community-controlled services that improve the health, wellbeing and happiness of people, families and communities.

1.2 Streams

All seven objectives may be addressed through the four funding streams outlined below. The streams are designed to support ACCO development through building a foundation to deliver services, strengthen organisations to improve services and growing organisations to increase the scale of impact over time.

Stream 1 – Foundational

Stream 1 of the Capability Building and Sector Strengthening Grants focuses on the immediate short-term needs of an ACCO to deliver services to community. This stream is focused on supporting mostly smaller organisations build their systems, governance and organisational needs to meet the scope of their current service delivery.

These grants would focus on individual activities which can address gaps within organisational capability and build a strong foundation for the organisation to deliver its services.

Stream 2 – Strengthening

Stream 2 focuses on supporting projects over the medium term to improve effective delivery of services and prepare the organisation for future possible expansion of services.

The focus of these programs should be to:

- strengthening the organisation to support improving services for Aboriginal people and communities and improving the outcomes under those services.
- support organisations be better prepared to take on further opportunities which would expand their services.

Stream 3 – Growth and transition

Stream 3 supports organisations to grow capabilities and capacity to deliver an increased range of services. Transition may include movement of discrete services or a range of services as part of a transition of the whole organisation.



Stream 3 may include:

- support to grow the organisations capabilities as it seeks to expand its services to a greater number of people or expand the range of services it delivers to community.
- support ACCOs as they expand service delivery through a transition of government services to community control.
- support the formation of ACCOs needed to transition existing government services to community control.

Stream 4 – Maintain

Stream 4 supports organisations to maintain the objectives sought as part of the growth and transition of services. Applications under this stream should address the need to fund the ongoing costs needed once the organisation takes on the new service.

Stream 4 may include funding to maintain systems and supports across one or more of the objectives while the service is being delivered.

1.3 Grant amounts and periods

Funding will be initially provided in 2026/27 for the Capability Building and Sector Strengthening Grants. The table outlines the maximum amounts available for each grant under the four streams.

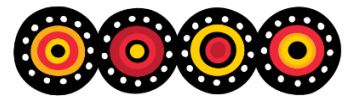
Stream 1 – Foundational	Stream 2 – Strengthening	Stream 3 – Growth and transition	Stream 4 – Maintain
\$20,000-\$100,000 per activity	\$20,000-\$100,000 per activity	\$100,000-\$1,000,000 per activity	\$20,000 – \$200,000 per activity
One off activity or limited term projects.	Limited term projects of up to 1 year from the date of the agreement.	Up to 5 years from the date of the agreement.	Up to 4 years from the date of the agreement.
Non-competitive and open throughout the financial year, or until all funding has been spent.			

APONT may extend funding beyond the above periods to ensure the purpose and objectives of the grant can be met.

1.4 Location

Applicants must provide how the proposed funding will support their delivery of services in remote areas of the Northern Territory.

Where applicants provide some services which fall outside remote areas of the Northern Territory, assessment criterion 4 in Step 5 will assess how the grant provides value for money through the proportion and size of the benefit to remote areas of the Northern Territory.

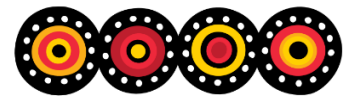


1.5 Contact us

Please contact APONT at any time via the following:

Email: grants@apont.org.au

Phone: 08 7936 8620



Step 2. Plan your application

2.1 Eligible grant activities

An eligible organisation may apply for funding for any activity which furthers the aim, objectives and outcomes of the Capability Building and Sector Strengthening Grants (see section 1.1). Funding for ineligible activities should not be applied for (see section 2.3).

An eligible organisation should also apply for funding in the relevant stream based on the goals, context, timeline and funding amount sought in the application.

2.2 Examples of eligible grant activities

The following are examples of activities across seven outputs which could be eligible for funding based on for the CBSS grants. Organisations may apply for activities outside of these examples if they meet the purpose and outcomes of the CBSS program.

Strengthen Governance and leadership

- Supporting directors to develop skills and knowledge relevant to their role
- Leadership development for senior staff
- Reviews to strengthen the organisations governance capability
- Strategic planning
- Support in understanding and applying community control

Financial management and sustainability

- Financial management systems and controls
- Budgeting and cashflow
- Audit readiness
- long term financial planning

Workforce capability and development

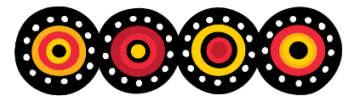
- Human resources systems
- Aboriginal workforce development
- Staff training and leadership development
- Succession planning
- Cultural capability strengthening

Service systems and quality

- Service model development
- Procedure setting
- Quality improvement
- Culturally safe service delivery improvements

Data, reporting and learning

- Data and reporting systems and tools
- Changes to enable Aboriginal data sovereignty
- Monitoring framework development and implementation



External relationships and funding access

- Grant readiness and negotiating with funders
- Partnership participation
- Presenting strong cases for investment

Strategic and operational planning (including progress tracking)

- Strategic planning and business planning
- Developing, collecting and using KPIs
- Regular progress reporting
- Accreditation preparation
- Risk management frameworks
- Organisational growth

2.3 Ineligible activities

The following activities are ineligible for Funding as part of the Capability Building and Sector Strengthening Grants:

- Core recurrent operations
- Existing service delivery costs
- the covering of retrospective costs
- Debt repayment
- Purchase of land
- Rent
- Capital works (unless approved)
- Ongoing wages unrelated to strengthening activities.

2.4 Supplier panels

APONT has established supplier panels to provide timely, culturally safe and high-quality support to grant recipients and prospective applicants across the CBSS grants lifecycle.

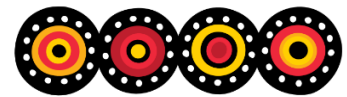
APONT can work with potential applicants on their proposed objectives and match grant recipients with appropriately skilled providers prior to applying and as needs arise over the life of the program.

The supplier panels include across the following areas:

- Governance, leadership and organisational development
- Financial management, grants administration and acquittals
- Program design, service delivery and community engagement
- Workforce, training and capability development

APONT encourages all applicants and will facilitate applications to engage with supplier panels and pursue requests for quotes to plan their activity. However, supplier panels are optional and can be used at the discretion of the applicant.

Applicants should outline as part of the application whether and how they plan to contract any other organisation (through the supplier panel or outside of it) to aid the delivery of the grant.



Step 3. How to Apply

Applicants can apply online at the [APONT website](#).

To apply you must:

- Complete the online application form on the APONT website ensuring all requested information has been provided.
- Address all eligibility criteria and assessment criterion 1, 2, 3 and 4 as prompted.
- Include all necessary attachments and supporting documents.
- Submit your application/s on the [APONT website](#).

Before applying, you must read and understand these guidelines, the sample grant agreement and any other information available on the [APONT website](#). APONT may make changes to this grant opportunity. Any changes will be published on the [APONT website](#).

If you find an error in your application after submitting it, you should contact us immediately at grants@apont.org.au. Where you provide information following the submission date your application may be submitted as of this later date.

APONT may request additional information to support your application.

3.1 Questions and support

APONT can provide support to Aboriginal community controlled organisations throughout the process of applying for the CBSS Grants.

Applicants should note that applications will be assessed on the substance of the application and how well the application meets the criterion in Step 5.

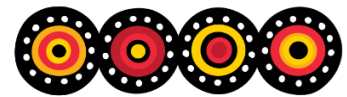
APONT Sector Strengthening Engagement Officers may provide support through:

- Discussing the opportunity and potential areas that could most benefit the applicant meeting the objectives and outcomes of the grant opportunity.
- Providing information and advice relating to the grant application, including eligibility, assessment criterion and required documentation.
- Connecting organisations with support through supplier panels (see section 2.4).
- Provide feedback on grant applications prior to submitting them.

Grant support will not:

- Write the application on behalf of the applicant
- Provide financial advice
- Provide legal advice

Any discussion with APONT about a grant activity or the lodgement of an application form does not guarantee that your activity will be funded. Application assessments will not be carried out by staff participating in the engagement processes. If you need guidance on the application process, please contact us via the contact details above.



Step 4. Eligibility

To be eligible to apply for this opportunity you must:

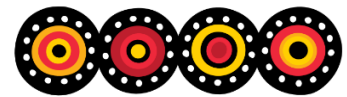
- be an Aboriginal community controlled organisation as defined by Priority Reform 2 of the National Agreement on Closing the Gap to be:
 - incorporated under relevant legislation and non-for-profit
 - controlled and operated by Aboriginal and/or Torres Strait Islander people
 - connected to the community, or communities, in which they deliver the services
 - governed by a majority Aboriginal and/or Torres Strait Islander governing body.
- provide services or intend to provide services to a remote Aboriginal community in the Northern Territory.
- have an account, in your name and which you control, with an Australian financial institution.
- have the relevant financial and technical ability to deliver the grant.

Note “incorporated under relevant legislation” above for the purpose of this opportunity includes the following entity types:

- an Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and /or Torres Strait Islander) Act 2006.
- a company incorporated in Australia.
- a registered charity or not-for-profit organisation.
- an incorporated association.
- a joint (consortia) application with a lead organisation.

You are ineligible for funding under the CBSS Grant if:

- Applicants with a previous debt or outstanding acquittal of any APONT delivered grant.
- Applicants who are insolvent or have declared bankruptcy.
- Applicants who are not compliant with their incorporating legislation or other applicable laws and regulations (both your organisation/business and key personnel).
- Applicants who are found to have deliberately provided false information in an application to APONT for grant funding.
- Commonwealth, State/Territory and local government bodies or agencies.



Step 5. Assessment Criteria

Applicants must address all the following assessment criteria in the application. An Assessment Panel will assess your application based on the response given to each criterion. Criteria will receive equal weighting. The amount of detail and supporting evidence provided in the application should be relative to the size, complexity and grant amount requested.

APONT may ask for clarification or additional information to support the assessment process.

5.1 Criterion 1 – Organisational need and impact

Applicants should describe how the opportunity will strengthen the capability, governance, sustainability and readiness of the applicant.

Applicants should provide a description of the following:

- How will the funding fill an organisational need including the current challenges, gaps, or constraints affecting the organisation?
- How would the funding address the nominated objectives of the program (see section 1.1)?
- How will the grant will contribute to the organisation's sustainability and effectiveness beyond the grant period?
- What would be the impact on the organisation stability and ability to deliver effective services if this funding is not provided?

If the applicant is applying under Stream 3, they should also include information on:

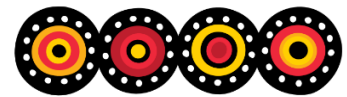
- How the funding would support the proposed expansion of services or transition to community control.

5.2 Criterion 2 – Community benefit

Applicants should describe how the capacity building and strengthening of their organisation will provide outcomes for their community.

Applicants should outline:

- What services the organisation delivers or plans to deliver for community and how those services are targeted to benefit community.
- How service delivery could be strengthened by the grant activity, including the scale of any projected increase in service quality (streams 2/3) or the reach of the service through transition or expansion (stream 3).
- Any additional benefits that could flow from the grant such as strengthening local capacity, leadership, cultural safety, or employment.
- How the application contributes towards Closing the Gap Priority Reforms or Socio-Economic Outcomes.



5.3 Criterion 3 – Community priority

Applicants should describe to what extent is the proposal or services the proposal seeks to support are a priority for the community.

Applicants should outline:

- If they have engaged with communities on priorities for the service delivery and how the proposed activity may support these priorities.
- How the community has participated in the planning and design of the proposed activity.
- If an existing community planning or strategic expression of priorities has identified the service as a priority, such as a Local Discussion Making Agreements, empowered communities or other formal expressed of priorities.

If the applicant is applying under Stream 3, they should also include information on:

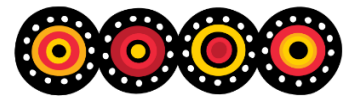
- If the activity is linked with the transition of services from Northern Territory or Australian Government transition to community control and how the community have supported this transition.
- If the transition is part of the activity of a formal partnership with government.

5.4 Criterion 4 – Value for money

Applicants should outline the proposed budget for the measure using the provided template within the application form. The overall value of the funding proposed will be considered against the needs and benefits assessed in criterion 1-3.

As part of the assessment of the value for money which the application may provide assessors will consider:

- The relative value of the grant sought and whether:
 - these costs are reasonable and justified in relation to the objectives of the application and
 - the relation between the amount sought and the outcomes identified in criterion 1-3.
- The potential risks to delivery that could affect delivery of the grant.
- The proportion to which the application benefits are focused at remote Aboriginal communities in the Northern Territory.



Step 6. Selection process

6.1 Assessment of grant applications

The Assessment Panel will review your application against the eligibility criteria in Step 4.

If eligible, your application will be considered on its merits, based on how well it meets the assessment criteria in Step 5. Each application will be rated against these criteria, and a recommendation will be made based on the total rating across the 4 criteria.

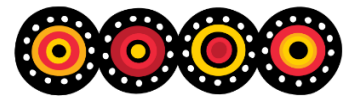
Eligible applications will be considered on an open non-competitive grant process. Where a grant satisfies each of the criteria the application will be recommended for approval on a first come first service basis.

6.2 Who will assess and approve the application

The Assessment panel recommendation will be provided to the APONT Board as the decision maker. After considering the recommendation and applications the decision-maker can:

- Approve your application in principle, subject to negotiation of a grant agreement.
- Approve your application in principle with changes or conditions, subject to negotiation of a grant agreement.
- Not approve your application

The decision of the decision maker is final in regard to the assessment of the application and approval to negotiate the agreement. There is no appeal mechanism for decisions to approve or not approve a grant.



Step 7. Decision and agreement

7.1 Notification and reapplication

Applicants will be advised of the outcome of the application in writing via the email provided in the application. APONT may provide feedback to unsuccessful applicants on the reasons why the application was unsuccessful.

A new application may be submitted for the same grant (or a similar grant) in any future grant opportunities under this program.

Applicants should include new or more information to address the criterion as part of any new application. Changes to the application should address any feedback provided in as part of the initial application. If any subsequent application still does not contain material changes or address the feedback given, it will not proceed for further assessment or decision. APONT will advise you of this outcome.

There is no appeal mechanism, for decisions to approve or not approve a grant.

7.2 Grant agreement

If you are successful, you must enter into an agreement with the Aboriginal Peak Organisations of the NT to deliver the grant. A signed grant agreement with APONT is required before payments of grant funding are made.

APONT will provide a written offer to execute a grant agreement and work with you to finalise the agreement. A draft agreement will be provided including:

- general terms and conditions,
- description of the grant activity and its aims and objectives,
- expected deliverables, reporting and milestones
- key performance indicators to measure the outcomes of the grant
- Acquittal requirements
- A funding payment schedule

A standard period to execute the grant agreement will be 30 days, however, APONT may extend the grant period under certain circumstances.

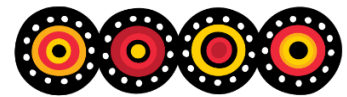
7.3 Payment

The grant agreement will state:

- the maximum grant amount to be paid and
- the schedule of payments made over the course of the grant agreement, including funding amounts.

Depending on the stream and focus of your grant APONT will make payments according to one of the following options, as specified in the grant agreement:

- APONT will pay 100% of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the grant activity.



- APONT will make an initial payment on execution of the grant agreement. Subsequent payments will be made according to the schedule if grant agreement requirements are met, including satisfactory progress against performance and financial reporting milestones.

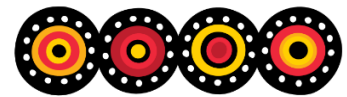
APONT will not exceed the maximum grant amount set out in the grant agreement. If you incur extra costs, you must meet those costs.

Payments will be [Goods and Services Tax](#) (GST) inclusive unless you are not registered for GST or certain exceptions set out in the GST legislation apply. Subject to those exceptions, the APONT will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. APONT recommends you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).

7.4 Publication of grants

Once executed information on the grant may be published by APONT to support the transparency of the grant program. APONT may also promote your grant on the [APONT website](#) and other forms of media.



Step 8. Monitoring and support

The monitoring and support of the agreed grant is to provide a shared understanding of the progress, success and outcomes of the grant. This monitoring aims to support your role in delivering for community and the overall integrity of the CBSS program.

APONT will work with you as part of finalising the grant agreement to ensure measures and reporting are targeted and not create an unreasonable burden for your organisation.

If you fail to meet the obligations of the grant agreement, APONT may terminate the grant agreement, in line with the terms of the agreement.

8.1 Reporting

You must submit reporting in line with the grant agreement. We may expect you to report on the following as outlined in the grant agreement:

- progress against agreed grant activity milestones and outcomes
- key performance indicators (KPIs)
- expenditure of the grant, including finance reports
- status of jobs funded, including if they are filled or vacant.

Timing and the nature of reporting will be included in the grant agreement depending in the context, size of length of the funding.

For example: smaller grants for one off project such as in Streams 1 or 2 will likely require shorter one-off reporting at the completion of the project. While larger long-term funding provided as part of Stream 3 may require additional reporting mid project to assess progress.

8.2 Financial reports and acquittals

Depending on the value of the grant and APONT's assessment of the relevant risks, APONT may ask you to:

- provide a declaration that the grant money was spent in accordance with the grant agreement, or
- provide an independently audited financial acquittal report, using the template attached to the grant agreement.

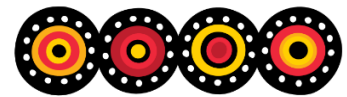
You will be required to report on any underspends of the grant money.

8.3 Check ins

APONT may conduct check ins as part of our role in supporting you to deliver a CBSS grant. The frequency and focus of these check ins will be determined based on the context and complexity of the grant and will be outlined as part of the grant agreement.

Check ins may include:

- In person, phone or online conversations to discuss the progress of your activities under the grant.
- In person visits to discuss and see the progress of the grant where the grant is being implemented.



Both check in examples can reduce the administrative burden of other reporting and provide the opportunity to APONT to support you throughout the delivery processes.

8.4 Evaluation

We may conduct an evaluation of individual grant projects, grant streams and/or the overall Grants Program to help ensure grant funding is being allocated to achieve meaningful objectives and outcomes for Aboriginal Territorians.

This may include process and/or outcome evaluation of your grant. We may use information from your application and grant reporting for this purpose. We may also interview you or ask you for more information to help us evaluate how effective your grant project has been. Terms and conditions relating to evaluation of your grant will be set out in your grant agreement.

8.5 Variations

We recognise that unexpected events may affect your progress or impact on your ability to deliver the project.

APONT may therefore vary a grant agreement to ensure the grant can be delivered and meet the outcomes of the grant. Grant agreements would only be varied when:

- adjustments are necessary to enable the grantee to complete the projects or activities set out in the original grant agreement, and for the length of time needed to achieve completion, and
- the variation does not significantly change the scope of the initial grant agreement.

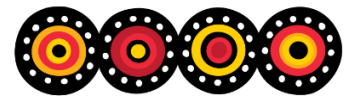
We may also vary grant agreements to reduce funding because employment outcomes have not been achieved as planned.

The instigating party must put its concerns, issues and proposed changes in writing before the grant agreement end date.

APONT will consider a request to vary based on provisions in the grant agreement and the likely impact on achieving outcomes. All decisions to vary a grant agreement must be mutually agreed by you and APONT before a variation can be executed.

8.6 Keeping us informed

You should let us know if anything is likely to affect your grant project or organisation by contacting the contact officer listed in your grant agreement as soon as possible.



Probity

An independent probity advisor has been engaged by APONT to assist APONT to ensure the application process is undertaken with fairness and impartiality. If there are any probity concerns, please contact the probity advisor whose contact details are as follows:

MunLi Chee

Probity Advisor

PKF Merit

mchee@pkfmerit.com.au

Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

There may be a conflict of interest, or perceived conflict of interest, if an APONT staff or board member and/or you or any of your personnel (including sub-contractors):

- has a professional, commercial or personal relationship with a party who can influence the application selection process
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently and/or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

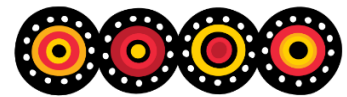
APONT will make the final decision on what is determined as an actual, apparent or perceived conflict of interest. If you identify an actual, apparent, or perceived conflict of interest after submitting your application, you must immediately inform APONT in writing.

Confidentiality

The contents of this document and any other information provided by APONT are being made available to you only in connection with your application Project and must not be disclosed or used other than for the purposes of this application.

All applications will be retained by APONT and will not be returned to the applicants. Applicants must not make any public statement in relation to this Process, the Project or any other matter referred to in this document without the prior written consent of APONT.

Applicants must also comply with any other confidentiality agreement they have executed in connection with this application.



Complaints

Complaints may be submitted by email to grants@apont.org.au and be clearly labelled as a complaint.

The complaint should include:

- Complainant's name and contact details
- Description of the issue
- Relevant dates and supporting documents
- Desired outcome

Complaints will be reviewed by APONT to ensure all required processes outlined in these Grant Opportunity Guidelines, probity guidelines and any signed grant agreement APONT has with a grantee have been followed.

Where a required process has not been met APONT may identify corrective actions as part of the response to the complaint. However, a corrective action will not guarantee a change in application outcome but will seek to ensure the required processes are followed.