



Guidelines for Applicants

May 2023

Purpose

These guidelines provide essential information for all applicants seeking funding from the NSW Government's Aboriginal Fishing Trust Fund. Applicants are encouraged to read the guidelines in full before submitting an application.

For more information, advice, or help with completing your application contact:

Phone: (02) 4424 7421 Email: Aboriginal.fishingtrust@dpi.nsw.gov.au

Or visit the DPI Fishing website at <http://www.dpi.nsw.gov.au/fishing/aboriginal-fishing/AFTF>.

Putting together a successful application:

Read the guidelines in full

These guidelines contain all the information that will help you with your application. Reach out for help if you need assistance or have any questions.

Plan the project

Building a successful application takes time. For large projects, consider separating the project into clearly defined stages. Allow adequate time to submit applications by the closing date. Applicants should note that it may take up to 12 months before successful applicants receive funding for their projects. These timeframes should be considered within your project plan.

The application form

Provide comprehensive and accurate information in the form. Make sure you have answered all relevant questions.

Ensure you have completed a detailed budget for your project.

Use the 'Checklist' at the top of each application form for details on what needs to accompany your application.

Use the templates and links provided.

Provide evidence and attach all supporting documents.

Submit your application

Submit your application before **5pm on 25 August 2023**.

Contents

What is the Aboriginal Fishing Trust Fund?	3
Funding objectives	3
Important dates and time frames	3
What funding is available?	3
Eligibility criteria - Who can apply?	4
Definitions	4
What types of projects can be funded?	6
What will not be funded?	6
Who decides how the Trust funds are spent?	6
How are projects assessed?	7
Purchase of fishing assets and fishing shares	8
Loans	9
Aquaculture projects and Aquatic Habitat projects	10
Other requirements and supporting documentation	11
Additional information to note	13
How to apply	13
Application forms and templates	14
Aboriginal Fishing Trust Fund – Funding Process Overview	15
More information and assistance	16

What is the Aboriginal Fishing Trust Fund?

The Aboriginal Fishing Trust Fund (AFTF) provides grants and loans for projects relating to Aboriginal fishing in NSW. The AFTF is established under the *Fisheries Management Act 1994* to support Aboriginal communities' continued access to fisheries resources. It is intended to benefit the aspirations of Aboriginal communities throughout NSW.

Funding objectives

The AFTF aims to provide financial support for:

1. ***The enhancement, maintenance and protection of Aboriginal cultural fishing, and***
2. ***Economic opportunities for Aboriginal communities associated with the fisheries resource.***

Important dates and timeframes

- Applications will be accepted from **31 May 2023**
- Applications will close at **5pm on 25 August 2023**
- Application outcome date:

Please note, timeframes for the notification of application outcomes and the release of funding may vary (see "How are projects assessed?" below). Applicants can expect to be notified of an outcome 6-8 months after the closing date. Applicants should note that funding for successful projects may not be released for up to 12 months from the date of close. These timeframes should be considered within your project plan.

What funding is available?

The total amount of funding available this funding round is **\$500,000**. This is the total amount to be shared across successful applications.

The application process is competitive, and applications will be ranked on their merits and assessed against funding criteria. Priority will be given to those applications that best address the funding criteria (see "How are projects assessed" below). Applications that do not meet the eligibility criteria will not be considered (see "Who can apply" below).

There are 3 different funding categories to choose from when applying for funding.

FUNDING CATEGORY

Small grants (less than \$5000)

Large grants* (up to \$500,000)

Loans*: Low (and possibly zero) interest loans (up to \$500,000)

*Applicants are welcome to apply for funds up to the total amount of funding available of \$500,000. However, the Aboriginal Fishing Trust Fund receives many more applications than it can support. Even if successful, applications may not be funded to the amount requested.

Grants can be for:

- One-off projects or investments
- Projects that benefit a community or communities as a whole
- Funding to help kick start long term or sustainable growth for new or struggling businesses.

Grants are not available for the purchase of fishing shares in a share management fishery, unless those shares are to be held by the Fisheries Administration Ministerial. See section on '**Purchase of fishing assets and fishing shares**' if applying for assets such as shares in a share management fishery.

Loans are intended for, but not restricted to, ongoing or established programs or businesses.

Although applications may meet the stated assessment criteria, a grant or loan is not guaranteed. Applicants may be contacted to discuss an alternate funding category to the one the applicant selected for the project.

Eligibility criteria - Who can apply?

To be eligible for funding **applicants** must be either:

- a) An Aboriginal person,
- b) An Aboriginal entity, which includes a family/clan or community organisation, or an Aboriginal owned and run business, or
- c) A person acting on behalf of an Aboriginal entity.

Definitions

For the purpose of this program:

Aboriginal person means a person who:

- a) is a member of the Aboriginal race of Australia, and
- b) identifies as an Aboriginal person, and
- c) is accepted by the Aboriginal community as an Aboriginal person.

Aboriginal Entity means any partnership, trust, corporation, joint venture, syndicate or other body (whether or not incorporated) owned, managed or operated by Aboriginal persons.

Aboriginal family/clan

It is up to the applicant to determine who is included with their application. However, if an application is being made on behalf of an entire group of people, such as a native title group, then endorsement is required from an authorised representative of that group (e.g. a Prescribed Body Corporate).

Aboriginal community organisation includes:

An Aboriginal community organisation that does not operate for the profit or gain of its individual members, whether these gains would have been direct or indirect. An Aboriginal Community organisation can still make a profit, but this profit must be used to carry out its purposes which benefit Aboriginal communities and must not be distributed to owners, members or other private people.

This may include, for example, men's or woman's groups, youth groups, other community groups or networks, and Local Aboriginal Land Councils.

In addition:

- (a) All persons managing or operating that Aboriginal community organisation must be:
 - a. at least 18 years of age, and
 - b. cannot be an undischarged bankrupt or under consideration for bankruptcy, and
- (b) It cannot be under notice of external administration, investigation or is insolvent.

Aboriginal community organisations applying for Large Grants or Loans are required to be incorporated, or sponsored by an incorporated organisation through an auspice arrangement.

The following types of incorporation are considered acceptable:

- Aboriginal and Torres Strait Islander corporations registered with the Office of the Registrar of Indigenous Corporations under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act) (Cth). The laws about incorporation under the CATSI Act were written to meet the needs of Aboriginal and Torres Strait Islander organisations.
- Organisations incorporated under the *Corporations Act 2001* (Cth) and registered with the Australian Securities and Investments Commission.
- Organisations incorporated under the *Associations Incorporation Act 2009* (NSW) and listed on the NSW Incorporated Associations Register, maintained by NSW Fair Trading.

Aboriginal owned and run business requires:

- a) The business to be at least 50 per cent Aboriginal ownership and recognised through an appropriate organisation, such as Supply Nation or the NSW Indigenous Chamber of Commerce (NSWICC);
- b) Individuals to be of Aboriginal descent and at least 18 years of age;
- c) Owners of the business cannot be an undischarged bankrupt or under consideration for bankruptcy; and
- d) The business cannot be under notice of external administration or investigation.

Fishing shares means shares in a share management fishery (other than quota shares).

Fishing assets means the following—

- (a) shares in a share management fishery,
- (b) any operational items or operating equipment necessary to the function of fishing operations (for example, fishing vessels, fishing gear or hatchery infrastructure),

Fishing gear means any equipment (other than a boat or aircraft) used for fishing activities.

What types of projects can be funded?

The Aboriginal Fishing Trust Fund program looks to provide funding to a wide variety of projects.

Priority areas for funding may include projects that fall into one or more of the following six platforms.

Platform	Project examples
1. Education and training	Cultural fishing workshops; schools education, fishing advisory including cultural fishing signage; business training; capacity building, equipment training
2. Fishing access and facilities	Maintaining and protection of fishing access to culturally significant areas; cultural fishing signage at entrances to waterways
3. Cultural fishing enhancement	Fish stocking of culturally significant species; assistance to negotiate and participate in Local Management Plans; artificial reefs
4. Aquatic habitat rehabilitation and protection	Improving fish habitat; protecting habitat from invasive species; cultural improvements (e.g. totemic or food species)
5. Economic opportunities	Purchase of wild harvest fishing entitlements (shares); aquaculture (finfish, yabbies, mussels, oysters, algae); ranching (abalone, scallops, sea cucumbers, pipis, urchins); purchase of existing charter fishing business; cultural tourism; post-harvest sector investment
6. Research	Assessment of cultural harvest activities; addressing impacts on cultural fishing or cultural resource

What will not be funded?

Projects that would not receive favourable consideration, or would be considered a low priority include:

- Projects that have limited benefit to the Aboriginal community
- Cultural celebrations that do not have a high education value
- Payment of commercial fishing management fees/staff wages
- Reimbursements for expenses incurred prior to funding being approved.

Who decides how the Trust funds are spent?

Applications for funding are first assessed by an expert based committee called the Aboriginal Fishing Trust Expenditure Committee (AFTEC). The AFTEC assesses and ranks project applications against set criteria and provides its views to the Aboriginal Fishing Advisory Council (AFAC). After considering applications and the advice of AFTEC, the AFAC then provide its formal views to the Minister for Agriculture who will determine expenditure from the AFTF.

How are projects assessed?

Applications will be assessed and ranked on their merit against the four funding criteria outlined below. Applications will need to address each of these criteria:

1. The project will address one of the AFTF objectives

Applications must explain how the project will meet at least one of the objectives of the AFTF. The objectives are:

- a) Taking measures to enhance, maintain and protect Aboriginal cultural fishing; and
- b) Providing economic development opportunities for Aboriginal communities in relation to fisheries resources

Applications that do not meet one or both these criteria will not be eligible for funding.

2. The value and extent of benefit to Aboriginal community;

Applications must identify how the project will deliver social, cultural, economic or environmental benefits to Aboriginal community and how it will address a need or a gap in a community.

Overall benefit to the Aboriginal community may include, but is not limited to, the following:

- Maintain the continuation of culture in relation to fishing and fishing related activities.
- Support the important role that Aboriginal people play in the ongoing management of fisheries resources.
- Facilitate improved education of the cultural significance of fish and fishing to broader community.
- Encourage and maintain the transfer of traditional fishing knowledge within the Aboriginal community.
- Maintain and enhance environmental outcomes for fisheries resources to the benefit of Aboriginal and broader community.
- Support business opportunities that promote greater economic independence and that enhance social wellbeing within the Aboriginal community.
- Support business opportunities that realise the potential for local employment, particularly in regional NSW.

3. Cost effectiveness, value for money and sound budgeting

The application will need to demonstrate that the project provides value for money, that outputs and outcomes are clearly defined and scoped, and that appropriate financial management arrangements can be implemented.

The level of supporting financial information will vary with the amount of money being sought by the applicant. For example, an application from a business for a loan or large grant will require a business plan which includes a profit and loss statement and cash flow forecast (see Section on "**Other requirements**").

Projects that involve habitat restoration or the construction of infrastructure should also identify in their applications how the site will be maintained at the end of the project to ensure the investment of funds is meaningful in the immediate and longer term.

4. The capacity and commitment to undertake and complete the project (including adequacy of expertise within the project team, detailed cost estimates provided, demonstrated previous experience etc.).

The application should demonstrate their capacity and commitment to undertake the project and that the project outcomes are achievable. This could be shown by:

- Identifying that there is adequate expertise within the project team to undertake the project,
- Providing detailed cost estimates, and
- Demonstrated previous experience.

For loan applications, the assessment will also include the applicant's capacity to repay the loan. This may involve requesting tax returns and financial statements.

Purchase of fishing assets and fishing shares

To ensure that some fishing assets purchased with ATF funding remain within the Aboriginal community, and are not sold for individual profit, the assets may be purchased by the Minister for Agriculture and held in the Fisheries Administration Ministerial Corporation (the Ministerial Corporation). The Ministerial Corporation will be used for the purchase of fishing shares in a share management fishery and may be used in other circumstances such as for the purchase of high value operational items or operating equipment necessary to the function of fishing operations (e.g. fishing vessels, gear or hatchery infrastructure).

The Ministerial Corporation will enter into a contract with an Aboriginal organisation or business to grant access to or, use of those shares or items. The business or organisation would need to nominate an Aboriginal commercial fisher to take fish in the fishery on its behalf.

The Aboriginal Fishing Advisory Council, with consideration to advice from the Aboriginal Fishing Trust Expenditure Committee, will recommend whether a project application should sit with the Ministerial Corporation.

Assets (including fishing shares) purchased with an ATF loan, where it is for an existing business, will not be held in the FAMC.

Loans

The following information applies only to LOAN applications.

Security

The NSW Rural Assistance Authority (RAA) will administer loans from the AFTF on behalf of the Department of Primary Industries. The RAA will not make decisions on how trust funds are spent, but may provide advice to the AFTEC on whether an applicant has the ability to repay a loan based on the information provided.

Applicants applying for large loans (over \$10,000) will need to provide security acceptable to the NSW Rural Assistance Authority. Applicants applying for small loans do not need to offer security with their application, but following assessment, it may be requested at a later stage.

Types of security acceptable to the NSW RAA may include:

- Assets with a **loan to valuation ratio of 70%**,
- Property,
- Commercial fishery shares, or
- A guarantor.

Term

A maximum loan term of up to 20 years is available. This is dependent on the amount borrowed and ability to repay.

Interest rates

The appropriate interest rate to be applied to each loan application will be made upon assessment. However, as a general guide:

0% interest loans will be applied to:

- Short term loans that will be repaid in less than 5 years, and
- Are under \$10,000

A 2.5% interest rate will be applied to:

- Long term loans that will be repaid in 20 years or less, and
- Are between \$10,000 - \$500,000.

Repayments

In line with cash flow, monthly, half yearly or annual repayments of principal and interest (if applicable) will be required.

Costs

There are no establishment or account keeping fees; however, costs for registering security documents and Government Stamp Duty (if applicable) will be borne by the applicant.

Aquaculture projects

For applicants seeking funding to enter the aquaculture industry, or to expand their existing business, there are a number of resources to assist with your application available on the DPI website at <https://www.dpi.nsw.gov.au/fishing/aquaculture>.

The aquaculture industry in NSW encompasses land, estuary and marine environments. Operations in each environment type are supported by strategies developed for industry best practice and a streamlined approvals process. New aquaculture ventures need to meet the criteria specified in these strategies so as to ensure viability of the operation. The strategies can be found on the DPI Fisheries Aquaculture website at the following links:

The NSW Land Based Sustainable Aquaculture Strategy -
<http://www.dpi.nsw.gov.au/fisheries/aquaculture/publications/general/nsw-lbas>

The NSW Oyster Industry Sustainable Aquaculture Strategy -
<https://www.dpi.nsw.gov.au/fishing/aquaculture/publications/oysters/industry-strategy>

The NSW Marine Waters Sustainable Aquaculture Strategy -<https://www.dpi.nsw.gov.au/fishing/aquaculture>

The strategies are important reading for anyone wishing to enter the aquaculture industry and inform on what needs to be considered when setting up an aquaculture operation.

A commercial farm development plan is required for aquaculture farming in each environment type. Information on a commercial farm development plan is contained in Part 2 of the Class A aquaculture permit application form, found at <https://www.dpi.nsw.gov.au/fishing/aquaculture/forms/lease-based>.

The project profile analysis tables found in the Land Based Sustainable Aquaculture Strategy at Section 9 provide a useful checklist to assess if a property is potentially suitable for aquaculture. It is recommended that applicants step through this checklist.

Section 3 of the Marine Waters Sustainable Aquaculture Strategy outlines the constraints and assessment requirements of marine aquaculture farming operations. Section 4 of the Strategy outlines appropriate site selection. Refer to these sections of the Strategy as reference to establishing a marine aquaculture operation.

It is advised that applicants wishing to obtain AFTF funding to enter the aquaculture industry call DPI Fisheries - Aquaculture Management on 4982 1232 to discuss their proposal in detail.

Aquatic Habitat projects

For applications involving habitat management, there is a lot of useful information available on the DPI website at <https://www.dpi.nsw.gov.au/fishing/habitat>.

Applicants wishing to undertake activities involving fish habitat are encouraged to consider the Department of Primary Industry's [Policy and Guidelines for fish habitat conservation and management \(2013\)](#). This document aims to help proponents of activities ensure that their project complies with and addresses relevant legislation, policies and guidelines. For example, page 12 sets out the approvals and permits that may be required for activities in or around waterways, including from Department of Industry - Water; Department of Industry - Crown Land; DPI Fisheries and local Council (Development Application).

It is the applicant's responsibility to ensure they have obtained the necessary approvals prior to undertaking any works.

The [NSW Weed Control Handbook – A guide to weed control in non-crop, aquatic and bushland situations](#) is another useful resource for applicants considering weed management. Some important things to consider when applying for funds to undertake weed control and/or revegetation include:

- Weed control should adhere to recommended best practice methods

- The use of herbicides near waterways should be minimised
- Most herbicides are not registered for use in strictly aquatic situations
- Where herbicides are required to control riparian weeds, only those registered for this purpose should be used. Roundup Biactive® or Weedmaster Duo® are two examples with Glyphosate as their active ingredient and are registered for use in aquatic situations
- The use of surfactants near waterways should be avoided as these can have unintended impacts on the aquatic environment
- How the treated weed control area will be maintained
- General maintenance and care of riparian revegetation to promote maximum survival rate of plantings
- Use of only native species indigenous to the area that are suited to the Site for revegetation. It is recommended that applicants contact their Local Land Service or Landcare Group for advice on suitable species.

Other requirements and supporting documentation

Proof of Aboriginal heritage

Providing proof or confirmation of Aboriginal heritage is not mandatory for applicants but is encouraged. Providing proof of Aboriginal heritage helps to make sure that the intention of the AFTF is honoured. Types of proof may include, but are not limited to, a confirmation or certificate of Aboriginality issued by a Local Aboriginal Land Council or a recognised Aboriginal community organisation. Clarification related to Aboriginality may be sought in circumstances where uncertainty for an application to progress relates to the intent of the AFTF.

Aboriginal owned and run businesses

All applications from businesses will need to provide:

- a) ABN/ACN;
- b) Business name;
- c) Evidence that the business is Aboriginal owned, managed and operated, by providing either:
 - i) A copy of its constitution; or
 - ii) A statutory declaration declaring that it is at least 50% Aboriginal owned.; or
 - iii) Evidence that it is recognised through an appropriate organisation, such as Supply Nation or the NSW Indigenous Chamber of Commerce (NSWICC).
- d) And if available, a business plan (including cash flow forecasts for **12 months** and profit and loss forecast statements for **3 years**). However, if the business does not have a business plan, the applicant may include within their application request for funding to develop their business plan.

Aboriginal community organisations

All applications from community organisations will need to provide:

- a) ABN/ACN;
- c) Evidence that the community organisation is Aboriginal owned, managed and operated, by providing either:
 - i) A copy of its constitution; or
 - ii) A statutory declaration declaring that it is majority Aboriginal owned, managed and operated.

Auspice Arrangements

Applicants applying under an auspice arrangement need to provide a letter signed by the incorporated organisation (auspicator) and the unincorporated organisation (auspice) acknowledging the arrangement.

A person acting on behalf of an Aboriginal Entity

A person '**acting on behalf of**' an Aboriginal entity will be required to provide a letter of endorsement from the entity it is representing. See Section on **Application Forms and Templates** for an example letter template.

Research Institutions and partnership projects

All applicants are required to demonstrate how their project will deliver social, cultural and/or environmental benefits to the Aboriginal community and/or broader community. The level of involvement and role of each project partner and any proposed allocation of AFTF funds needs to be clearly described in the application. Research institutions and non-Aboriginal project partners should be able to demonstrate collaboration with Aboriginal community, from project concept, design and throughout the life cycle of the project. Research institutions should consider ethics approvals and intellectual property agreements where appropriate.

Business and Project plans

Applications seeking funding for business related opportunities must provide a detailed Business Plan with their application, if available. However, if the business does not have a business plan, the applicant may include within their application a request for funding to develop their business plan.

A generic Business Plan template is available from <https://www.business.gov.au/planning/business-plans/how-to-develop-your-business-plan#Business-plan-template>.

A Business Plan template that has been modified for commercial fishing businesses is also available on the DPI website at <https://www.dpi.nsw.gov.au/fishing/aboriginal-fishing/AFTF/apply-for-funds>.

All other applications must include a Project Plan with their application. The Project Plan should list the activities that will be undertaken to meet the project's objectives, the timeframes for completing these activities, and details of how the project's performance will be measured. A Project Plan template is available on the DPI website at <https://www.dpi.nsw.gov.au/fishing/aboriginal-fishing/AFTF/apply-for-funds>.

Details of matching funding

Matching funding is not a requirement; however, other contributions towards the project will improve the value for money of the project. Include details of any other contributions to the project including voluntary labour and project management time as an 'in-kind' contribution (this includes hands on work, project management, administration, reporting, etc.).

Procurement procedures

Where applicable, quotes and estimates for project items should be sought to obtain best value for money. When developing the project costings, any quotes/estimates should be attached to the project application to assist in the assessment of the project's value for money.

Details of in-kind contributions

All sources of additional funding, including 'in-kind' contributions, need to be declared.

Please ensure all aspects of the project are identified and costed in the budget. These contributions, when realistically costed, add value to the project and improve the projects overall value for money.

Project support

You are strongly encouraged to include references from organisations that have cultural authority to speak for Country. See Section on **Application Forms and Templates** for an example letter template.

Goods and Services Tax (GST)

Organisations and businesses that are GST registered must quote GST exclusive prices in their project item costings. If your organisation or business is not GST registered, your organisation or business will still pay GST on goods and services, therefore you need to quote GST inclusive prices in your costings.

Indicative reporting requirements

If an application is successful, a condition of receiving funding instalments may include the submission of reports on completed milestones and invoices (as agreed to in a Funding Deed).

Additional information to note

- The applicant may be asked to supply additional information and /or modify the project proposal to enable assessment.
- A recommendation may be made following a review of an application that it be better funded from a different funding category (i.e. a loan instead of a grant).
- If an application is successful, each payment of funds must be made into a separate bank account used solely in connection with the grant, or into a general bank account provided sufficient accounting controls are in place to track the expenditure of the grant. The account must also be held in an approved financial institution (i.e. bank, building society or credit union with 100% security of deposits).
- In order to avoid duplication and repetition of existing services/grants, applicants should take steps to explore whether there are any other sources of funding or assistance that would better match their projects objectives.

How to apply

Funding rounds are advised on the DPI website, as well as through various community organisations and networks, and media aimed at Aboriginal communities.

Download the appropriate funding application form below or online at <http://www.dpi.nsw.gov.au/fishing/aboriginal-fishing/AFTF> or contact (02) 4424 7421 if you would like a form mailed to you.

Submit completed application forms by the closing date to:

Email to Aboriginal.fishingtrust@dpi.nsw.gov.au

Or

Mail to:

Aboriginal Fishing Trust Fund

NSW DPI

LMB 3020

Nowra NSW 2541

Note: Email is the preferred method of receiving application forms. If you email your application, there is no need to send a hard copy by mail. Submitted applications will be acknowledged upon being received.

Late Applications

The current funding round closes on **25 August 2023 at 5.00pm**. Late applications will not be accepted unless the cause of lateness was beyond the applicant's control and the applicant can provide evidence to support their claim. Applicants should give as much notice as possible to DPI if they expect that their application will be late, and reasons why.

Application forms and templates

There are three different funding application forms to choose from when applying for funding:

1. **Small Grants Application Form** - for projects seeking **less than \$5,000**
2. **Large Grants Application Form** - for projects seeking **up to \$500,000**
3. **Loan Application Form** – for projects seeking loans **up to \$500,000**

These forms can be downloaded at <http://www.dpi.nsw.gov.au/fishing/aboriginal-fishing/AFTF>. A Checklist for Applicants is also provided with each Application Form.

The following templates/fact sheets may also assist with preparing an application and can be downloaded from the DPI website at <http://www.dpi.nsw.gov.au/fishing/aboriginal-fishing/AFTF>.

[Project Plan Template](#)

[Business Plan Template](#)

[Business Plan Template \(Commercial Fishing Business\)](#)

[Cash Flow Forecast Template](#)

[Profit and Loss Forecast Template](#)

[Fact Sheet for businesses operating in the NSW Fishing Industry – What do you need to do for tax and super?](#)

[Letter of endorsement Template](#)

[Support Letter Template](#)

Aboriginal Fishing Trust Fund – Funding Process Overview

APPLICATION

Application submitted. Department acknowledges receipt.

ASSESSMENT

Preliminary check of application by DPI Fisheries to ensure all necessary information provided. The Aboriginal Fishing Trust Expenditure Committee (AFTEC) then assesses and ranks applications against assessment criteria. AFTEC may seek technical advice on applications, where necessary. Advice from the NSW Rural Assistance Authority will also be obtained to determine a loan applicant's ability to service a loan.

AFTEC provides its views to the Aboriginal Fishing Advisory Council.

ADVICE TO MINISTER

The Aboriginal Fishing Advisory Council further reviews applications and provides advice to the Minister for Agriculture on the merits of each application against the program guidelines.

APPROVAL

The Minister makes a decision on the application and the applicant is advised of the outcome. Successful applications may be published on the DPI Fisheries website and/or announced in the media.

FUNDING AGREEMENT

Funding agreement, outlining terms and conditions of grant and/or loan, provided to successful applicants. There will be a specified timeframe to accept offer and associated terms/conditions.

IMPLEMENT PROJECT ACTIVITIES AND MEET MILESTONES

Project commences. Department makes payments as per funding agreement and monitors progress. Applicant undertakes project activities, and completes milestones as outlined in funding agreement. Loan recipients commence repayments in accordance with terms of loan specified in the funding agreement.

COMPLETION AND ACQUITTAL

Applicant completes project and provides prescribed post-activity final report and financial acquittal within 60 days of completing the project (if a grant recipient).

EVALUATION

Department evaluates the outcomes of the project. Applicant may be asked to provide information to assist this evaluation.

More information and assistance

For more information or help completing your application contact:

Aboriginal Fishing Trust Fund management team:

Phone: (02) 4424 7421 Email: Aboriginal.fishingtrust@dpi.nsw.gov.au

Or visit the DPI Fishing website at <http://www.dpi.nsw.gov.au/fishing/aboriginal-fishing/AFTF>.

Further assistance with understanding what is available across NSW for Aboriginal small business start-ups and/or existing/expanding small businesses is available from the following contacts:

•YARPA NSW Indigenous Business and Employment Hub

Web: <https://yarpa.com.au/>

Phone: 1300 017 177 Email: info@yarpa.com.au

•Business Connect Program

Web: <https://www.business.nsw.gov.au/support-for-business/businessconnect>

Phone: 1300 134 359 Email: connect@treasury.nsw.gov.au

•NSW Small Business Commissioner

Web: <https://www.smallbusiness.nsw.gov.au/>

Phone: 1300 795 534 Email: we.assist@smallbusiness.nsw.gov.au

•Aboriginal Business Advisory Initiative

Web: www.education.nsw.gov.au/skills-nsw/aboriginal-and-torres-strait-islander-peoples/nsw-aboriginal-business-advisory-initiative

Email: TSNSW.Aboriginal.Initiatives@det.nsw.edu.au

Note: the above list is not exhaustive and applicants should undertake their own research in addition to those contacts provided above.

Complaints handling

To maintain and improve the quality of the services we provide, we are committed to addressing and resolving complaints fairly and thoroughly. You can use our online **Your Feedback form** to make a complaint.

Complaints are handled in accordance with the External Service-Related Complaints Policy.

The form can be accessed at: <https://www.industry.nsw.gov.au/policies/about-our-complaints-handling-process>

© State of New South Wales through Department of Regional NSW 2023. The information contained in this publication is based on knowledge and understanding at the time of writing (April 2023). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Regional NSW or the user's independent adviser.

Published by the Department of Primary Industries (an office within the Department of Regional NSW). AFTFGuideMay2022. (PUB22/292)