



Australian Government
Indigenous Land Corporation

HANDBOOK

Our Land Our Future Program

**SMALL LAND BASED PROJECT UNDER \$100,000 (GST exclusive),
INCLUDING URGENT HEALTH AND SAFETY ASSISTANCE**



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1.0 Introduction

1.1 The Indigenous Land Corporation

The Indigenous Land Corporation (ILC) is a Commonwealth entity whose purpose is defined by the *Aboriginal and Torres Strait Islander Act 2005*. Our purpose is to assist Indigenous people to acquire and manage land to achieve economic, environmental, social and cultural benefits, which the ILC defines as long-term improvements in Indigenous wellbeing.

The ILC has the following priority outcomes for achieving Indigenous benefits through acquiring and managing land:

1. Access to and protection of cultural and environmental values

The ILC recognises the importance of land to Indigenous people and is committed to assisting Indigenous people to acquire and/or manage land of cultural and environmental significance.

2. Socioeconomic development

The ILC assists projects that deliver social and economic outcomes for Indigenous people, including those that provide sustainable employment and economic development opportunities. The ILC believes that sustained employment creates a range of benefits for Indigenous people, including increased standards of living, income and improved health and wellbeing.

This handbook is intended as a reference for Indigenous organisations, groups, government and non government organisations seeking ILC support for land based projects valued under \$100,000 (GST exclusive), under the green column in the Spectrum of Assistance (below).

Before you commence the application process for a proposed land management project, contact the Indigenous Land Corporation and speak to a Land Management Project Advisor for advice and guidance. If you are interested in working with the ILC on land based projects valued over \$100,000 visit the Our Land Our Future page on the ILC's website www.ilc.gov.au.

2.0 Program Overview

The Our Land Our Future Program assists Indigenous people in urban, regional and remote areas to manage, use, care for, acquire and improve land to achieve Indigenous benefits. The ILC delivers its functions of land acquisition and land management through a spectrum of assistance.

Figure 1: ILC's Spectrum of Assistance



2.1 ILC Board Priorities

The ILC Board sets key priorities directly related to delivering economic, environmental, social and cultural benefits to Indigenous people. The current priorities of the ILC Board can be found on the ILC website.

3.0 Guidelines

3.1 Program Features and Objectives

The small land based grant program assists Indigenous people in urban, regional and remote areas to manage, use, care for and improve their land to achieve benefits. The program has three categories of funding available:

- property management planning (funding assistance amount is based on property characteristics and type of plan required)
- property based project (up to \$100,000 GST exclusive)
- urgent health and safety

Property Management Planning

The ILC provides funding to Indigenous land holders to develop a property management plan for their land, which can assist Indigenous Landholders to gain increased benefits from land holdings by supporting sustainable, efficient and effective management of land. Funding assistance is based on property characteristics and the type of plan required.

Property management plans may include plans for the establishment or development of a business that enables Indigenous landholders to generate economic and other benefits through the effective management of their landholdings. Planning activities may be stand alone projects or may link to larger projects under the broader Our Land Our Future (over \$100,000) program.

Property Based Projects

The ILC assists Indigenous land holders to manage their land by purchasing necessary plant and equipment, developing essential infrastructure and conducting land-management activities. Property based projects must relate to the managed use, care and improvement of Indigenous-held land.

For further information on the development of property management and business plans including feasibility studies refer to the Our Land Our Future terms of reference for small land based project grants under \$100,000 (GST exclusive) located at www.ilc.gov.au.

Urgent Health and Safety

The ILC can provide assistance quickly in urgent situations where there is a clear risk to the health and/or welfare of people and/or livestock on Indigenous held land. Proponents can apply for this assistance as issues arise. Applications will be assessed within 10 working days. Generally this assistance will be provided to a proponent only once. The Urgent Health and Safety criteria are at 3.5 below and assistance can be requested by filling out a specific application form by contacting ILC offices on 1800 818 490.

3.2 Who is Eligible?

Indigenous landholders or organisations can apply for funding related to the managed use, care or improvement of Indigenous held land which has the agreement of the Indigenous landholder(s). The Organisation applying for the funds must be effectively governed and compliant with the relevant regulatory authority and demonstrate capacity to manage the proposed project.

3.3 What support can the ILC provide?

The ILC may consider funding and supporting the following type of projects, which meet program criteria and are subject to available funding:

- purchase of equipment necessary to assist with land-management activities
- construction of infrastructure necessary to assist with land management (e.g. sheds, buildings, renewable energy systems)
- maintenance of heritage sites

- construction of fences damaged due to flood or fire
- other support to address threats to the health/welfare of people/livestock on Indigenous-held land.

The ILC has a strong commitment to building the Indigenous business sector and strongly supports and encourages successful proponents to purchase services and supplies from Indigenous businesses as part of the delivery of their project.

3.4 What will you provide?

Your organisation will need to cover:

- administration costs
- operational costs (rates, insurance, utility expenses)
- livestock
- motor vehicles
- sitting fees
- facilities hire or catering for planning meetings
- travel by group members.

None of these items will be funded by the ILC through the small land based projects grant program.

3.5 Program Criteria

Criteria have been developed to ensure that project ideas and proposals fall within the legislated responsibility and policy remit of the ILC. Criteria are applied throughout the assessment process.

Criteria for *Our Land Our Future* projects under \$100,000

The proponent must:

1. be an Indigenous landholder, a government agency or a non-government organisation
2. be effectively governed and demonstrate capacity to manage the proposed project
3. demonstrate a need for land management assistance that achieves Indigenous benefits that cannot be met by the proponent or through the functions of other agencies.

Proposed land based projects must:

4. relate to the managed use, care or improvement of Indigenous-held land and be agreed to by the Indigenous landholder/s
5. demonstrate ability to achieve measurable and sustainable economic, environmental, social and/or cultural benefits for Indigenous people
6. be viable and economically sustainable, and not require ongoing funding from the ILC
7. comply with relevant Commonwealth, State and Territory legislation and regulations
8. use sound land and environmental practices
9. be of reasonable cost given the benefits to be delivered

For Urgent Health and Safety applications all the criteria above must be met in addition to demonstrating there is a real risk to the health and/or welfare of people or livestock that requires urgent attention.

3.6 How does the application process work?

The ILC's small land based project grants are open all year round to enable proponents to submit an application when the time is right for them and the project is ready to go. The ILC has a National Assessment Panel that considers small land based applications bi-monthly. It is a competitive process with the ILC supporting projects that demonstrate the best value for money and achievement of Indigenous benefits. Although projects may meet all the criteria, funding is not guaranteed as it is a competitive process. The ILC is bound by the *Privacy Act 1988* (Cth) and information about how the ILC will manage and use your personal information is available in the ILC Privacy Policy on the ILC's website www.ilc.gov.au.

All projects will be assessed based on their value for money, meeting of criteria, availability of budget and demonstrated ability to achieve indigenous benefits. If the ILC does not consider the project has merit at a certain stage in the process, the ILC will advise the proponent by providing a discontinuation notification letter. If the proponent is not satisfied with the ILC's decision, the ILC has a Customer Service Charter to consider all complaints or any other kind of feedback. If the proponent decides to make a complaint they should submit the complaint in writing so it can be formally assessed in line with the ILC's complaint process. In circumstances where a proponent is not satisfied with how the ILC has dealt with the complaint, they are able to request the Commonwealth Ombudsman to investigate the matter.

STAGE 1: CALL THE ILC AND TALK THROUGH YOUR PROJECT

The ILC will provide you with an identification number that you will need to include in your application form once you have talked through your project idea with the ILC. Application forms can be downloaded from the ILC website at www.ilc.gov.au or an ILC Land Management Project Advisor can provide you with a copy.

Stage 2: APPLICATION FORM

Complete the required application form, you will need to attach the following documents with your application form:

- Evidence of support from other agencies (if applicable)
- Certificate of Incorporation (if applicable)
- Business plan/ Property Management/Strategic Plan or any other Plan (as applicable)
- Most recent audited financial statements or relevant financial records
- Evidence of secure land tenure if you do not own the land eg lease
- Certificate of Title
- Signed letter (s) of support for the project from the Indigenous landowners, and a copy of any applicable legal agreements
- Copies of quotes for each project item

It is important that you provide as much information as you can on your project and how you intend to use the funds to improve your property, showing the Indigenous benefits your project will achieve.

Stage 3: ASSESSMENT BY THE ILC – A COMPETITIVE PROCESS

Once the ILC receives your application, ILC staff will check whether all relevant questions have been answered and all the required attachments have been submitted. The ILC considers and assesses applications against the program criteria and other applications (with a particular focus on the projected benefits for Indigenous people). When the ILC assesses applications it weighs up the delivery of Indigenous benefits against the cost of the project and the budget allocated. Therefore funding is not guaranteed even if your application meets all of the criteria. The ILC will advise you of the outcome of your application for funding.

Stage 4: IMPLEMENTATION MONITORING AND REPORTING

If your application is successful the ILC will require you to enter into an agreement and implement the project according to the work plan. Successful proponents will also be required to submit regular written progress reports to the ILC explaining how the land management project is being put into action and how you are using your grant money and how your project is achieving indigenous benefits.

3.7 The responsibilities of the successful proponent include:

The ILC offers funding assistance on the condition that the proponent agrees to certain requirements.

- Entering into a funding agreement contract which includes a work schedule, and describes how and when funding and support will be provided and how the project will be implemented.
- Carrying out project activities as agreed in the work plan that will be included in the funding agreement, including all reporting requirements.
- Ensuring activities are conducted in accordance with sound environmental practices and do not negatively impact on environmental and cultural values.
- Submitting progress reports to explain how you are implementing your land management project, achieving Indigenous benefits and using ILC funds. Progress reports will be required at regular intervals (usually half yearly) throughout the life of the project and at its completion.
- The ILC may also conduct field visits to inspect the progress of your project and verify information given to the ILC in progress reports.
- Comply with local, state, territory and federal legislation and regulations. This means that the Corporation or entity shall at all times ensure and must take all reasonable steps to ensure that all persons or entities on the Land where the project and ILC funds are being used, conduct themselves appropriately and in compliance with all relevant Laws including without limitation relevant work health and safety, animal welfare, environmental and heritage legislation.

4.0 Contact Details

IF YOU LIVE IN	DIVISIONAL OFFICE CONTACT	
Western Australia	Western Divisional Office	Level 12 207 Murray Street Perth WA 6000 PO Box 7502 Cloisters Square Perth WA 6850 T: (08) 9420 6300 F: (08) 9467 2800 E: westernoffice@ilc.gov.au
Northern Territory, South Australia, Victoria or Tasmania	Central Division Office	Level 7 121 King William Street Adelaide SA 5000 GPO Box 652 Adelaide SA 5001 T: (08) 8100 7102 F: (08) 8121 9204 E: centraloffice@ilc.gov.au
New South Wales, Queensland or Australian Capital Territory	Eastern Division Office	Level 2 67 Astor Terrace Spring Hill QLD 4004 GPO Box 5212 Brisbane QLD 4001 T: (07) 3854 4600 F: (07) 3056 3394 E: easternoffice@ilc.gov.au
Anywhere in Australia	To connect with the appropriate ILC Office	Toll free number: 1800 818 490 E: ilcinfo@ilc.gov.au