



Information Linkages and Capacity Building (ILC) Economic Participation of People with Disability Grant Round 2019-20

Opening date:	Friday, 15 February 2019
Closing date and time:	2:00PM AEDT on Wednesday, 13 March 2019
Commonwealth policy entity:	National Disability Insurance Agency (NDIA)
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: support@communitygrants.gov.au Questions should be sent no later than 5:00PM AEDT on 6 March 2019
Date guidelines released:	15 February 2019
Type of grant opportunity:	Open competitive

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ILC Economic Participation of People with Disability Grant Round 2019-20 – delivered under the Community Inclusion and Capacity Development (CICD) Program

The Program is designed to achieve Australian Government objectives

This grant opportunity funds projects to build capacity to improve economic participation, including employment opportunities for people with disability across Australia.

This grant opportunity contributes to the National Disability Insurance Agency's (NDIA) Information, Linkages and Capacity Building (ILC) which funds innovative ways to increase the independence, social and community participation of people with a disability. The NDIA works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#) and [Community Grants Hub](#) websites.



You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



We make grant recommendations

We provide advice, through the Selection Advisory Panel to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application.



We enter into a grant agreement

We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the grant opportunity

We evaluate your specific grant activity and the Economic Participation of People with Disability – ILC Grant opportunity as a whole. We base this on information you provide us and that we collect from various sources.

1. Introduction

These guidelines contain information for the Economic Participation of People with Disability – ILC 2019-20 Grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the National Disability Insurance Agency (NDIA).

2. About the grant program

The vision of the National Disability Insurance Scheme (NDIS) is to empower people with disability to choose and achieve their goals within an inclusive community, leading to their increased independence and social and economic participation. The NDIS achieves this through two components:

- Individual Funding Packages (or NDIS participant plans)
- Information, Linkages and Capacity Building (ILC).

ILC is funded under the Community Inclusion and Capacity Development (CICD) Program, which was established as part of the NDIS funding commitment in the 2013-14 Portfolio Budget Statement (PBS). The objective of the CICD Program is to build innovative ways to increase the independence, social, community and economic participation of people with disability.

The CICD Program* budget for 2019-20 to 2021-22, that is being used to deliver ILC is detailed below.

Financial Year	2019-20	2020-21	2021-22
Amount (GST Excl.)	\$131,478,000	\$132,573,000	\$134,296,000

* National Disability Insurance Agency Portfolio Budget Statements 2018-19

Over the last two years, the CICD Program has funded over 200 ILC Grants to help make communities more accessible and inclusive for people with disability, working towards enabling people with disability to:

- Have the ability to achieve their goals (capability).
- Be included in all aspects of community life (opportunity).

From July 2019, the NDIA will adapt its approach by evolving a more strategic and programmatic approach to ILC investment. To contribute to this, a portion of CICD funding from the 2019-20 financial year is being directed towards strengthening the foundations of the economic participation of people with disability.

A range of funding opportunities are under development for ILC funding from 2019/20 financial year, including an Economic and Community Participation Program. The Economic Participation of People with Disability Grant Round will lay the foundations for this program, particularly helping employers begin to build their capacity to employ people with disability.

The Community Grants Hub administers the program according to the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

2.1 About the Economic Participation of People with Disability – ILC 2019-20 Grant opportunity

The objective of this ILC Grant round is to improve the economic participation of people with disability across Australia.

Studies show that people with disability are considerably under-represented in the Australian labour market, are less likely than those without disability to be employed full-time and typically face longer periods of unemployment. While there are many complex factors underpinning this, previous studies have outlined a series of persistent and prevalent barriers deterring many employers from employing people with disability.

The government recently announced the establishment of a Participant Employment Taskforce for the NDIS and it is envisaged that this Economic Participation of People with Disability Grant Round will support the expected Taskforce outcomes by focusing on building employer demand with community awareness, engagement and training to increase the employment of people with disability.

The grant round invites applications that:

- Build the capacity of people with disability to be active in the economy, particularly through employment.
- Support employers to enhance their knowledge and capabilities to employ people with disability.

Proposals may complement or build on existing initiatives but cannot overlap.

This is a national grant round. Applicants can submit applications that are national, state-based or across multiple jurisdictions. Applicants do not need to be sited within a jurisdiction to be eligible to apply for delivery of activities there, however the applicant's knowledge and connection (or ability to build this connection) with the community that it is proposing to deliver activities in, will be considered during the selection process.

The NDIA encourages applications that outline evidence-based, innovative models and modes of delivery aligned with the grant purpose, and that will contribute to the following ILC Outcomes:

- People with disability participate in and benefit from the same community activities as everyone else.
- People with disability have the skills and confidence to participate and contribute to the community and protect their rights.
- People with disability actively contribute to leading, shaping and influencing their community.

The activities must meet identified needs and interests of people with disability and reflect a contemporary, positive and progressive approach to capacity building.

The NDIA encourages applications that focus on activities for specific cohorts that require detailed cultural or other knowledge to be effective. These 'ILC Priority Cohort Groups' include:

- Aboriginal and Torres Strait Islander communities
- Culturally and Linguistically Diverse communities
- Lesbian, Gay, Bisexual, Transgender, Intersex and Questioning and Plus (LGBTIQ+)
- Remote or rural delivery

All applications must align with at least one of the following ILC Activity Areas from the ILC Policy:

1. **Individual capacity building** – this area is about making sure people with disability have the knowledge, skills and confidence they need to set and achieve their goals.
2. **Community awareness and capacity building** – this area is about making sure community activities and programs understand the needs of people with disability and have the skills and knowledge they need to be more inclusive.
3. **Capacity building for mainstream services** – this area is about making sure mainstream services have the knowledge and skills they need to meet the needs of people with disability.

3. Grant amount and grant period

3.1 Grants available

For this grant opportunity up to \$19.9 million (GST incl.) (\$18.09 million GST excl.) is available in 2019-20.

There is no maximum or minimum limit on the amount that can be applied for.

Applicants should, however, be aware that the amount of funding applied for will be taken into account when determining whether or not an individual application represents value for money.

NDIA reserves the right to increase the overall amount of funding available in this funding round.

The NDIA is not under any obligation to fund every application that meets the CICD Program objectives and assessment criteria.

If the NDIA considers that applications received are unlikely to:

- (i) meet the NDIA and CICD Program objectives
- (ii) deliver a satisfactory result for the community

all or part of the funding round may be withdrawn or readvertised at the NDIA's discretion; or the NDIA may decide to conduct a new and/or different selection process for the funding round.

For all funding rounds or opportunities, the NDIA decision maker will ultimately determine whether an application will receive funding and/or whether the allocated budget for the funding round is fully expended.

3.2 Project period

The maximum grant period is one year.

You must complete your project within 12 months, likely commencing from July 2019.

An extension to the grant period may be negotiated with the NDIA. Any extension **must** be agreed to in writing by both parties and the grant recipient may be required to submit a revised project outline and supporting budget.

The NDIA expects to offer further funding opportunities to the sector with longer funding terms as part of the new approach to ILC investment. Applying for this grant round will not exclude you from being able to apply for future ILC funding opportunities. If the application is successful, you will still be able to apply for the funding opportunities as long as the proposals do not duplicate existing activities that have already received funding. Please subscribe to the [ILC mailing list](#) to receive updates on future ILC funding opportunities.

4. Eligibility criteria

4.1 Who is eligible to apply for a grant?

The NDIA can only provide funding to an organisation that is a legal entity. Lead organisations of a consortium, Auspicor and Trustee must also be an eligible entity type.

To be eligible you must be one of the following entity types:

Entity Type	Description
Incorporated Association	An Incorporated Association is an association that has been incorporated or registered as an incorporated association under the relevant incorporated associations' legislation in the State or Territory in which they were formed.
Cooperative	A Cooperative is an entity of that name which has been established and/or registered as a cooperative under the relevant legislation in the State or Territory in which they formed. Sometimes this is under the incorporated associations' legislation.
Statutory Entity	Some statutory entities are not Government entities, but have been created by, or at least recognised by Commonwealth or State/Territory legislation. Often these are religious or educational institutions that pre-date the current forms of legal entities. For example, the Anglican Church to the extent that it holds and administers property, is recognised as a distinct type of corporation under various different Acts in each State.
Partnership	A Partnership is an agreement by legal persons to share responsibility for debts, losses and obligations which any individual Partner may take on in the course of conducting the business or activities of the Partnership. An individual partner may be any of the types of legal entities described herein. A Partnership may consist of both Government and private partners. An individual partner can enter into agreements on behalf of the Partnership.

Entity Type	Description
	The Department will enter in to an agreement with the individual partners of the partnership.
Trustee on behalf of a Trust	A trust is a set of relationships between legal entities. A trust, per se, cannot enter into an agreement. The trustee of a Trust is a legal entity that can enter into agreements on behalf of the Trust (provided the terms of the trust permit it to do so). The trustee can be any of the types of legal entities described herein.
Non-corporate Commonwealth Entity	A Non-corporate Commonwealth Entity is a Commonwealth entity that is part of the Commonwealth and which represents and acts on behalf of the Commonwealth. They are Commonwealth Departments i.e. a Department of State, as recognised by the Administrative Arrangements Orders, or a Parliamentary Department.
Corporate Commonwealth Entity	A Corporate Commonwealth Entity is a Commonwealth entity that is a body corporate. It is legally separate to the Commonwealth and has the capacity to enter into contracts in its own right. It is a body corporates established under Commonwealth legislation.
Non-corporate Commonwealth Statutory Authority	A Commonwealth Non-corporate Statutory Authority is an entity that is separate to the Commonwealth but is not strictly a body corporate for example it may be a commission, a commissioner, an authority, or other statutory position to which a person or persons may be appointed. It is established by Commonwealth legislation.
Commonwealth Company	A Commonwealth Company is a company incorporated under the Corporations Act 2001, owned or controlled by the Commonwealth.
Non-corporate State or Territory Entity	A Non-corporate State or Territory Entity is a State or Territory entity that is part of the State or Territory. It represents and acts on behalf of the State or Territory. It is not legally separate to the State or Territory. Known as Departments of State in South Australia and Directorates in the ACT.
Corporate State or Territory Entity	Corporate State or Territory Entities are State or Territory entities that are a body corporate. They are legally separate to the relevant State or Territory and have the capacity to enter into contracts in their own right. They are body corporates established under State or Territory legislation.
Non-corporate State or Territory Statutory Authority	A State or Territory Non-corporate Statutory Authority is an entity that is separate to the State or Territory but is not strictly a body corporate, for example it may be a commission, a commissioner, an authority, or other statutory position to which a person or persons may be appointed. It is established by State or Territory legislation.
Local Government	A Local Government Entity Is an entity established under State or Territory local government legislation, for the purposes of governing local areas within the State or Territory. In States, they are generally referred to as local councils.
Company	A Company is a company incorporated under the Corporations Act 2001 of the Commonwealth.

Entity Type	Description
Indigenous Corporation	A Corporation incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 – CATSI Act.
Unincorporated Association	While groups or organisations not legally formed or registered are not eligible to apply in their own right, an Unincorporated Association is eligible to apply if they: <ul style="list-style-type: none"> • have a legal entity type sponsor • link up to an incorporated parent organisation provided it is a legal entity to apply on their behalf (see Section 4.6.1) • arrange to be auspiced by a legal entity (see Section 4.1.2).

4.1.1 Applications from a consortium

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above and meets the additional eligibility criteria (refer to Section 4.3). Non-lead members of the consortium **do not** need to be legal entities.

The lead organisation completes and submits the application on behalf of the consortium members. The lead organisation must identify all other members of the proposed consortium in the application. Only the lead organisation will enter into a grant agreement with the NDIA, but the lead organisation must have the authority to do so on behalf of the consortium members.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

4.1.2 Applications under an auspice

NDIA can only award grants to an organisation that is a legal entity to ensure that the organisation can be held legally responsible for meeting the contractual obligations of the grant.

An organisation/group that is not a legal entity may still be able to participate in the grant round if they are able to establish an auspice arrangement. An auspice arrangement can also be used by organisations unwilling or unable to take on the responsibilities of grant management.

The organisation/group (Auspicee) must arrange for another organisation to be their Auspicator. The Auspicator applies on behalf of the Auspicee. The Auspicee will still carry out the project, but under the direction of the Auspicator.

The Auspicator becomes the applicant and, if the application is successful, the Auspicator will receive and manage the funding on behalf of the Auspicee. If successful, the Auspicator is the contracting entity and is legally responsible for meeting the contractual obligations of the grant. This means that the Auspicator may direct the auspice to deliver the grant project in a certain way.

The Auspicator can be any organisation that is a legal entity (Section 4.1) capable of satisfying the requirements outlined in Section 4.2.

The Auspicee should complete the template provided on the Community Grants Hub website authorising the Auspicator to apply on their behalf. The applicant will be prompted to include this template as part of the application process.

If the grant is successful the Auspicator and Auspicee must enter into an Auspice Agreement and show proof of this. An Auspice Agreement is a legally binding document. [Not-for-profit Law](#) has information about auspicing, including a template Auspice Agreement.

An Auspicor may auspice more than one group or organisation, but must submit a separate application, and enter into a separate funding agreement, for each group or organisation auspiced.

4.2 Organisations currently in receipt of NDIA ILC funding

Applicants that are currently receiving ILC funding through a previous ILC Grant round, may apply, however the current level of ILC funding and what it is being directed towards will be a consideration during assessment.

4.3 Organisations that are NDIA registered providers of support

NDIA registered providers of support can apply for a grant under this ILC Grant opportunity.

The NDIA recognises that, in a small number of cases, this may result in actual or potential conflicts of interest. Organisations intending to apply for funding should refer to the Conflict of Interest Section (Section 14.2) in these Grant Opportunity Guidelines.

4.4 Partners in the Community (Local Area Coordination and/or Early Childhood Early Intervention Partners)

Organisations partnering with the NDIA to provide Local Area Coordination (LAC) and/or Early Childhood Early Intervention (ECEI) services through the NDIS Partners in the Community Program are eligible to apply if they meet the eligibility criteria

Activities must not duplicate activities that would be expected to be delivered through their Partner role. Organisations intending to apply for funding under this grant approach should refer to the Conflict of Interest Section (Section 13.2) in these guidelines.

4.5 Additional eligibility requirements

We can only accept applications from applicants that:

- have an Australian Business Number (ABN) or be willing to obtain one prior to the execution of the grant agreement
- are registered, or willing to register for the purposes of GST if their income turnover, as a result of a successful grant, will exceed the thresholds defined by the Australia Tax Office
- have an account with an Australian financial institution
- All applicants must have Public Liability Insurance coverage for the duration of the project. *[Note: applicants may be asked for a copy of their Public Liability Insurance].*

4.6 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

Party Type Value	Description
Person	A Person is a natural person, an individual, a human being.
Sole Trader	A Sole Trader is a Person who trades in their own right, and controls and manages their business. They are legally responsible for all aspects of the business, and personally responsible for debts and losses incurred in carrying on their business.

Party Type Value	Description
	They may trade under their own name, or they may operate under a separate registered Business Name. The legal contracting entity is the Person.
International Entity	An International Entity is a foreign party that is not registered for business in Australia.
Unincorporated Association	Groups or organisations not legally formed or registered are not eligible to apply in their own right.

4.6.1 Unincorporated Associations

Non-legal entities such as an Unincorporated Association may be able to receive funding where a legal parent organisation, or a legal entity connected to the Unincorporated Association can enter into a legally binding Agreement on its behalf. Alternatively, unincorporated associations can be asupiced by a legal entity (see Section 4.1.2).

4.7 What qualifications, skills or checks are required?

If you are successful, personnel working on the grant activity, including subcontracted personnel, must maintain accreditations and qualifications as required by law and relevant industry standards of the time.

5. What the grant money can be used for

5.1 Eligible grant activities

Eligible grant activities could include:

Capacity Building for Employers - build the capacity of workplaces to attract, employ and retain people with disability.

Pathways to Employment - projects that build employable skills of people with disability in workplace settings.

Fostering Entrepreneurship - projects that build capability for people with disability to develop and maintain successful self-employment.

Other – other innovative projects to increase employment of people with disability.

5.1.1 Capacity Building for Employers - build the capacity of workplaces to attract, employ and retain people with disability

Capacity Building for Employers are activities to increase the knowledge, motivation and confidence of employers to seek out, employ and retain people with disability. Activities may be used to build the capacity of management, team or workplace culture or to ensure that people with disability are supported to perform well in their job. Small to medium enterprises are organisations that may particularly benefit from activities such as these¹.

¹ Applicants may wish to consider the findings of the research [report Making it Easier for Small Business to employ people with disability](#)

Eligible activities could include:

- Development programs for organisational management or committee/board members to improve motivation to employ people with disability (e.g. CEO forum on employing people with disability)
- Training or education for organisational management in developing and implementing policy and practice change to create supportive workplace environments for people with disability (e.g. workplace exchange program between a DPFO and manufacturing organisation to understand systems and processes to create welcoming workplace practices)
- Establishing partnerships to collaborate with other organisations to share staffing resources (e.g. developing a cooperative agreements to provide secondment or to share employment of a person with disability with another organisation)
- Developing resources for organisations to improve systems for recruiting and retaining employees with disability (e.g. develop a recruitment process handbook for employers seeking to engage vision impaired people)
- Developing and delivering an organisational strategy and activities to increase the proportion of people with disability in the workforce (e.g. Developing an organisational workforce inclusion plan)
- Developing and delivering promotional or marketing activities to attract people with disability to seek employment with your organisation (e.g. marketing activities to promote your organisation as an employer of choice to people with disability)
- Scoping and developing a business case for new services or product within your organisation that lead to significant employment opportunities for people with disability (e.g. developing a new social enterprise)
- Employing people with disability to provide specialist expertise in identifying opportunities within your organisation suitable for employment for people with disability (e.g. employ a consultant with disability to review workplace tasks and identify disability types they may be suitable to or provide advice as to where to promote employment opportunities to)
- Delivering regional wide programs that build a community of practice between employers of disability
- Delivering regional promotional campaigns to encourage employment of people with disability and to promote the rights of people with disability to employment, including through organisations that are trusted sources of information for employers, such as local chambers of commerce
- Events or forums to promote the capabilities of people with disability in workplace settings.

5.1.2 Pathways to Employment – programs that build employable skills of people with disability in workplace settings

Pathways to Employment funds place-based programs that build employable skills of people with disability through paid or unpaid placements in real work settings.

Placements should be for extended periods of time (greater than 3 months) to enable individuals to consolidate transferable workplace skills. Programs should provide high levels of mentoring, guidance and collaboration between participating workplaces and people with disability participating in the program.

Eligible activities could include:

- Developing models of evidenced based practice for supported employment that encourage skills development and, where appropriate, greater independence in the workplace.
- Programs that establish partnerships across a network of organisations to offer a diversity of workplace experiences and skill development (e.g. develop a network of organisations that each offer a 3 month placement for a pair of individuals with disability)
- Employing people with disability to provide specialist expertise in identifying opportunities within workplaces suitable for developing employable skills for a person with disability (e.g. employ a consultant with disability to review workplace tasks and identify disability types they may be suitable to)
- Programs that provide assistance to a group of people with disability to be inducted, trained and integrated into the workplace (e.g. employ a technical specialist to work alongside a group of people with disability for the first period of their workplace placement)
- Delivering regional wide programs that build a community of practice between employers offering disability work placements
- Coordination of a regional peer group for people with disability participating in work placement programs
- Skills Advancement Secondment Programs that source and place employed people with disability in other organisations to advance skills and bring new knowledge back to their organisation (e.g. a three month Secondment program between a disability organisation and the local government)
- Events or forums to promote the capabilities of people with disability in workplace settings
- Delivering regional promotional campaigns to encourage employment of people with disability and to promote the rights of people with disability to employment.

5.1.3 Fostering Entrepreneurship – programs that build capability for people with disability to develop and maintain successful self-employment

This program stream recognises the important role of self-employment or entrepreneurship to flexibility, independence and choice for people with disability.

Proposals should take into consideration the resources available through the [New Enterprise Incentive Scheme](#) and be targeted towards supporting individuals with disability, organisations and employment agencies to understand the realities of small business training, development, and ownership and to address the key barriers to successful entrepreneurship such as lack of relevant business knowledge and skills, lack of confidence/limited aspirations, consumer discrimination or unhelpful attitudes of business advisers.

Entrepreneurs include, microbusiness and social entrepreneurs (entrepreneurship where the primary goal is social change over profit) (definition by centre for applied disability research)

Eligible activities could include:

- Programs that establish networks for existing or prospective entrepreneurs with disability
- Programs that mentor a grouping of people with disability to scope and establish entrepreneurship
- Events or forums to promote the capabilities of people with disability in entrepreneurship.

- Designing and piloting new business development initiatives that enable people with disability to take advantage of the opportunities provided by the NDIS to increase employment opportunities.

5.2 Eligible expenditure

You can only spend the grant to pay for:

- Staff salaries and on-costs that can be directly attributed to the provision of the project as per the grant agreement
- Employee training for staff, volunteers and Committee or Board members, that is relevant, appropriate and in line with the project (except staff training or professional development on disability inclusion that should be funded by a mainstream employer such as Education or Health Systems)
- The portion of operating and administration expenses directly related to the project as per the grant agreement, such as:
 - telephones
 - computer/ IT/website/software
 - insurance
 - utilities
 - postage
 - stationery and printing
 - accounting and auditing
 - travel/accommodation costs
 - assets as defined in the grant agreement terms and conditions that can be reasonably attributed to meeting agreement deliverables
- A proportion of the grant funding can be used for evaluation of the funded project to demonstrate delivery of outcomes.

Successful applicants can only spend grant funds on eligible grant activities as defined in the grant details in their grant agreement.

5.3 What the grant money cannot be used for

Applicants cannot direct the ILC Grant funding towards:

- Costs incurred from activities delivered prior to the ILC funding being approved (retrospective costs)
- Costs incurred in the preparation of a grant application or related documentation
- Costs that the organisation would usually fund (e.g. general ongoing administration of an organisation such as electricity, rent)
- The purchase of land, major capital expenditure or major construction/capital works
- Overseas travel
- Activities subsequently funded from another funding source for the same purpose

- Activities that are the role of peak body activities such as policy advice, advocacy, research or diagnosis
- Activities that provide individual legal representation or systemic advocacy
 - Systemic advocacy typically builds upon the outcomes of research, inquiries and reviews and seeks to improve understanding of an issue and initiate change for a group of people. Individual advocacy is when someone advocates on behalf of someone else. Both activity types are not eligible for funding in this grant round
- Activities and supports that would be deemed reasonable and necessary for participants and funded under an NDIS Plan. Funds may not be provided directly to individuals
- Activities that other Commonwealth, state, territory or local government bodies have responsibility for ensuring access and inclusion of people with disability. For example:
 - Employment – ILC Grants cannot be used to fund activities that are the responsibility of the Disability Employment Services ‘Employment Assistance Fund’, which provides financial support for work-related equipment, modifications and services to adjust the workplace to suit employees with disability or Disability Awareness Training see <https://www.jobaccess.gov.au/employment-assistance-fund-eaf>
 - Education – ILC Grants cannot be used to pay for the cost of teachers or childcare workers to undertake disability inclusion training or to fund activities that are the responsibility of the National Disability Coordination Officer (NDCO) program that works strategically to assist people with disability access and participate in tertiary education and subsequent employment.
 - Transport – ILC Grants cannot be used to fund capital works to make a transport facility more accessible
 - Health – ILC Grants cannot be used to pay for the cost of health professionals to undertake disability inclusion training
- Activities to fulfil the obligations of the organisation under the disability discrimination legislation to be accessible, inclusive and meet the needs of people with disability, such as a reasonable adjustment under the *Disability Discrimination Act 1992* (Cth) (e.g. general inclusion or disability awareness training for staff)
- Activities that could be more appropriately provided by other mechanisms or support services such as “reasonable adjustment” under the *Disability Discrimination Act 1992* (Cth)
- Activities that are considered by the NDIA as being eligible for funding support through a more appropriate source
- Activities that duplicate previous ILC Grant funded projects
 - Where an application is seeking funds to continue delivery of a project previously funded through an ILC Grant round, the applicant must demonstrate that the need being addressed still exists, and must explain how the continuation of the project will contribute to achievement of ILC outcomes
- Activities that are funded, or are eligible to be funded, under other government initiatives will not be funded in this grant. For example activities that are funded through:
 - NDIS Participant Plans
 - Disability Employment Services
 - Australian Disability Enterprises

- Activities that duplicate the activities undertaken by NDIS Partners in the Community (Local Area Coordination and/or Early Childhood Early Intervention) organisations.

6. The assessment criteria

You must address all of the following assessment criteria in the application.

The application form includes character limits – up to 3500 characters (525 words) per criteria. The application form will not accept characters beyond this limit.

Criterion 1

Demonstrate the need, suitability of the proposed activity.

When addressing the criterion strong applicants will:

- Describe the need or issue that the proposed activity will address, why this is important
- Explain how the proposed activity will effectively address the need or issue among the particular group/community
- Describe how the proposal design and delivery will provide an innovative solution within the 12 month grant timeframe.

In your answer we are looking for evidence of why this project is important and how it will provide an innovative solution to economic participation of people with disability. You may wish to refer to relevant data or research to support your explanation. Your answer could include:

- Specific evidence of need (e.g. research, reports, studies) and if that evidence has been tested to the local situation.
- A clear description of the link between how the proposed activity will create a change in the need/issue.
- A description of your method to implement the project.

Criterion 2

Demonstrated organisational capacity and capability to successfully deliver the project.

When addressing the criterion strong applicants will:

- Demonstrate appropriate project management approach including outline how your organisation will manage: resources; governance; finances; risk; monitoring, evaluation. This should include mechanisms for monitoring of activities commensurate with scale.
- Demonstrate the organisational structure including appropriate governance, resource allocation and availability of key staff to effectively develop, deliver, manage and monitor the activity(ies).

Applicant's response could:

- Use examples to describe your organisation's experience with developing and implementing the proposed (or similar) activity.
- Explain the relevant experience and qualifications held by key personnel and their role in managing the proposed activity.

7. How to apply

Before applying, you must read and understand these Grant Opportunity Guidelines.

You should also familiarise yourself with the terms and conditions, questions and answers, found on the Community Grants Hub website, and the ILC Outcomes Framework (Discussion Starter), which can be found on the ILC Toolkit website (<https://ilctoolkit.ndis.gov.au/>).

There was a consultation as part of the Participant Employment Task Force – held in Geelong on the 6th February to showcase, discuss and provide feedback on supports and services that enable people with disability to gain employment. A summary of the discussions at the forum are included on the Community Grants Hub website and you may wish to refer to this for further information.

Grant round documents are found at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda² will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

Applicants can only submit one application, either on behalf of their own organisation or as the lead organisation of a consortium. The lead organisation of the consortium is the applicant. Applications submitted as a consortium counts towards the total number of applications of the lead organisation only. Applicants can participate in additional applications as non-lead members of consortia.

Applicants can also apply as the Auspisor of another organisation. Acting as an Auspisor does not count towards the number of applications that an organisation is eligible to submit.

Where an applicant submits more applications than it is eligible to submit, only the application received closest to the closing date will be accepted.

To apply you must:

- complete the online application form on GrantConnect or the Community Grants Hub website
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 2:00PM AEDT on Wednesday 13 March 2019

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 or email support@communitygrants.gov.au before the closing date and time. The Community Grants Hub

² Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents

do not have to accept any additional information, or request from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application.

7.1 Attachments to the application

All of the following document/s should be attached to your application:

- Project Indicative Budget (template available on the Community Grants Hub website)
- The two most recent sets of year-end, and preferably audited financial statements inclusive of Profit and Loss Statements and Balance Sheets
- Completed Auspice Declaration (only for organisations to authorise another organisation to apply on their behalf) (template available on the Community Grants Hub website), and
- Signed trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not requested.

Please note: There is a 2mb limit for each attachment.

7.2 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- 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.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub via support@communitygrants.gov.au.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

Written requests to lodge a late application will only be accepted within three days after the grant opportunity has closed.

NDIA will determine whether a late application will be accepted. The decision will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

Expected timing for this grant opportunity

If you are successful, you will likely be expected to start your grant activity or project/services in July 2019.

7.3 Questions during the application process

If you have any questions during the application period contact the Community Grants Hub on 1800 020 283 or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within five working days. Answers to questions are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5:00PM AEDT on 6 March 2019. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

The Assessment Centre will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications. We will consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications

A Selection Advisory Panel will consider:

- whether it provides value with relevant money.³

When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel will have regard to:

- the overall objective/s to be achieved in providing the grant including in addressing the needs of the ILC Priority Cohorts for the round
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives

³ See glossary for an explanation of 'value with money'.

- how the grant activities will target groups or individuals.

During assessment, the NDIA will consider capacity, where the applicant is involved in multiple applications via consortia or auspice arrangements. The NDIA will also consider potential duplication of funding across multiple consortia applications involving the same organisation (i.e. will consider whether applicants are receiving multiple streams of funding for delivering the same or similar services or projects through multiple consortia).

8.2 Financial Viability

Applicants may be subject to a financial viability assessment.

8.3 Who will assess and select applications?

The Assessment Centre will assess each eligible and compliant application on its merit and compare it to other eligible applications. The Assessment Centre will be made up of Community Grants Hub staff, who will undertake training to ensure consistent assessment of all applications.

The Selection Advisory Panel will inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs. The Selection Advisory Panel may include a mix of employees of the NDIA, Commonwealth, State and Territory Governments, people with disability, and people of specialist relevant expertise.

The Selection Advisory Panel may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees.

The Selection Advisory Panel recommends to the decision maker which applications to approve for a grant.

8.4 Who will approve grants?

The NDIA decision maker decides which grants to approve based on the recommendations of the Selection Advisory Panel and the availability of grant funds for the purposes of the grant program.

The NDIA decision maker's decision is final in all matters, including the:

- approval of the grant
- grant funding amount to be awarded
- terms and conditions of the grant.

The NDIA decision maker will not approve funding if they reasonably consider the program funding available will not accommodate the funding offer, and/or the application does not represent value for money.

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

9. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

9.1 Feedback on your application

A Feedback Summary will be published on the Community Grants Hub website to provide all organisations with easy to access to information about the grant selection process and the main strengths and areas for improving applications.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the NDIA.

Each agreement has general/standard grant conditions that cannot be changed. We will use a schedule to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

You will have twenty (20) business days from the date of a written offer to sign and return this grant agreement. The agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

The NDIA will negotiate agreements with successful applicants. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

Applicants should not make financial commitments related to this grant, until a grant agreement has been executed by the NDIA.

10.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

10.3 Multicultural Access and Equity

The Australian Government's *Multicultural Access and Equity Policy* obliges Australian government agencies to ensure their policies, programs and services - including those provided by contractors

and service delivery partners - are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency.

10.4 How we pay the grant

The grant agreement will state the maximum grant amount to be paid

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

The grant will be paid via Electronic Funds Transfer (EFT) into the bank account nominated by the applicant in the application form. No other forms of payment (e.g. cheque) are available.

NDIA will make an initial payment on execution of the grant agreement. We will make subsequent payments progressively based on the progress reports and the eligible expenditure.

10.5 Grant Payments and GST

Payments will be made as set out in the grant agreement.

If the successful applicant has indicated that it is registered for GST, a GST payment of 10% of the value of the grant will be added to the grant amount requested.

Organisations that are not registered for GST at the time of signing the grant agreement will not be paid a GST component.

It is the responsibility of the applicant to manage its obligations for registration for GST as set by the Australian Taxation Office. This includes registering for GST if the organisation's income as a result of success in a grant round exceeds the thresholds set by the Australian Taxation office. Note that organisations need to be registered for GST if their total turnover thresholds reaches and exceeds \$75,000 individual, \$150,000 not-for profit. Total GST turnover also includes grant funding.

The GST status of the organisation at the time of execution of the grant agreement will hold throughout the term of the grant. The NDIA is not obligated to pay a GST component to applicants who have registered for GST following execution of the grant agreement.

If an applicant receives a grant, they should consider speaking to a tax advisor about the effect of receiving a grant before they enter into a grant agreement. Applicants can also visit the [Australian Taxation Office website](#) for more information.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activities or project/services or organisation.

We need to know of any changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due because of these changes.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of the terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

As part of the grant agreement negotiations, the NDIA will provide successful recipients with an Activity Work Plan template. The Activity Work Plan documents planned deliverables, milestones and activity outputs for funded activities. The Activity Work Plan also documents risk management and community engagement relevant to the funded project.

Successful applicants' progress and outcomes against the Activity Work Plan are monitored throughout the grant through regular reports.

The grant agreement will specify the type and frequency of reports the grant recipient will be required to submit. Grant recipients are required to have organisational processes and systems in place to allow them to meet their data collection and reporting obligations outlined in their grant agreement.

Successful applicants must submit reports in the timeframes stated in the grant agreement. The NDIA will provide templates for these reports to enable them to report on:

- Progress against agreed project milestones
- Eligible expenditure of grant funds.

12.3 Performance indicators

Grant recipients will be required to report on outputs, outcomes and process measures that have been documented and agreed through the Activity Work Plan. Further information and guidance will be provided to grant applicants regarding suitable indicators.

Performance indicators will be documented in grant agreements and the Activity Work Plan. This will enable the impact of individual activities funded through the CICD Program as well as the impact of the CICD Program overall to be tracked.

Some projects may require specific reporting which will be defined on an individual project basis. NDIA will provide templates for reporting which grant recipients are expected to use.

12.4 Financial declaration

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

12.5 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Grant Agreement Manager within the NDIA.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.6 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.7 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.8 Evaluation

The NDIA will evaluate the grants awarded through this ILC Grant opportunity to measure how well the outcomes and objectives have been achieved. The grant agreement requires grant recipient to provide information that forms the basis of this evaluation.

12.9 Acknowledgement

All publications relating to grants awarded under these Grant Opportunity Guidelines must include the following acknowledgement:

“Funded by the NDIS through the Information, Linkages and Capacity Building (ILC) – Economic Participation of People with Disability – Grant Round 2019-20”.

13. Delivery of grant activities

13.1 Grant recipients responsibilities

Grant recipients will be responsible for:

- Submitting reports in line with the timeframes specified in the grant agreement and on the templates provided
- Meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- Complying with record keeping, reporting and acquittal requirements as set out in the grant Agreement, and
- Participating in a grant program evaluation as specified in the grant agreement.

13.2 NDIA's responsibilities

The NDIA has responsibility for the day-to-day oversight of the CICD Program. For individual grants the NDIA will:

- Identify suitable applicants to deliver the activities required as per these Grant Opportunity Guidelines
- Administer the CICD Program in a professional and effective manner, and in accordance with applicable legislation (e.g. *the National Disability Insurance Scheme Act 2013, Public Governance Performance Accountability Act 2013, Commonwealth Grant Rules and Guidelines*)
- Work with grant recipients to ensure the CICD Program is implemented to agreed standards and within the approved budget and timeframe
- In approving activities for funding, ensure that relevant outcomes expressed within these ILC Grant Opportunity Guidelines are achieved
- Work to ensure that the outcomes contained within the CICD Program Guidelines are being met and evaluate the organisation's performance against the activity outcomes
- Publish information on the successful grants on the NDIS website
- Monitor the progress of project by assessing submitted reports
- Conduct site visits to confirm details of reports if necessary
- Occasionally, where required, re-examine claims, seek further information or request an independent audit of claims and payments
- Evaluate the CICD Grant program to measure how well the outcomes and objectives have been achieved. The grant agreement will require grant recipients to provide information to help with this evaluation.

14. Probity

The Australian government will make sure that the Grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These guidelines may be changed by NDIA. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

14.1 Enquiries and feedback

Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub's service(s) or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the complaints form on the Department of Social Services website, by phone or mail.

Phone: 1800 634 035

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints about this Program

The ILC Branch within the NDIA handles complaints about the Program. All complaints about the Program must be lodged in writing and sent to ILC@ndis.gov.au. Any questions you have about grant decisions for the Program should also be sent to ILC@ndis.gov.au

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or NDIA has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or NDIA.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

14.2 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 NDIA and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian government officer
- 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
- 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.

If you later think there is an actual, apparent, or perceived conflict of interest, you must inform the NDIA and the Community Grants Hub in writing immediately.

Conflicts of interest for Australian government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Community Grants Hub](#) website.

14.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian government may also use and give out information about grant applicants and grant recipients under this grant opportunity in any other Australian government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the NDIA would breach an Australian Privacy Principle as defined in the Act.

14.4 Confidential Information

Other than information available in the public domain, you agree not to give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

14.5 Freedom of information

All documents that the Australian government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian government and its organisations. Under the FOI Act, people can ask for documents the Australian government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

All freedom of information requests must be referred to the Freedom of Information team by email to foi@ndis.gov.au

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
Auspikor	An auspikor is a legal entity that applies on behalf of another organisation. The Auspikor becomes the applicant and is legally responsible for the project, its delivery, evaluation and acquittal of funding.
Auspicee	An organisation or unincorporated group that authorises another organisation to apply and manage the grant funding and contractual arrangements on behalf of the Auspicee. The Auspicee will still deliver the project, but the Auspikor will manage the funding and all relationships and requirements with the funding body.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
Consortium	A consortium is an association of two or more organisations or groups with the objective of participating in a common activity or pooling their resources for achieving a common goal. One organisation in a consortium must be nominated as the 'lead organisation' and the others are referred to as Non-lead organisations.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Grant	for the purposes of the CGRGs, a 'Grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁴ or other Consolidated Revenue Fund (CRF) money⁵ is to be paid to a gee other than the Commonwealth b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
Grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
Grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
Grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
Grantee	the individual/organisation which has been selected to receive a grant
NDIA Decision Maker	The decision maker for the funding round as per the <i>NDIA's Financial Authorisations – Version 2018-01</i> . In this grant round the NDIA decision maker will likely be the NDIA CEO.

⁴ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁵ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Portfolio Budget Statement (PBS) Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS Program may have more than one grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the overall grant round objectives, service location and value for money perspectives.
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a g opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> • quality of the project proposal and activities; • fit for purpose of the proposal in contributing to government objectives; • absence of a grant is likely to prevent the grantee and government's outcomes being achieved • potential grantee's relevant experience and performance history.