



# Information, Linkages and Capacity Building (ILC) Individual Capacity Building (ICB) Program Grant Opportunity 2020-2021

## Questions and Answers (Q&As)

Please note that this questions and answers document does not replace or override information in the *Grant Opportunity Guidelines for Information, Linkages and Capacity Building (ILC) Individual Capacity Building (ICB) Program Grant Opportunity Guidelines 2020-2021*, or the grant opportunity application pack).

### Key information about this grant opportunity

#### 1. What process is this grant opportunity?

This is an open, competitive selection process.

#### 2. How much funding is available in this grant opportunity?

A total of \$85 million (GST excl.) is available for up to two years.

#### 3. What is the Grant Opportunity Guidelines? What do they tell you?

The *Individual Capacity Building (ICB) Program Grant Opportunity Guidelines 2020-2021* (Grant Opportunity Guidelines) contains all the information you need to complete your grant application. You must read this document before completing and submitting your application. The Grant Opportunity Guidelines set out:

- The purpose of the Individual Capacity Building (ICB) program and this grant opportunity.
- The eligibility and assessment criteria for your application.
- How your grant application will be considered, selected and notified of the outcome.
- How grantees receive grant payments and are monitored and evaluated.
- Responsibilities and expectations of the grant opportunity.

The Grant Opportunity Guidelines also set out the expected timeframes of this grant opportunity.

A copy of the Grant Opportunity Guidelines is available online on the [Community Grants Hub](#) website.

#### 4. What is the Individual Capacity Building Program?

The Individual Capacity program is one of four discrete and complementary programs under the ILC Investment Strategy. The other programs are the National Information Program, the Economic and Community Participation Program and the Mainstream Capacity Building Program.

You will find further information about the ILC Investment Strategy and these grant programs in the following documents:

- *Strengthening Information, Linkages and Capacity Building (ILC): A national strategy towards 2022.*
- *Information, Linkages and Capacity Building Program (ILC) Program Guidelines 2019-20 to 2021-22.*

These documents are available on the National Disability Insurance Agency (NDIA) [website](#).

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

## **5. How will we administer this grant opportunity?**

We will administer this grant opportunity under the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).

The [Community Grants Hub](#) is administering the assessment processes for this grant opportunity on behalf of the NDIA.

## **6. Are there funding priorities in this grant round?**

Yes. Funding will be prioritised to regions, cohorts and eligible organisations that were not funded in the previous Individual Capacity Building Program grant round 2019-2020. Funding will be further prioritised to those organisations that were successful in the 12 month interim DPFO funding round but unsuccessful in the Individual Capacity Building Program grant round 2019-2020. See Grant Opportunity Guidelines section 2.3. Previously funded projects are listed on our [website](#).

## **7. What does “prioritised” mean?**

While the selection methodology will prioritise the assessment of certain applications, only high quality projects that represent value-for-money will be successful in securing funding. It remains important that all organisations make sure that their application addresses the criteria, are aligned to ILC Policy, clearly establish that ILC is the most appropriate funding source, and demonstrate a commitment to the social model of disability.

## **8. How funding will be allocated?**

The NDIA will determine the allocation of funding across the three organisation categories, ensuring value for money and best outcomes for people with disabilities.

## **9. Where do you find the application pack for this grant opportunity? What is in it?**

The application pack for the ILC Individual Capacity Building Program Grant Opportunity 2020-2021 is available on the [Community Grants Hub](#).

The grant opportunity application pack includes:

- Grant Opportunity Guidelines
- ICB Easy Read Guidelines
- Questions and Answers (which is this document)
- Selection Criteria for screen readers
- Application Form Guide
- ILC Program Guidelines
- NDIA Simple Grant Agreement template
- NDIA Simple Grant Agreement Supplementary Terms

- Authorisation to Apply as Auspice Template
- Unable to Provide Financial Statements Template.

## 10. Will there be more Individual Capacity Building funding available after this round is completed?

This is the final round in the current Individual Capacity Building Program under the ILC Investment Strategy. Further information on future grant opportunities will be available on the NDIS website.

## 11. Where do you find information about the ILC Investment Strategy and policy context of this grant round?

Further information about the ILC Investment Strategy and the policy context of this grant round is set out in the following documents:

- *Information Linkages and Capacity Building (ILC) Investment Strategy ([ILC Strategy](#)).*
- *Information, Linkages and Capacity Building Program (ILC) Program Guidelines 2019-20 to 2021-22 ([Program Guidelines](#)).*

## Is your organisation eligible to apply?

### 12. Are you eligible to apply for a grant?

To apply for funding under this grant opportunity your organisation must be one of the following three categories of organisations:

1. Category 1: **Disabled Peoples Organisation**
2. Category 2: **Family Organisation**
3. Category 3: **Priority Cohort Led Organisation**

See the Grant Opportunity Guidelines section 2.1.1 for the definitions of these three categories of eligible organisation. We must be satisfied that you meet the definition of these organisations.

To apply you must demonstrate a commitment to the social model of disability.

You must also meet the further eligibility requirements in section 3.

### 13. What is a Disabled Peoples Organisation (DPO)?

A Disabled Peoples Organisation is an organisation run by and for people with disability that seeks to do one or more of the following:

- Increase the knowledge, skills and capacity of people with disability and their families through information, advice, mentoring, peer support, training and development.
- Be a collective voice of and for people with disability and families.
- Assist people with disability to make the most of their packages of support.
- Build the capacity of the community to welcome all people.
- Share the collective lived experience of people with disability to empower other people with disability to have voice, choice and control.
- Uphold and be guided by the United Nations Convention on the Rights of Persons with Disabilities.

**Please note that a DPO is not:**

- An organisation governed by family members of people with disability established to be a Registered Provider of Support and/or;
  - A person with disability or a family member or carer of a person with disability operating a business, where the focus of the organisation is service provision to people with disability.
- An application from organisations such as these will be ineligible.**

#### **14. How do you demonstrate your organisation is a Disabled Peoples Organisation?**

To apply in this category, the organisation must:

- a. strongly align with the social model of disability
- b. be run by and for people with disability.

You must demonstrate this in your responses through:

- A governance structure where the majority of the Board (or equivalent governance body), members are people with disability.
- A governing document (e.g. rules of the association or constitution) that outlines the organisation's mission as being for the benefit of people with disability.
- The majority of paid staff (or volunteers in the absence of paid staff) are people with disability.
- Where the organisation is also a Registered Provider of Supports, it is clear that the DPO performs this role as a secondary activity to fund and further the mission of the organisation; and that the delivery of these activities is not the purpose or primary activity of the organisation.

#### **15. What is a Family Organisation?**

A Family Organisation (FO) is an organisation run by carers and families of people with disability for carers and families of people with disability that seeks to do one or more of the following:

- Support and enhance the health, wellbeing, capacity and resilience of families and carers.
- Design and deliver supports or services for families and carers.
- Consult with and act as a voice for families and carers.
- Encourage families and carers to recognise and be aware of their own needs.
- Identify gaps and highlight unmet needs of carers.

#### **16. How do you demonstrate your organisation is a Families Organisation (FO)?**

To apply in this category, the organisation must:

- strongly align with the Social Model of Disability
- be run by carers and families of people with disability for carers and families of people with disability.

You must demonstrate this in your responses through:

- A governance structure where a majority of the Board (or equivalent governance body), are family members (inclusive of siblings) or unpaid carers of people with disability.
- A governing document (e.g. rules of the association or constitution) that outlines the organisation's mission as being for the benefit of families and carers of people with disability.
- The majority of staff (or volunteers in the absence of paid staff) are family members (inclusive of siblings) or carers of people with disability.
- Where the organisation is also a Registered Provider of Supports, it is clear that the FO performs this role as a secondary activity to fund and further the mission of the organisation, and that the delivery of these activities is not the purpose or primary activity of the organisation.

#### **17. What is the definition of 'family'?**

The definition of "family" for this grant opportunity are people with a strong and close bond to a person with disability, which is not necessarily measured directly by the closeness of those family ties.

## **18. What is a Priority Cohort Led Organisation (PCL)? Which PCL is eligible to apply?**

A PCL organisation is an organisation that seeks to improve the welfare of a specified community. In this grant funding opportunity, a PCL must represent one or more of the following cohorts to be eligible to apply:

- Aboriginal and/or Torres Strait Islander communities
- Culturally and Linguistically Diverse communities
- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Asexual and Plus (LGBTIQA+) people
- children and young people (0-24 years)
- people experiencing homelessness or at risk of homelessness.

## **19. How do you demonstrate your organisation is a Priority Cohort Led Organisation?**

To apply as a Priority Cohort Led Organisation, you must demonstrate a:

- clear connection to the cohort group and community you represent
- commitment to the social model of disability.

For Aboriginal and/or Torres Strait Islander communities; Culturally and Linguistically Diverse communities; and Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Asexual and Plus (LGBTIQA+) people:

- have a governance structure in place where the majority of the Board (or equivalent governance body) identify as part of the priority cohort
- the majority of paid staff (or volunteers in the absence of paid staff) identify as part of the priority cohort.

For the children and young people (0-24 years) and people experiencing homelessness or at risk of homelessness:

- the organisation must have a history in the sector and a demonstrated long-term commitment to an organisational mission/purpose of working with children and young people; or people who are homeless or at risk of homelessness, respectively.

## **20. What is considered 'majority' when referring to Board members and staff/volunteers?**

Majority means at least 50% of Board members (or equivalent governance body) and 50% of paid staff (or volunteers in the absence of paid staff).

## **21. How should an organisation with changing Board members proceed should they become less than 50% or are planning on increasing above 50% within the near future?**

Organisations must meet the organisation eligibility criteria as stated in section 2.1.1 of the Grant Opportunity Guidelines at the time of submitting their application. If an organisation doesn't meet the organisation eligibility criteria but are hoping to in the future after the round closes they are not eligible to apply. An organisation must meet eligibility requirements at the point in time when their application is submitted

## **22. What is the definition of Culturally and Linguistically Diverse (CALD) for this grant round?**

The definition of Culturally and Linguistically Diverse (CALD) is consistent with the definition used by the NDIA in the [NDIS CALD Strategy](#).

*'culturally and linguistically diverse' is defined as: country of birth that is not Australia, New Zealand, the United Kingdom, the United States of America, Canada or South Africa; or primary language spoken at home is not English.*

### **23. Does your organisation need to be a legal entity to apply?**

Yes. We can only provide funding to your organisation if it is a legal entity as listed in the Grant Opportunity Guidelines at section 3.

### **24. Are there other eligibility requirements to meet?**

Yes. You will need to meet other grant round requirements, such as public liability and having an Australian Bank account. See Grant Opportunity Guidelines section 3.1 for the eligibility conditions your organisation must meet.

### **25. How can you apply if your organisation is unincorporated?**

If your group or organisation is a Disabled Peoples Organisation or Family Organisation which meets the eligibility requirements of the Grant Opportunity Guidelines at section 2.1.1, but doesn't meet the eligible entity types (see section 3.1), then you can approach any eligible legal entity (that satisfies the requirements of section 3.1 of the Grant Opportunity Guidelines) to act as your auspicer.

"To 'auspice' means to provide support, sponsorship or guidance. The group or individual requiring support is known as the 'auspicee' and the incorporated organisation that auspices the group or individual is known as the 'auspicer'. When using an auspice arrangement, the relationship is often described as one where the auspicee will be carrying out the project 'under the auspices of' the incorporated organisation – the auspicer. The auspicer receives funding or enters into relevant agreements for the auspicee." [– Not-for-Profit Law.](#)

### **26. Do you need to be a legal entity if you auspice an application?**

Yes. An auspicer must be a legal entity and be capable of satisfying the eligibility criteria in the Grant Opportunity Guidelines at section 3. The organisation does not need to be a Disabled Peoples Organisation, Family Organisation.

### **27. If you are an Aboriginal Torres Strait Islander organisation and don't have ORIC registration are you able to apply?**

Yes, Aboriginal/and or Torres Strait Islander organisations not registered with ORIC can apply.

The Grant Opportunity Guidelines at section 5.4 states that if an Aboriginal/and or Torres Strait Islander organisation is registered with ORIC, a copy of their certificate of ORIC registration should be attached to the application.

### **28. Can you apply if your organisation is already a grant recipient from a previous ILC grant round?**

Yes. You can apply if you are currently a recipient of another ILC grant. However, funding will be prioritised to regions, cohorts and organisations that were not funded in the Individual Capacity Building Program 2019-2020.

### **29. Can you apply if your organisation is also applying for other current ILC grant rounds?**

You can apply for separate ILC grant programs that may be open concurrently with this Individual Capacity Building grant round. However, should your organisation apply for funding under separate ILC grant rounds for the same activities, you will only be eligible to receive funding under **one** program.

### **30. Can you apply if you are an NDIA Registered Provider of Support?**

If your organisation meets the definition of a Disabled Peoples Organisations, Family Organisation or Priority Cohort Led organisation and is a Registered Provider of Supports under the NDIS, you may apply for a grant under this ILC funding opportunity. It must be clear that the organisation performs this role as a secondary activity to fund and further the mission of the organisation; and that the delivery of these activities is not the purpose or primary activity of the organisation.

The NDIA recognises that, in a small number of cases, this may result in actual or potential conflicts of interest. In this situation, you must demonstrate to the satisfaction of the NDIA, a management plan to address any conflicts of interest.

### **31. Can you apply if your organisation is 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?**

In recognition of, and seeking to maximise the existing connections between the priority cohorts for this round and NDIS Partners, you may apply as a Priority Cohort Led Organisation if you meet both the legal entity eligibility criteria in the Grant Opportunity Guidelines at section 3.1 and eligibility under section 2.1.1 Category 3.

Additionally, you may apply as an auspisor for another organisation if you meet the legal entity eligibility criteria in the Grant Opportunity Guidelines at section 3.1.

You are **not eligible to apply** in your own right or as a lead organisation of a consortium under the DPO or FO categories.

### **32. Who is not eligible to apply for a grant?**

If you are an individual, sole trader or partnership you are not eligible to apply for a grant. See section 3.2 of the Grant Opportunity Guidelines for a complete list of entity types that are not eligible to apply.

### **33. Why was your organisation eligible in the Individual Capacity Building 2019-20 grant round, but not in this round?**

To ensure the focus remains on the most appropriate areas the organisation type eligibility criteria from the previous Individual Capacity Building Program grant rounds has evolved. The Grant Opportunity Guidelines at section 2.1.1 states which organisation types are eligible under this grant opportunity.

## **What funding can you apply for?**

### **34. What grants are available in this grant opportunity?**

The three grants that your organisation may be eligible to apply for are:

1. a small Individual Capacity Building grant
2. a large Individual Capacity Building grant
3. an Organisational Capacity Building grant.

### **35. What funding is available in a small individual capacity building grant?**

You can apply for a minimum of \$10,000 (GST excl.) and a maximum of \$50,000 (GST excl.) over two years.

### **36. What funding can you apply for in a large individual capacity building grant?**

You can apply for a minimum of \$100,000 (GST excl.) and a maximum of \$1 million (GST excl.) over two years

### **37. What funding is available for organisational capacity building?**

You can apply for a minimum of \$5,000 (GST excl.) and a maximum of \$100,000 (GST excl.) over two years.

### **38. Is the funding ongoing? What is the maximum funding period?**

No. Ongoing funding is not available. The maximum grant period is two years, and is likely to commence from August 2020. If you are successful this will be specified in your grant agreement.

### **39. Do you need to identify other funding sources for your project?**

Yes. In your application you must state whether your activity relies on any contributions other than the ILC funds being applied for, the source of the funding, the amount and the status of the application.

### **40. Will we consider part-funding of your application?**

Yes. If some of the elements within your funding proposal do not meet the grant round purpose or provide value for money, the NDIA may consider part funding of your application.

## **What activities can you apply for?**

### **41. As an eligible organisation, what funding stream activities can you apply for?**

If your organisation meets the eligibility requirements of a Disabled Peoples Organisation or a Family Organisation you can apply for funding for individual capacity building activities and organisational capacity building activities.

If your organisation meets the eligibility requirements of a Priority Cohort Led Organisation you can only apply for funding for individual capacity building activities. See the Grant Opportunity Guidelines at section 2 for more information.

### **42. What are individual capacity building activities?**

Individual capacity building activities build the capacity of people with disability by ensuring they have the knowledge, skills and confidence they need to participate and contribute to community and speak for themselves. Individual capacity building activities must be for the benefit of people with disability.

### **43. What are organisational capacity building activities?**

Organisational capacity building activities improve the ability of Disabled Peoples Organisations and Family Organisations to achieve and strengthen their organisational mission and to deliver ILC in the community.

### **44. What must the funded activities do?**

The individual capacity building activities must:

- be developed and delivered in collaboration with people with disability

- be for the primary and direct benefit of people with disability
- build the knowledge, skills and confidence of people with disability to set and achieve their goals.

Organisational capacity building activities must:

- Improve the ability of Disabled Peoples Organisations or Family Organisations to deliver both their organisational mission and ILC in their community. These activities must directly relate to the project and must not replicate previous ILC funded activities. If you apply for organisational capacity building activities you **must** also apply to deliver individual capacity building activities.

See the Grant Opportunity Guidelines at section 2.2.

#### **45. What is an example of some of the activities that can be funded?**

Examples of the types of activities that could be considered for funding under individual capacity building and organisational capacity building are outlined in the Grant Opportunity Guidelines at section 4.1.

#### **46. Is there a limit on the number of Organisational Capacity Building activities that you can apply for? Do these activities need to relate to the project?**

Yes. Organisations that meet the Disabled Peoples Organisations or Family Organisations criteria can also apply for funding for organisational capacity building activities. **The maximum number of organisational capacity building activities that you can apply for is two.** Your organisational capacity building must relate to your project.

#### **47. Can you just apply for organisational capacity building activities?**

No. You must apply to deliver individual capacity building activities if you apply for organisational capacity building activities.

#### **48. Are there activities that grant money cannot be used for?**

Yes. Not all expenditure on grant activities in your project may be eligible for funding. See the Grant Opportunity Guidelines at section 4 for a list of eligible and ineligible activities.

If you are successful, eligible grant activities will be specified in the grant agreement and must be incurred between the start and finish dates of your activity.

#### **49. How do you identify coverage areas in your application?**

In the online application form you will need to select the jurisdiction (state/territory) where you propose to delivery your activity.

## **Preparing your application**

#### **50. Where do you find information about the application process?**

See Grant Opportunities Guidelines at section 5 for information about how to apply for this grant opportunity? Further information is available in the grant opportunity application pack is also available on the [Community Grants Hub](#).

Organisations can find more information about making an application in the document titled "Application Form Guide".

#### **51. What should you consider in preparing your proposal?**

In developing your proposal, you should consider:

- How well your proposed activities align with the ILC Investment Strategy.
- How people with disability will be involved in your project design, delivery and evaluation, including employment opportunities.
- The capacity of your organisation to deliver the project (avoiding overly ambitious activities).
- The length of time to deliver the project and not default to the full 2-year period.
- The total application budget not being more than 125% of your average annual organisational operational budget for the past 3 years.
- Would the cohort your organisation represents be better served by a single application from a number of organisations representing this cohort?

## **52. What is the ‘brief summary of your project’?**

You are required to provide a clear summary of your project activity. Your summary should include a summary of what your project will deliver, why the project is important, how people with disability will benefit and what will be achieved for people with disability.

The project summary you provide may be used as part of our application review, and may be published for reporting or grant agreement purposes.

Your response in the assessment criteria questions should provide greater detail about your project activities.

## **53. What type of evidence is needed to demonstrate meeting the definition of a Disabled Peoples Organisation, Family Organisation or Priority Cohort Led Organisation?**

In the application form there is a question “*Tell us about the organisation delivering this proposal and the people it supports.*” This question asks you to provide details about your organisation. Your response should include:

- How your organisation meets the definition of a Disabled Peoples Organisation or Family Organisation or Priority Cohort Led Organisation (See section 2.1.1 of the Grant Opportunity Guidelines).
- Your organisation's mission/purpose.
- Which cohort of people with disability your organisation works with and the day-to-day activities or services your organisation delivers.

## **54. Are the individual assessment criteria weighted?**

Yes. Each assessment criteria has equal weighting of five points.

## **55. What assessment criteria do you need to address?**

If applying for a small grant, you must address criterion 1 and criterion 2.

If applying for a large grant, you must address criterion 1, criterion 2 and criterion 3.

## **56. Do you need to respond to all the sub-criterion?**

Yes. You must address all the sub-criterion in your response. Your application will be assessed on how well you respond to the criterion and sub-criterion. See Grant Opportunity Guidelines at section 5.3 for the criterion and sub-criterion relevant to your application.

### **57. Is there a word limit for the assessment criteria?**

Yes. The application form includes character limits – up to 6000 characters (approximately 900 words) per assessment criterion. The application form will not accept characters beyond these limits. Please note spaces are included in the character limit.

### **58. Using the ILC Monitoring and Evaluation Framework to respond to Criterion 2**

The ILC Monitoring and Evaluation Framework may assist you in preparing your response to assessment criterion 2, this includes indicators for each program that covers outputs, outcomes and process measures. Further information is in the Grant Opportunity Guidelines section 8.1.

### **59. What happens if any of the required selection criteria are not addressed in the application form?**

The online application form requires a response to each selection criterion. Each response contributes to the overall assessment of your application.

### **60. What attachments do you need to include in your application?**

The Grant Opportunity Guidelines at section 5.4 lists the attachments you are required to submit in your application. It is important to note that if the templates provided are not used, your application may be assessed as not eligible.

The following documents should be included with the application:

- If seeking \$100,000 or more (GST excl.), a copy of the organisation's FY 2018-19 audited financial statements.
- If an Aboriginal/and or Torres Strait Islander organisation registered with ORIC, a copy of their certificate of ORIC registration.
- Evidence of support from the applicant organisation's board, CEO or equivalent.

There is a 2MB limit for each attachment.

### **61. Should all budget costs for both Individual Capacity Building and Organisational Capacity Building items be included in the budget?**

Yes, all costs need to be included in the budget, however, there is no requirement to stipulate items as Individual Capacity Building and Organisational Capacity Building. If successful, we may ask for a breakdown at a later date.

### **62. Where can you find information about previous ILC funded projects?**

You can look at [previously funded ILC grants](#) to get an idea of what we have funded through other grant. A list of these projects is available on the NDIA website.

## **Submitting your application**

### **63. How many applications can you submit?**

You can lodge no more than two applications, these being:

- one application on behalf of your own organisation
- one application as a lead organisation of a consortium.

If you submit multiple applications that exceed the maximum allowed, the application received closed to the closing date will be accepted and assessed.

You can (if you meet the eligibility requirements), submit an application as auspisor of another organisation. Applications submitted by an auspisor under an auspicings arrangement will not count towards the number of applications allowed. The Grant Opportunity Guidelines at section 5.5 sets out the number of applications you can make.

**64. If an organisation is a member of a consortium that has submitted one application, is this counted as an application for the consortium member?**

Applications submitted by a consortium only count towards the lead member's total number of applications. For other non-lead members of a consortium, an application submitted as part of a consortium will not count towards the total number of applications that can be submitted.

**65. How long do I have to submit my application?**

You will have six weeks to submit your application, commencing Wednesday 11 March 2020 and ending **2:00 PM AEST (Canberra time) Wednesday 22 April 2020**.

**66. When does the grant round close?**

Your application form must be submitted by **2:00 PM AEST (Canberra time) Wednesday 22 April 2020**. It is recommended that you submit your application well before the closing time and date. Late applications will only be accepted in accordance with conditions stated in the Grant Opportunity Guidelines at section 5.9.

**67. What does Canberra time mean when submitting your application?**

This means that when it is 2:00 PM in Canberra all submissions of applications will close.

**68. What should you do if there are problems/questions about your application?**

If you find a mistake in your application after it has been submitted, you should immediately contact the Community Grants Hub by phone on 1800 020 283 (option 1) or by email at [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub does not have to accept any additional information or requests from applicants to correct applications after the closing date and time.

**69. If you cannot submit your application by the due date, can you get an extension?**

Extensions will not be provided.

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

The NDIA does not have to accept your late application or any additional information after the closing time.

**70. How to request a late application?**

Late applications will only be accepted in accordance with the conditions in the Grant Opportunity Guidelines section 5.9.

Requests for a late application must be made within three days after the grant opportunity closing date and time. The request should include a detailed explanation of the exceptional circumstances that prevented the application being submitted prior to the closing date and time. Supporting evidence of the circumstances should be provided to verify the claim of exceptional circumstances.

To make a request to submit a late application, please complete the Late Application Request form located on the Community Grants Hub website and submit to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

### **71. How will a late application request be considered?**

A request to lodge a late application due to exceptional circumstances will be assessed by the NDIA on its merits, and in accordance with probity principles. The decision to either accept or decline a request is final and not subject to a review or appeal process. The Community Grants Hub will advise the applicant of the outcome of the request.

## **Applying with other organisations**

### **72. Can you join with other organisations in applying for funding?**

Yes. The NDIA encourage organisations to consider working collaboratively to deliver a grant activity. A single consortia application is preferred from organisations representing similar cohorts of people across different jurisdictions. You will need to appoint a 'lead organisation'. The lead organisation will submit the application and enter into an agreement with the NDIA. The application must list all consortia members.

### **73. What is a 'lead' organisation in a consortium application?**

If you submit a joint application as a consortium (with other eligible organisations), you must nominate a lead organisation for the application. The lead organisation for the project will, if your application is successful, sign the grant agreement, receive the funding and assume legal responsibility for performing the activities and meeting the outcomes under the grant agreement. A lead organisation must be a legal entity as specified in the Grant Opportunity Guidelines at section 3 and be an eligible organisation listed in section 2.1.

### **74. As the consortia lead organisation how many consortium members must you identify in the application form?**

You must identify all consortium members involved in your project. The application form only allows you to identify up to 20 consortium members. If you are applying on behalf of a consortium that has more than 20 members, you will need to provide the same details as asked for the first 20 members in a document and attach this to your application. This is mandatory if you have indicated that you will have more than 20 consortium members.

### **75. Do you need an agreement with the auspicee to auspice a project?**

Yes. An auspicee must complete the *Authorisation to Apply as Auspice* template, authorising the auspicator to apply on their behalf. The auspicator (the applicant) must provide the completed template as part of their application. The application must detail why the auspicator organisation is the appropriate auspicing body, with the details of the auspice and management fees charged by the auspicator clearly described in the submitted budget. The template is part of the grant opportunity package available on the on the [Community Grants Hub](#) website.

## Assessing your application

### 76. Who and how will your application be assessed?

The NDIA and the Community Grants Hub will assess if your organisation is eligible to apply under this grant opportunity.

If you are eligible, your application will be assessed through an open competitive grant process. Your application will be considered on its merits based on how well it meets the assessment criteria, and how it compares with other applications. The Community Grants Hub Assessment Centre will assess your application against the relevant assessment criteria in the Grant Opportunity Guidelines section 5.3.

The Selection Advisory Panel will assess and consider the application on: its merit; in comparison to other eligible applications; whether the application provides value with money; the ability of the applicant to successfully deliver activities; and the strength of the evidence base underpinning the proposed activity.

### 77. How does the NDIA ensure the process is fair?

The NDIA 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.

Probity advice throughout the grant process will be provided by the Community Grants Hub probity advisors and where relevant the NDIA's probity advisors.

These guidelines may be changed from time-to-time by NDIA. If this happens, the revised guidelines will be published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

### 78. How will the assessment criteria be scored?

If you are applying for a small individual capacity building grant, scoring will be out of 10.

If you are applying for a large individual capacity building grant, scoring will be out of 15.

### 79. Will links to external websites be used when scoring your application?

No. Links to information on external websites will not be assessed as in the scoring of your application.

### 80. Who is involved in the Selection Advisory Panel?

The Selection Advisory Panel may include a mix of people with disability, NDIA staff, Commonwealth, State and Territory Government staff and people with relevant specialist expertise.

### 81. Are the grant applications assessed against other applications?

Yes. Grant applications are assessed on how well they address the selection criteria, if it provides value with money, and how it compares to other applications. In this grant round, applications from each organisation category in section 2.1.1 will be compared against other applications from that category.

### 82. Who will approve the grants?

The NDIA Board is Delegate for this grant opportunity and will decide which grants to approve.

## After a decision is made

### 83. When will you know the outcome of your application?

At the end of the selection process you will be notified by email from the Community Grants Hub of the outcome for your application. This is likely to be by July 2020. Further information about next steps will be provided in the email.

### 84. Where will the list of successful grants be published?

If successful, the grant will be listed on the GrantConnect website no later than 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#) and will also be listed on the NDIA website.

### 85. If you are unsuccessful can you appeal the decision?

No. Under section 6.5 of the Grant Opportunity Guidelines there is no appeal mechanism for decisions to approve or not approve a grant.

### 86. What feedback will be available about the grant round?

We will publish general feedback about the grant round on the [Community Grants Hub](#) website. We will provide information about the grant selection process and how applications provided strong responses to the assessment criteria. This feedback will include advice about preparing strong responses to assessment criteria in future grant rounds.

### 87. Will you receive individual feedback on your application?

No. Individual feedback will not be available for this grant round.

### 88. How can you get updates about ILC?

Information about ILC grants is available on the NDIS website. You may register to receive updates on ILC by signing up to the [ILC mailing list](#).

## What next if you are successful? What are the grant conditions?

### 89. What happens if you are successful?

If successful you must enter into a legally binding grant agreement with the NDIA.

### 90. When will funding payments be made?

Funding payments are not made until the grant agreement is executed by the NDIA. The NDIA is not responsible for any expenditure prior to the agreement being executed by it. Applicants making financial commitments related to a grant, prior to execution by the NDIA do so at their own risk.

### 91. Are there standard conditions? Can these be changed?

Each agreement has standard grant conditions that cannot be changed. There may also be specific conditions applied through the assessment process or the NDIA delegate's considerations. You should seek your own independent legal advice before signing the grant agreement. The Grant Opportunity Guidelines section 8 outlines the main provisions the agreement will cover.

## **92. When must the signed grant agreement be returned to the NDIA?**

You have 10 business days from the date of a written offer to sign and return the grant agreement. The NDIA reserves the right to both extend the period of offer and withdraw the offer prior to the timeframe lapsing.

## **93. When is an agreement executed?**

The agreement is not executed until both the recipient and the NDIA have signed the agreement.

## **94. Are there additional requirements for Auspice and Consortia applications?**

Yes. If you applied through either an auspice or consortia arrangement you must supply to the NDIA prior to signing the grant agreement the following documents:

- Auspice application - a completed and signed Auspice Document (template available on the Community Grants Hub website).
- Consortia application, a copy of the letter of support from all consortia members. Each letter must include all the information required under the Grant Opportunity Guidelines section 5.6.

## **95. Can a Disabled Person Organisation or Family Organisation apply under an auspice and if successful, transfer the funds/activities into their own organisation once they incorporate?**

If applying as an auspice, the application would be assessed as an auspice application and if successful the agreement would be signed as an auspice agreement. Therefore, if the Disabled Person Organisation or Family Organisation apply under an auspice and is successful, the auspice arrangement would be required to continue throughout the entire funding period.

## **96. What are the grant conditions for the ILC Individual Capacity Building Program Grant Opportunity 2020-2021?**

The Grant Conditions and Supplementary Terms for the ILC Individual Capacity Building Program Grant Opportunity 2020-2021 are included as part of the grant opportunity documents available on the [Community Grants Hub](#) and [GrantConnect](#) websites.

## **Where do you get help or assistance?**

### **97. What do you do if you have issues accessing or completing the online application?**

Please contact the Community Grants Hub if you are having difficulty accessing the form on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

### **98. Where do you go for further information about the grant funding round and application process?**

You may email your questions to the Community Grants Hubs at [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) or call 1800 020 283 (option 1) or TTY 1800 555 677.

## Privacy

### 99. How will we handle privacy?

We handle your personal information according to law, including 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.

Further information about how we handle your personal information is found in our [Privacy Policy](#) at <https://www.ndis.gov.au/about-us/policies/privacy>.

You are required to declare your ability to comply with the *Privacy Act 1988* and impose the same privacy obligations on any subcontractors you engage to assist with the grant activity, and this will be part of your agreement obligations. Further information is in the Grant Opportunity Guidelines section 10.2.

## Question and Answer added 17 March 2020

**100. In the application form the Auspicee ABN is now a required field, this was not the case in the past. This is also reflected in the Auspicee Authorisation Form that the auspicee should be an organisation. Is an Auspicee required to have an ABN and/or be an organisation?**

The Auspicee is not required to have an ABN. The application form has been updated so an Auspicee's ABN is now non-mandatory. If you have not done so already, please save and exit the form, then upon re-opening the form, the Auspicee ABN field will appear non mandatory. For the Auspicee Authorisation Form please input the name of the group/individual or organisation that you are Auspicing.

## Question and Answer added 23 March 2020

**101. Are activities relating to chronic health conditions eligible?**

No. Chronic health issues are out of scope of Information Linkages and Capacity Building funding. Chronic conditions are generally long-term and persistent. Distinguishing from a disability, chronic health conditions often lead to a gradual deterioration of health, and while not usually immediately life threatening, chronic conditions are the most common and leading cause of premature mortality.

## Question and Answer changes 23 March 2020

Question number 101 was added and question number 31 has been modified/changed.