



Information, Linkages and Capacity Building (ILC) National Information Program Funding Round 2019-2022

Questions and Answers (Q&As)

(**Note** – This questions and answers document does not, in any way, replace or override information provided in the *Grant Opportunity Guidelines for Information, Linkages and Capacity Building (ILC) National Information Program Funding round 2019-22*, or the application pack.)

Funding Details

1. How much funding is available in the ILC National Information Program Grant Round 2019-20?

Up to (\$51 million GST Excl.), in total is available through this grant opportunity.

2. What is the minimum or maximum funding amount available for the National Information Program Grant Round?

Organisations can apply for grants of an amount over \$300,000 (GST Excl). Grants of less than \$300,000 may not be considered. The grant duration cannot exceed 3 years and grants will likely to commence from August/September 2019.

3. Is the funding ongoing?

No. The maximum grant period is three years, likely commencing from August/September 2019.

4. Does the application form allow participants to identify other funding sourced for the activity and the status of that additional funding source?

Yes. The online application form asks whether the 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.

5. Will the National Disability Insurance Agency (NDIA) consider part-funding of an application?

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

Grant conditions and eligibility

6. What are the grant conditions for the ILC National Information Program Funding Round 2019-2022?

A copy of the Grant Conditions and Supplementary Terms for the ILC National Information Program – Funding Round 2019-22 is included in the Community Grants Hub grant round documentation available from the [Hub website](#).

7. How do I know if my organisation is eligible to apply?

To be eligible to apply, your organisation must be:

- an eligible legal entity – (see Grant Opportunity Guidelines Section 4.1)
- able to satisfy other grant round requirements – such as public liability insurance and having an Australian bank account (see Grant Opportunity Guidelines Section 4.5).

8. How can I apply if I am unincorporated?

If your group or organisation doesn't meet the eligible entity types (see Section 4.1) they can approach any eligible legal entity that satisfies the requirements of Section 4.1 and 4.5 of the Grant Opportunity Guidelines to act as an auspisor for their application.

9. Can I apply for the National Information Program grant round if I am 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 the current level of ILC funding and what it is being directed towards will be a consideration during assessment.

10. Can organisations apply to deliver an activity across multiple jurisdictions?

As this is a national grant round, applications should focus on the delivery of information at a national level rather than at a state level. However, projects can be delivered by state based and/or smaller organisations but we encourage innovative options that support collaboration and partnering between networks of localised organisations and consideration of how to ensure national reach and dissemination of all information resources developed. Proposals that seek to aggregate, consolidate or triangulate existing sources of quality information and update or present this information in new formats and approaches are encouraged.

11. Regarding geographic locations, how do I identify coverage areas?

In the online application form applicants will need to select the jurisdiction (State/Territory) where they would provide the proposed activity.

Application accessibility and assistance

12. What if I am having issues accessing or completing the online application?

Please contact the Community Grants Hub if you are having difficulty accessing the form.

13. Where should I go for further information regarding the grant funding round and application process?

Please email your enquiries to support@communitygrants.gov.au or call 1800 020 283 or TTY 1800 555 677.

14. Where can I find more information to help me get ready?

The NDIA has developed an [ILC Toolkit](#) to help organisations to prepare for ILC grants.

Application details

15. How long do I have to submit my application?

You will have four weeks to submit your application, commencing Friday 5 April 2019 and ending 11:00 PM (AEST) **Friday 10 May 2019**.

16. When does the grant round close?

As noted above, the application form must be submitted by **11:00 PM AEST on Friday 10 May 2019**. 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 outlined in the Grant Opportunity Guidelines (Section 7.8).

17. Will you contact me if there are problems/questions about my 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 or by email at support@communitygrants.gov.au.april

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.

18. If I am not able to submit my application by the due date, can I get an extension?

Extensions will not be provided.

Late applications will only be accepted in accordance with conditions outlined in the Section 7.8 of the Grant Opportunity Guidelines.

19. Are the individual selection criteria weighted?

No weighting has been applied to the selection criteria. Responses to the five selection criteria for this grant opportunity are considered equally. Applications will be assessed on their merits against the selection criteria and will 'compete' against other applications.

20. What happens if any of the selection criteria are not addressed in the application form?

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

21. Is there a word limit for the selection criteria?

The application form has a 525 word limit per criterion.

22. What is the 'Brief Summary of your project'?

Applicants are required to provide a clear summary of their project activity. The applicants will be asked to also provide greater detail in the Selection Criteria questions. The response should include a summary of what your project will deliver, how it will be delivered, where it will be delivered, as well as what will be achieved for people with disability.

23. What attachments do I need to include in my application?

Section 7.1 of the Grant Opportunity Guidelines outlines the attachments required. It is important to note that if the templates provided are not used, the application will be considered non-compliant.

The following documents should be included with the application:

- Completed Activity Budget (using the required proforma).
- The two most recent sets of year-end and preferably audited financial statements inclusive of Profit and Loss Statements and Balance Sheets (If you are unable to provide these then you should complete and include the “Unable to provide financial statements” template available on the Community Grants Hub and GrantConnect websites).
- Signed Auspice Authorisation Form (only for groups or organisations that are eligible applicant types but intend to authorise another organisation to apply on their behalf).
- Signed trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.

24. How many applications can I make?

Overall, organisations can only submit one application. They can apply for one either on behalf of their organisation or one as a lead member of a consortium.

In addition to this, applicants can also be a non-lead member of a consortium on multiple applications or apply as the auspisor for multiple organisations.

Furthermore, Auspisor organisations may act as the auspisor for more than one group or organisation. Acting as an Auspisor does not count towards the total number of applications that an organisation is eligible to submit.

Section 7 of the Grant Opportunity Guidelines sets out the number of applications an Applicant may make.

25. 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. Section 7 of the Grant Opportunity Guidelines sets out the number of applications an applicant may make.

Consortiums

26. What is a lead organisation?

If you submit a joint application as a consortium, 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.

27. I'm applying on behalf of a consortium. How many members can I identify in the application form?

The application form allows applicants to identify up to 10 consortium members only. If you are applying on behalf of a consortium that has more than 10 members, please send an email to support@communitygrants.gov.au that includes the:

- details of all consortium members, including the 10 members that you have identified in your application form. For each additional member, please provide the same details that are requested in the application form
- name of the grant opportunity that you are applying for
- **Submission Reference ID** of your application form.

A lead organisation must be a legal entity as listed in Section 4.1 of the Grant Opportunity Guidelines.

28. Who is undertaking the assessment of applications?

Section 8 of the Grant Opportunity Guidelines sets out the assessment process.

The NDIA is partnering with the Community Grants Hub to administer the application process for this round. The Community Grants Hub assess the applications and reports this to the NDIA.

The Community Grants Hub and the NDIA will provide advice to a Selection Advisory Panel on the outcomes of the assessment undertaken by the Assessment Team and other matters, including risk and alignment to ILC. The Selection Advisory Panel considers the overall value for money of proposals and provides list of recommended projects to fund to the NDIA Delegate for final decision.

29. Who is involved in the Selection Advisory Panel?

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

30. Are the grant applications assessed against other applications?

Yes. Grant applications are assessed on how well they address the selection criteria, if it represents *value for money*, and how it compares to other applications.

31. Can I appeal the decision in relation to the outcome of a selection process?

No. In accordance with Section 8.4 of the Grant Opportunity Guidelines, there is no appeal mechanism for decisions to approve or not approve a grant.

32. When will I know the outcome of my application?

Applicants will be notified of the outcome of their application in writing at the end of the selection process. This is likely to be no later than August/September 2019.

33. What feedback will be available for this funding round?

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.

34. How can my organisation get updates about ILC?

Organisations and individuals can register to receive updates on ILC by signing up to the [ILC mailing list](#).

35. Does the statement made in Section 2.1: "Proposals may complement or build on existing initiatives but cannot overlap". Does the overlap to which you refer here relate to a temporal / timing overlap or an overlap of content?

The intent of the statement "Proposals may complement or build on existing initiatives but cannot overlap", is that funding will not be provided for a proposal that has already received funding from another source for the same purpose. For example, this grant could be used to expand a small pilot project where funding has ceased, however, you could not use this funding to conduct another small pilot.

36. Will there be one website which will house all disability types?

The National Information Program will commission information products that complement but do not duplicate the various information already provided by the NDIA, either directly or through its Partners in the Community. The intention is that products commissioned through this program will be collated into a consolidated, national platform of information resources supported by active dissemination through grant funded organisations and Early Childhood Early Intervention networks. The final year of the multi-year grants will require grant recipients to participate in the establishment of the platform.