

Application form guide

Individual Capacity Building Program Grants

How to use this booklet

This booklet is a guide for Organisations to make an application.

This booklet covers:

- what a grant is
- the Individual Capacity Building Program grant opportunity
- what to do before making an application
- filling in a grant application form
- getting help with your application.

What is a grant?

A grant is one way the NDIA uses to create inclusion for all Australians with a disability.

The Individual Capacity Building Program

What is Information, Linkages and Capacity Building?

The NDIA provides money in two ways:

- individual NDIS plans, and
- the Information, Linkages and Capacity Building Program.

The Information, Linkages and Capacity Program building is about inclusion of people with disability. It is about connecting people with disability with their communities. Our plan is to make more inclusive services, communities and workplaces.

The Individual Capacity Building Program is one of four Information, Linkages and Capacity Building programs building these connections.

What does the Individual Capacity Building Program do?

The Individual Capacity Building Program seeks to build a nationwide system of peer support, mentoring and skills building for people with disability, carers and their families. It seeks to build a national network of Disabled Peoples Organisations, Family Organisations and Priority Cohort Led Organisations to provide these services.

The Individual Capacity Building Program builds the skills and confidence of people with disability to participate in their community and to understand and protect their rights. It also builds the capacity of Disabled Peoples Organisations and Family Organisations to deliver services for people with disability.

Who is administering this grant round?

The Community Grants Hub, on behalf of the NDIA is administering this grant round.

What are the eligibility criteria you must meet?

The Grant Opportunity Guidelines lists the criteria Organisations must meet to receive a grant. This includes meeting the:

- definition of a Disabled Peoples Organisation, Family Organisation or Priority Cohort Led Organisation at Section 2.1.1, and
- eligible legal entity criteria at Section 3.

The NDIA may use information outside your application form to assess if your organisation meets the definition of an eligible organisation.

If your organisation is not a Disabled Peoples Organisation, Family Organisation or Priority Cohort Led Organisation you are not eligible to apply for the grant opportunity. You will not be able to submit an application.

What is a Disabled Persons Organisation?

Under this grant opportunity a Disabled Peoples Organisation is defined as an organisation that seeks to:

- 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.
- To apply as a Disabled Peoples Organisation you must also strongly align with the social model of disability and be run by and for people with disability.

What isn't a Disabled Peoples Organisation?

Under this grant opportunity, the definition of a Disabled Peoples Organisation does not include:

- an organisation governed by family members or 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.

How to show that you are a Disabled Peoples Organisation

You must demonstrate in your written application that you meet the definition of a Disabled Peoples Organisation through any of the below:

- a governance structure where a majority of your Board (or similar governing body) are people with disability
- a governing document that outlines your organisation's mission being for the benefit of people with disability. For example rules of the association or constitution.
- the majority of your paid staff (of volunteer staff if you have no paid staff) are people with disability
- if you are a Registered Provider of Supports, you make clear this is a secondary activity for your organisation that funds and furthers your organisation's mission and is not the primary activity of your organisation.

What is a Family Organisation?

Under this grant opportunity a Family Organisation is defined as an organisation that seeks to:

- 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;

How to show that you are a Family Organisation

You must demonstrate in your written application that you meet the definition of a Family Organisation through the below:

- A governance structure where a majority of the Board (or similar governing body), are family members (inclusive of siblings) or unpaid carers of people with disability; and
- A governing document that outlines your organisation's mission being for the benefit of families and carers of people with disability. For example rules of the association or constitution, and;
- The majority of your paid staff (or volunteer staff if you have no paid staff) are family members (inclusive of siblings) or carers of people with disability, and;

- if you are a Registered Provider of Supports, you make clear this is a secondary activity for your organisation that funds and furthers your organisation's mission and is not the primary activity of your organisation.

What is a Priority Cohort Led Organisation

Under this grant opportunity a Priority Cohort Led Organisation is defined as an organisation that seeks to improve the welfare of a specified community. Organisations that represent one or more of the following cohorts will 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

How to show that you are a Priority Cohort Led Organisation

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, you must demonstrate in your written application that you meet the definition of a Priority Cohort Led Organisation through the below:

- A governance structure in place where the majority of the Board (or similar governing body) identify as part of the priority cohort; and
- The majority of your paid staff (or volunteer staff if you have no paid staff) identify as part of the priority cohort.

For Children and young people (0-24 years) and People experiencing homelessness or at risk of homelessness, you must demonstrate in your written application that you meet the definition of a Priority Cohort Led Organisation through the below:

- you 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.

What is the Social Model of Disability?

The Social Model of Disability seeks to remove barriers for people with disability to access mainstream services and live an ordinary life.

How much funding is available in this grant opportunity?

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

What funding can you apply for?

As an eligible Disabled Peoples Organisation, Family Organisation or Priority Cohort Led Organisation you may apply for:

- A small Individual Capacity Building grant – a minimum of \$10,000 and a maximum of \$25,000 (GST excl.) each year for up to two years, or
- A large Individual Capacity Building grant – a minimum of \$100,000 and a maximum of \$500,000 (GST excl.) each year for up to two years.

In addition to your Individual Capacity Building funding Disabled Peoples Organisations and Family Organisations may also apply for:

- An Organisation Capacity Building grant - a minimum of \$5,000 to a maximum of \$50,000 each year for up to two years.

What activities can you apply for?

The two funding stream activities under this grant opportunity are:

1. Individual Capacity Building activities
2. Organisational Capacity Building activities.

As an eligible Disabled Peoples Organisation or Family Organisation you are able to apply for both Individual Capacity Building activities and Organisational Capacity Building activities.

As an eligible Priority Cohort Led Organisation you can only apply for Individual Capacity Building activities.

Who must benefit from your Individual Capacity Building activities?

Your Individual Capacity Building activities must be for the primary and direct benefit of people with disability.

What must your Individual Capacity Building activities do?

Your Individual Capacity Building activities must build the knowledge, skills and confidence of people with disability to set and achieve their goals.

Are you eligible to apply for Organisational Capacity Building activities?

Yes. As an eligible Disabled Peoples Organisation or Family Organisation you will be eligible to apply for Organisational Capacity Building activities in this grant opportunity. However this must be in addition to the Individual Capacity Building activities you are applying for.

Can you apply to deliver only Organisational Capacity Building activities?

No. There is no option to deliver only Organisational Capacity Building activities.

How many Organisational Capacity Building activities may you apply for?

You may apply for no more than two Organisational Capacity Building activities.

The types of Organisational Capacity Building activities you may apply for are listed in the Grant Opportunity Guidelines at Section 4.

What must your Organisational Capacity Building activities do?

Your Organisational Capacity Building activities must:

- directly relate to your project
- improve your organisation's ability to deliver you mission
- improve your organisation's ability to deliver information, linkages and capacity building outcomes in your community
- not replicate activities funded under previous Information, Linkages and Capacity Building grants.

What if your organisation is not an eligible legal entity? Can you apply?

Yes. You may still be able to receive funding by entering into an auspice arrangement with an organisation that meets the eligible entity types in the Grant Opportunity Guidelines at Section 3.

What happens if you have another organisation auspice your application?

In an Auspice application:

- the Auspicor will apply on your behalf
- if successful the NDIA will enter into an agreement with the Auspicor organisation
- the Auspicor will receive and manage the funding on behalf of the Auspicee organisation
- you, as the Auspicee organisation will carry out the activities of the project
- as an Auspicee you must enter into a legally binding agreement with the Auspicor organisation. (This agreement must be provided to the NDIA on request.)

How are successful applications selected?

This is an open, competitive selection process. This means your application will be assessed:

- on its merits
- against your response to the applicable Grant Opportunity Guidelines assessment criteria, and
- against other Organisations applications.

There will be a selection process to determine the successful applicants. The strongest applications which demonstrate how they will deliver the objectives and outcomes of this grant opportunity will be selected for funding.

What Assessment Criteria must you write a response to?

If you apply for a small Individual Capacity Building grant you must respond to Assessment Criteria 1 and 2 in the Grant Opportunity Guidelines at Section 5.3.

If you apply for a large Individual Capacity Building grant you must respond to Assessment Criteria 1, 2 and 3 in the Grant Opportunity Guidelines at Section 5.3.

You must address all aspects of the criteria. You should use the available character or word count to provide sufficient detail in your responses.

What are the Assessment Criteria used for?

The Assessment Criteria will be used to score and compare your application against other Organisations applications. Each criterion has an equal weighting of five points.

If you are applying for a small grant your application will be scored out of 10 points.

If you are applying for a large grant your application will be scored out of 15 points.

Will the NDIA prioritise any Organisations in this grant opportunity?

Yes. We will give priority in this Individual Capacity Building Grant round to Organisations that received a grant under the ILC Readiness Grant Round 2018-19 but did not receive a grant in the ICB Program Grant Round 2019-20 AND those groups, cohorts and locations that did receive funding under the ICB Program Grant Round 2019-20.

Things to know about the application form

National Relay Service

The Community Grants Hub uses the National Relay Service. Please phone 18000555677 if you need access to the National Relay Service.

Saving your application

To save your application click on the “Save and Exit” button, and then the “Confirm” button. If you do not click on the “Confirm” button your application will not be saved.

Please note that the continue button will not save your application.

Return to a saved application

Click the “Click here” button on the Form Saved page to return to your saved application and enter your submission reference ID.

What is in the application form?

To complete your application form you must:

- answer questions by selecting checkboxes or writing responses to questions in “fields”
- provide details about your organisation
- demonstrate that your organisation is a Disabled Peoples Organisation, Family Organisation or Priority Cohort Led Organisation
- write a response to relevant assessment criteria for this grant opportunity
- upload completed template documents including:
 - FY 2018-19 audited financial statements if you request funding of \$100,000 or more (GST excl.).

Template documents are on the [Community Grants Hub](#) and [GrantConnect](#) websites.

When completing the online application form, you must provide a response in all the required fields.

Application form word and character limit fields

The application form includes fields for you to provide a written response. There is a character or word count limit in these fields. These limits are stated in the application form under each field.

Please check the character and word limit for each of these fields. Please note you cannot exceed these character limits.

Please read your instructions under each question to see if the field also has limits on the characters you may use. If you use other characters in these field you may corrupt your data.

Uploading documents

Supporting documents must be uploaded as instructed in the application form.

Only attach documents that are requested.

Information in attachments that are not requested in the application such as annual reports will not be considered.

'Click the Upload' button to select the file you want to upload.

Each attachment must be no larger than 2MB. You cannot upload a file that is above this size. You cannot upload compressed files. There is a total cap of 20MB for your application.

What files types can be uploaded?

The file types you can upload

are: .bmp, .doc , .docx, .gif, .jpeg, .jpg, .msg, .pdf, .png, .pps, .ppt, .pptx, .txt, .xls, .xlsb, .xlsx.

Before you fill out the application form

Find the application form and grant opportunity pack

The application form and grant opportunity pack is online on the [Community Grants Hub](https://www.communitygrants.gov.au) website at <https://www.communitygrants.gov.au>.

The grant opportunity application pack includes:

- Grant Opportunity Guidelines
- ICB Easy Read Guidelines
- Questions and Answers
- Application form guide (this document)
- NDIA Grant Agreement
- Authorisation to Apply as Auspice Template
- Unable to Provide Financial Statements Template

Read the Grant Opportunity Guidelines

Before preparing and submitting an application you must read all the information in Individual Capacity Building (ICB) Program Grant Opportunity Guidelines 2020-2021. This document is known as the Grant Opportunity Guidelines. It contains all the information you need to complete your grant application. The Grant Opportunity Guidelines set out:

- the purpose of the Individual Capacity Building 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 successful applicants receive grant payments and are monitored and evaluated
- responsibilities and expectations of the grant opportunity
- expected timeframes of this grant opportunity.

A copy of the Grant Opportunity Guidelines is available on line on the [GrantConnect](https://www.communitygrants.gov.au) and [Community Grants Hub](https://www.communitygrants.gov.au) website at <https://www.communitygrants.gov.au>.

Assess if your organisation is eligible to apply for this grant opportunity

Before starting your application you should assess if your organisation is eligible to apply. You should consider:

- whether you meet the organisation eligibility criteria in the Grant Opportunity Guidelines at Section 2.1.1
- whether your organisation is an eligible legal entity as defined in the Grant Opportunity Guidelines at Section 3
- whether you need to enter into an Auspice agreement with another organisation to deliver your project

- if you should form a consortium with other organisations to deliver your project.

Develop your project and activities

In developing your project you should consider:

- the length of time needed to deliver your project
 - your project should not just default to the maximum grant length of two years
- whether your organisation has the experience and skills to deliver the project to ensure successful project delivery
 - you should avoid activities that may be too hard to deliver
- whether your project budget:
 - is more than 125% of your organisation's average annual operational budget for the past three years
 - reflects the scale of your project, the number of people with disability that will benefit, and your organisation's experience, abilities and capacity
- whether people with disability will be employed to deliver your activities
 - (it is expected that you will collaborate and employ people with disability in developing and delivering your project)
- whether you have a strong focus on measuring outcomes.

Assess if your project activities are eligible for funding

Before filling in your application form you should assess if your project are activities that may be funded under this grant opportunity. You should assess:

- if your activities met the criteria listed in the Grant Opportunity Guidelines at Section 2.2
- if your proposed activities are eligible grant activities to be funded, as listed in the Grant Opportunity Guidelines at Section 4
- if your proposed activities are not eligible to be funded, as listed in the Grant Opportunity Guidelines at Section 4.

Prepare your project budget and activity plan

Before starting your application you should prepare:

- an Indicative Project Budget, including a total budget figure
- a Project Activity Plan.

You will be required to provide this information in your online application form.

The NDIA will determine the allocation of funding over the two year funding period.

Decide what grant amount you are applying for

Based on your project budget and activity plan, you must decide if you are applying for:

- a small Individual Capacity Building grant, or
- a large Individual Capacity Building grant.

If you are a Disabled Peoples Organisation or Family Organisation, you will also need to decide if you are applying for an Organisation Capacity Building grant.

Determine which Assessment Criterion you must prepare a response to

If you apply for a small Individual Capacity Building grant you must respond to:

- Assessment Criteria 1 – Need and suitability of the Individual Capacity Building activities, and
- Assessment Criteria 2 – Outcomes from the Individual Capacity Building activities in the Grant Opportunity Guidelines at Section 5.3.

If you apply for a large Individual Capacity Building grant you must respond to:

- Assessment Criteria 1 – Need and suitability of the Individual Capacity Building activities
- Assessment Criteria 2 – Outcomes from the Individual Capacity Building activities, and
- Assessment Criteria 3 – Capability of the organisation to deliver in the Grant Opportunity Guidelines at Section 5.3.

Prepare your response to the relevant Assessment Criterion

In preparing your response to the relevant Assessment Criteria you should:

- address all aspects of the assessment criteria
 - this is the questions listed under each criteria
- demonstrate the need for your project by providing relevant, reliable and current evidence of the need in your community and/or region
- demonstrate how your project activities will address the need you identified in your community for people with disabilities
 - You should explain how your project will be effective in delivering information, linkages and capacity building outcomes for your target disability group and/or region
- explain why an Information, Linkages and Capacity Building grant is the most appropriate funding source for your project
 - You should explain why your activities could not be funded through other federal, state, territory or local government bodies
- explain your connection to the people you're targeting
- explain how people with disability will be central to the design and delivery of your activities and your commitment to employing people with disability

- describe your partnerships and explain the role of other organisations in delivering your project.

A guide to filling in the application form

General questions

What is a Submission Reference ID?

Your application will be given a number. This number is called a Submission Reference ID. You need to keep a record of this number to access your application.

Fill in the field with your email address and confirm your email address. This will send a link to the saved application form to your email address. This email will state your Submission Reference ID, the date and time your application is due, and a link to your saved application form.

Tip: Make sure your email address is valid. Do not include spaces in your email address.

Use of information field

This question asks you to agree to the Community Grants Hub sharing your information with other agencies. This will assist it to:

- publish the details of organisation that receive grants
- identify risks and issues for grant agreements
- prevent and detect fraud.

You can only apply if you agree to the use of your information as stated in this application question. Select the checkbox “I agree”.

Existing grant recipient field

You must tell us if you have received a previous grant through the Community Grants Hub.

You must select either the “Yes” or “No” button. If you select yes you will be asked to enter your organisation ID number.

What is an organisation ID? How do you find it?

If your organisation has received a previous grant through the Community Grants Hub, you will have an Organisation ID number. You can find this number on your grant agreement.

Organisation ID field

Enter your organisation ID number in this field. Then click the search button to bring up your organisation’s details. Click the “verify number” button. This will bring up your organisation details. If something goes wrong call please call 1800020283.

Tip: Copy and paste the Organisation ID number from your Grant Agreement to avoid errors.

If you do not have an Organisation ID number

If you have not received a previous grant through the Community Grants Hub your organisation will not have an Organisation ID number.

Questions about your organisation

Why do you need to give us your organisation's details?

The NDIA can only give a grant to your organisation if it is a legal entity, and meets the eligibility requirements of this grant round.

We will use the information you provide to assess if your organisation is eligible to apply for a grant.

If you are successful in receiving a grant, the legal entity name of your organisation will be used in the Grant Agreement. It may be that the name your organisation trades or provides services under is different to your legal entity name.

What organisation details must you provide?

You must provide your organisation's:

- legal name
- Registered Business Name
- Entity Type (what sort of business you are)
- ABN (if you have one)
- business address
- Incorporation Number (if any).

You will be asked if you are:

- registered for GST
- a charity
- not-for-profit
- withholding tax exempt.

ABN field

This is an Australian Business Register number (ABN). You must tell us if you have an ABN. You must also tell us if you don't have an ABN.

If you have an ABN, you will be asked to enter and validate your ABN details in the application form. Click the "Validate ABN" button. If applicable to you, also enter the ABN Branch Number for the Trustee's ABN.

If your ABN details are incorrect or out of date, please update them at the Australian Business Register website. Please update these details before you validate them on the grant application form.

For further details about an ABN refer to <http://www.abr.business.gov.au>.

Statement of supplier field

If you are not registered for GST and do not have an ABN then you will be asked to provide a statement of supplier for this grant opportunity.

Further information about a Statement by a Supplier is available on the [ATO](#) website.

ACN/ARBN Number field

You must enter your Australian Company Number (ACN) or Australian Registered Body Number (ARBN) and your legal registered entity name. (This is the Business Name of your organisation). Click on the "Validate ACN" button.

Other Incorporation number fields

You will be asked if you have any other types of Incorporation Number. You must select either the "YES" or "No" button.

If yes, you must also provide your organisation's relevant details, including

- Registration Number – which is a form of an Incorporated Number for a Cooperative
- Indigenous Corporation Number (ICN)
- Incorporated Association Number (IAN).

Legal/ entity name of your organisation field

You must tell us your legal registered entity name. This is your organisation's name on the Australian Business Register.

If you have a registered business name you can select this in the "Legal/registered business name" field.

If you have not registered your Business Name, you must select either "Same as Legal Entity" or "Other" in the "registered business name" field.

If you select "Other", you will be asked to provide your registered business name in another field in the application form. You must respond to this question. There is a 200 character limit in this field.

For an Auspiced application, this is the legal entity name of the Auspicor organisation.

For a consortium application, this is the legal entity name of the lead consortia organisation.

The registered business address and main contact details field

In this field you must provide the full registered address of your organisation. For example level 1 Main Building 220 Business Street Canberra City ACT 2601.

To validate your organisation's registered business address click the "Validate" button. You must not use a PO Box address in this field.

Main contact detail fields

You must provide your organisation's main telephone number and email address in these fields. You should also provide your organisation's website address.

Postal address field

You must provide the full postal address of your organisation. For example, Level 1 Main Building 220 Business Street Canberra City ACT 2601.

You can click the checkbox "Same as business address above" if your postal address is the same as your registered business address.

Financial email address field

You must provide your organisation's financial email address in this field.

We will use this email address to send you the receipt of payment advice if you are successful in receiving a grant. It will also be used to provide 'Recipient Created tax invoices'. The email address must be in a valid format without spaces. E.g.

example@business.com.au

Not-for-profit field?

You must tell us if your company operates as a "not-for-profit" business. You must select either the "Yes" or "No" button.

Legal entity type field

You must select your organisation's eligible entity type in this field.

Not all organisations will be eligible to apply for this grant opportunity.

You will also be asked to upload a document or documents to support the legal entity type you chose for your organisation. You must respond to this question and provide at least one document. You may only upload a maximum of two documents for this question.

Tell us about your organisation and the people with disability you support field

You will be asked to provide details about your organisation. Your response should include:

- how your organisation meets the Grant Opportunity Guidelines definition at Section 2.1.1
- your organisation's mission and purpose
- what people with disability your organisation works with

- the day-to-day activities or services your organisation delivers.

Are you a Registered Provider of Supports field

You will be asked if your organisation is a registered provider of supports.

For an Auspice application, this needs to be completed for the Auspicee organisation.

A provider is an individual or organisation delivering a support or a product to a participant of the National Disability Insurance Scheme (NDIS).

If you are a registered provider of support you can apply for a grant under this Information Linkages and Capacity Building grant opportunity. You do not have to be a registered provider of support to apply for this grant round. If you are a registered provider of supports please read the Grant Opportunity Guidelines at Section 5.8.

Financial statements field

This field will be visible if you apply for more than \$100,000. You must answer this question.

You will be asked if you have provided your most current end of financial year statements to the Australian Charities and Not-for-Profit Commission (ACNC). You must respond “Yes” or “No” by clicking the relevant button.

If you answer “No” you will be requested to upload your most recent set of year-end and audited financial statements for the 2018/19 financial year. There is a file size limit. You may attach a single document up to 4MB in size.

If you are unable to provide your most recent set of year-end and audited financial statements you must provide your reason in the “Reason for no Financial Statement” field. There is a 1000 character limit or approximately 150 word limit for this field.

Bank account details field

You will be asked to provide bank account details. You must respond to this question. Your bank account details will be used if you are successful in receiving a grant for your project.

You will be asked to provide your organisation’s:

- BSB Number
- Account Number
- Account Name.

Organisation category questions

The Grant Opportunity Guidelines state all the eligibility criteria your organisation must meet to get a grant. The NDIA will only accept your application if you meet the definition of one of three organisation types.

Select your Organisation type field

You will be asked to select whether you are applying as a:

- Disabled Peoples Organisation (DPO)
- Family Organisation (FO)
- Priority Cohort Organisation (PCO)
- an organisation who does not meet the DPO/FO or PCL criteria.

If you select Disabled Peoples Organisation, Family Organisation or Priority Cohort Led Organisation, you are declaring that you met the Grant Opportunity Guidelines criteria for that organisation type.

Select which Disabled Peoples Organisation or Family Organisation type you are field

You will be asked to select which type of Disabled Peoples Organisation or Family Organisation you are.

There are two options to choose from:

- A Disabled Peoples Organisation or Family Organisation with paid staff and a board/equivalent of a board, or
- A Disabled Peoples Organisation or Family Organisation with no paid staff.

In selecting either of these options you are declaring that you meet the two eligibility criteria in the application form and that you can provide evidence to support this declaration.

You are declaring that your organisation:

- can provide evidence that it is actively committed to the social model of disability, which seeks to remove barriers for people with disability to access mainstream services and live an ordinary life
- meets all the criteria for a Disabled Peoples Organisation or Family Organisation in the Grant Opportunity Guidelines at Section 2.1.1.

The NDIA will determine your eligibility as a Disabled Peoples Organisation to apply for this grant opportunity.

Board members with disability field

This field will be visible if you selected to apply as a Disabled Peoples Organisation with paid staff and a board/equivalent of a board.

You must enter the number of people with disability on your board or in your organisation's governance structure. You can only enter whole numbers.

Full time equivalent (FTE) Staff with disability field

You must provide the number of full time equivalent staff with disability in your organisation. You may enter decimal number. For example if you had three part time staff (at 0.5 FTE) and a full time employee, you would enter 2.5 in the field.

Volunteers with a disability field

This field will be visible if you selected to apply as a Disabled Peoples Organisation with no paid staff.

You must enter the number of volunteers with disability in your organisation. You can only enter whole numbers.

Board members who are family or carers of people with disability field

This field will be visible if you selected to apply as a Family Organisation with paid staff and a board/equivalent of a board.

You must enter the number of members who are family or carers of people with disability on your board or in your organisation's governance structure. You can only enter whole numbers.

Full time equivalent (FTE) Staff who are family or carers of people with disability field

You must provide the number of full time equivalent staff who are family or carers of people with disability in your organisation. You may enter decimal number. For example if you had three part time staff (at 0.5 FTE) and a full time employee, you would enter 2.5 in the field.

Volunteers who are family or carers of people with disability field

This field will be visible if you selected to apply as a Family Organisation with no paid staff.

You must enter the number of volunteers who are family or carers of people with disability in your organisation. You can only enter whole numbers.

Select which Priority Group leads your organisation field

This field will be visible if you selected to apply as Priority Cohort Led Organisation. You will be asked to select which Priority Group your organisation is led by.

There are five options to choose from:

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

In selecting one of these options you are declaring that you meet the eligibility criteria in the application form and that you can provide evidence to support this declaration.

You are declaring that your organisation:

- meets all the criteria for a Priority Cohort Led Organisation in the Grant Opportunity Guidelines at Section 2.1.1.

The NDIA will determine your eligibility as a Priority Cohort Led Organisation to apply for this grant opportunity.

How many Board members identify as your selected Priority Group field

This field will be visible with the Priority Group you selected as the main Priority Group your organisation is led by.

You must enter the number of Board members who identify as the Priority Group on your board or in your organisation's governance structure. You can only enter whole numbers

Full time equivalent (FTE) Staff who identify as your selected Priority Group field

You must provide the number of full time equivalent staff who identify as your selected Priority Group in your organisation. You may enter decimal number. For example if you had three part time staff (at 0.5 FTE) and a full time employee, you would enter 2.5 in the field.

Volunteers who identify as your selected Priority Group field

This field will be visible if you selected to apply as a Priority Cohort Led Organisation.

You must enter the number of volunteers who identify as your selected Priority Group in your organisation. You can only enter whole numbers.

Project/activities and funding questions

Select the funding activity type you are applying for field

You will be asked to select which funding activities you are applying for.

The two options are

- Individual Capacity Building activities only, or
- Individual Capacity Building activities and Organisational Capacity Building activities.

As an eligible Disabled Peoples Organisation or Family Organisation you will be eligible to apply for both Individual Capacity Building activities and Organisational Capacity Building activities.

Are you applying for a small grant or a large grant field

You must select which Individual Capacity Building grant you are applying for. That is either:

- a small grant, or
- a large grant.

A small grant is for funding for Individual Capacity Building activities ranging from \$10,000 to \$25,000 per year for up to two years. A large grant is for funding for Individual Capacity Building activities ranging from \$100,000 to \$500,000 per year for up to two years.

Please note that a small or large Individual Capacity Building grant does not include funding for Organisational Capacity Building activities.

Type of Individual Capacity Building Activities field

You will be asked to select the relevant checkbox for the type of Individual Capacity Building activities you are applying for. You must select from one of the following:

- peer-led support groups for people with disability, including new or existing peer-to-peer programs
- peer-led support groups for parents, carers and siblings of people with disability, which directly impact people with a disability
- leadership and professional development activities (individual or group based)
- new or innovate supports or services led by people with disability, for families or carers of people with disability
 - this may include building skills and knowledge about evidence-based support practices, self-management, supportive decision-making, establishing and maintaining circles of support, innovative living options or inclusive work practices
- scaling and extending the scope and/or coverage of previously ILC funded ICB activities, which have delivered effective outcomes
- skill building led by people with disability
- Activities that support and build the confidence of students with additional needs to participate in mainstream educational settings.
- Upholding best practice, strengthening and supporting families and children in inclusive early years settings including:
 - helping families to make well informed decisions
 - assisting expectant families and new parents with contemporary disability information
 - proactive interaction with mainstream supports.

Type of Organisational Capacity Building Activities field

This field will be visible if you are applying for Organisational Capacity Building activities.

You will be asked to select the relevant checkbox for the type of Organisational Capacity Building activities you are applying for. You must select no more than two of the following activities:

- upskilling or training of existing or potential staff, volunteers or committee/board members to improve their leadership and governance capability
- developing and delivering strategies or activities to involve people with disabilities and/or families and carers in organisational decision-making (e.g. staff recruitment, board and management committee positions)
- developing and delivering strategies and activities to support the transfer of skills and knowledge between board members with and without disability
- establishing and maintaining partnerships/collaborations with other organisations to share resources or partner in program delivery
- delivering organisational efficiencies by improving organisational systems or processes (e.g. new member communication system)
- strengthening the quality of organisational activities, including a risk management framework
- developing and strengthening strategies to upskill the organisation or parts to better function
- developing organisational strategy and outlook, such as a needs analysis to understand emerging priorities

You may not apply for more than two Organisational Capacity Building activities.

Describe your Organisational Capacity Building activities field

You are asked to describe:

- the Organisational Capacity Building activities you intend to do
- why these Organisational Capacity Building activities are needed
- how these Organisational Capacity Building activities will improve your organisation's ability to deliver its mission and information, linkages and capacity building in your community.

There is a 3500 character limit or approximately 525 word limit in this field.

Select the disability group for your project field

You will be asked to select which disability group your project proposes to target. You must select either

- all disability types checkbox,
or
- up to four of the following disability group checkboxes:
 - Autism
 - Intellectual disability
 - Psychosocial disability
 - Cerebral Palsy
 - Other neurological
 - Developmental delay

- Other physical
- Hearing impairment
- Acquired Brain Injury (ABI)
- Visual impairment
- Multiple Sclerosis
- Global Developmental Delay
- Stroke
- Spinal Cord Injury
- Other Sensory/Speech
- Other

If you select 'Other' disability from the primary disability groups you will be asked to state the specific disability group your project is focusing on.

Project/Activity detail field

You will be asked to write a short title for your project or activities in this field. There is a 250 character limit in this field. If you are successful this title may be published for reporting purposes.

Provide a brief summary of the activities you plan to deliver field

You must write a clear short summary of your project or activities. There is a 1000 character limit in this field. This is about 150 words. Your project summary may be used as part of our application review. If you are successful this project summary may be published for reporting or grant agreement purposes. You should provide greater details about your project in your responses to the assessment criteria.

Your project summary should be:

- easy to understand,
- written in plain English
- a stand-alone summary of your project or an explanation of how you will provide the services outlined in the Grant Opportunity Guidelines.

In your summary you may consider including the following information:

- what activities your project will deliver
- why the project is important
- how people with disability will benefit
- what will be achieved for people with disability?

Your summary should avoid using:

- technical terms
- acronyms
- lingo.

Service area where you propose to deliver your project field

You must select the location where your project is proposed to be delivered.

The locations or service areas used in the application form are listed in the “Coverage Type” field.

If you need to refine your coverage area, select the “State”. A list of areas will appear in the “Available coverage areas” field for you to select from. Choose the area and click the “Add” symbol. This will insert your chosen area into the “List of chosen coverage area/s” field. Repeat to choose more than one area.

The following commands may be useful:

- use Shift+Left-Click to select a group of areas to add at one time
- use Ctrl+Left-Click to select a range of alternating values and click the “Add” symbol
- use the “Minus” symbol” to delete any selected areas not required.

Number of people with disability your activities will assist field

You must provide an estimate of the number of people with disability that your project activities will assist.

How many people will be employed field

You must tell us how many people you estimate will be employed if you are successful in receiving a grant. This is the number of people you estimate will be employed in your proposed project and/or activities.

How many people with disability will be employed field

You must tell us how many people with disability will be employed if you are successful in receiving a grant. This is the number of people with disability you estimate will be employed in the project and/or activities.

Age cohort for your project field

You must select the age cohort of the people with disability that your project is targeting. You may select multiple cohorts. If your project is for all age cohorts, select all the checkboxes.

Assessment criteria questions

Your application will be assessed on your response to each of relevant Assessment Criteria. You should provide a written response to all aspects or questions listed under each criterion. All applications must respond to Criterion 1 and Criterion 2. If you are applying for a large Individual Capacity you will also need to respond to Criterion 3.

Criterion 1 - Need and suitability of the Individual Capacity Building activities field

There is approximately 900 words or 6000 characters in this field for you to write your response to Assessment Criteria 1. Please note that spaces are counted in the character limit.

In your written response to Criterion 1 you will be asked to describe the Individual Capacity Building activities to be delivered and why these are needed in the proposed location(s)

Your written response must cover:

- What will be done
 - You must describe what Individual Capacity Building activities you plan to deliver in your project
- Who your project/activities will assist
 - You must clearly describe the people that the activities are expected to support
- Where your activities will be delivered and why those areas
 - You must describe where your project will be delivered. You must also explain your project activities are needed in this area.

Criterion 2 – Outcomes from the Individual Capacity Building activities field

There is approximately 900 words or 6000 characters in this field for you to write your response to Assessment Criteria 2. Please note that spaces are counted in the character limit.

In your written response to Criterion 2 you will be asked to describe how your proposed project activities will:

- improve the knowledge and skills of people with disability
- improve the motivation and confidence of people with disability
- improve the participation and contribution to community by people with a disability.

Your written response must provide details about how your activities will achieve outcomes and result in people with disability having the skills and confidence to participate and contribute to the community and protect their rights.

You must provide supporting evidence of:

- the current capacity and opportunities for your target disability group
- your organisation's connection with your target disability group and participants.

You must also describe how you will monitor and evaluate the progress and success of your project.

Criterion 3 – Capacity of the organisation to deliver field

This field will only be visible if you have applied for a large Individual Capacity Building grant. There is approximately 900 words or 6000 characters in this field for you to write your

response to Assessment Criteria 3. Please note that spaces are counted in the character limit.

In your written response to Criterion 3 you will be asked to describe how your proposed project activities will be implemented and managed.

Your response should describe:

- how your organisation will engage people with disability in planning and delivering your project
 - you should state the number of people with disability that will be employed in the project and project activities
- the role of your board/committee in overseeing the project
- the management structure for delivering the project and how activities will be implemented
- your project partners or collaborations with other organisations in the project
- how you will make the project outcomes sustainable beyond the life of the grant agreement.

Project financial questions

How long will your proposed project run field

You must tell us how long your project is proposed to run for.

You will be asked to select:

- the number of years over which your project will run, and/or
- the number of months over which your project will run.

Under this grant opportunity your project may run for up to 2 years. Therefore you may only select up to 2 in the year field. If you enter a 1 in the year field a maximum of 11 can be entered into the month field. If you select 2 in the year field then a maximum of 0 can be entered into the month field.

Breakdown of funding by chosen service area for Individual Capacity Building activities field

You must provide a breakdown of your requested Individual Capacity Building funding by your chosen service area/s.

There will be a row of information for you to complete for each chosen service area. You must detail:

- the total funding for Individual Capacity Building activities in that service area
- an approximate percentage of the total funding for Individual Capacity Building activities in that service area.

You must enter only whole dollar amounts, with no decimal places.

Breakdown of funding by chosen service area for Organisational Capacity Building activities field

This field will be visible if you have requested both Individual Capacity Building and Organisational Capacity Building funding.

You must provide a breakdown of your requested Organisational Capacity Building funding by your chosen service area/s.

There will be a row of information for you to complete for each of your chosen service area. You must detail:

- the total funding requested for the Organisational Capacity Building activities in that service area
- an approximate percentage of the total funding for the Organisational Capacity Building activities in that service area.

Project Budget fields

You will be asked to include an indicative project budget in your application, including a total budget figure.

You may select up to a maximum of 24 items from the following budget items:

- staff salaries and on-costs (a maximum of 5 items)
 - these are direct costs in delivering the project, including staff salaries, insurance, short-term engagement of external consultants for skill development and accounting and auditing
- operating expenses (maximum of 5 items)
 - these are direct administration costs for the project including costs such as facility hire, rental and utilities
- general office expenses (maximum of 2 items)
 - these are direct project costs for telephone, stationery, technology, consumables etc.
- travel (maximum of 2 items)
 - these are direct project travel costs (excluding overseas travel)
- accommodation (maximum of 2 items)
 - these are direct accommodation for delivering the project
- access needs (maximum of 2 items)
 - these are costs attributed to access needs that are directly attributable to delivering the project
- venue hire (maximum of 2 items)
 - these are project cost for temporary venue hire

- catering (maximum of 2 items)
 - these are project catering costs
- evaluation (maximum of 2 items)
 - these are project monitoring and evaluation costs.

For each budget item you select, you must provide the following information:

- a written description of the budget item in the text box field
- a written description of the unit
- the quantity of that unit
- total cost for that item in the first year of your project
- if applicable, the total cost for that item in the second year of your project.

Activity Project Plan fields

You will be requested to provide an Activity Project Plan in your application. You may include up to a maximum of 20 project activities.

For each activity item you must provide the following information:

- what needs to be done
 - this is the description of the project activity
- how you will do it
 - this is a description of how you will deliver this activity
- start date
 - this is the date you will start this project activity
- end date.
 - this is the date this project activity will finish
- who will it occur with
 - this is the organisation/people involved in delivering this project activity.

Delivering your project questions

The arrangement for delivering your project field

You will be asked to state how you will deliver your project. You must select one of three options:

- organisation applying in its own right
- organisation applying as the lead of a consortium, or
- Auspice organisation applying on behalf of an organisation.

Who is the applicant in an Auspice application?

As the eligible legal entity, the Auspicor organisation is the applicant under an Auspice agreement.

Is the Auspicor entity field

This field is for an auspice application. The Auspicor must state if they are:

- a Local Government entity, or
- Corporate State or Territory entity.

The Auspicor legal entity type field

This field is for an auspice application. The Auspicor must select its legal entity type.

Auspicee organisation detail fields

These fields are for an auspice application. The Auspicor will be required to provide the following information:

- Auspicee organisation name
- Auspicee Trading name
- Auspicee organisation ABN (if applicable)
- Auspicee organisation contact person details

The Auspice arrangement letter attachment

This field is for an auspice application. The Auspicor will be asked to attach a letter of declaration to confirm the Auspicing arrangement.

The Auspicor must use the template provided on the [GrantConnect](#) and [Community Grants Hub](#) websites.

Who is the applicant for a consortium project?

You may decide that your project is best achieved through a consortium arrangement with other organisations.

For a consortia application, you must appoint a “lead organisation” as the applicant.

Consortium lead organisation detail fields

These fields are for a consortium application.

The Consortia “lead organisation” will be required to provide the following information for each consortium organisation member:

- the legal name of the consortium member organisation
- the consortium member’s ABN.

If there are more than 20 consortium members, the “lead organisation” must provide the same details as the first 20 members. It will be asked to upload a document with this information in it.

If successful, the “lead organisation” will be offered the grant agreement and be liable for meeting all terms and conditions. This includes monitoring, management, financial performance, service outcomes and insurance coverage.

The lead organisation should obtain agreement from consortium members before submitting an application.

Submitting your application form

When can you submit your application?

You may submit your application between 11 March 2020 and 2:00PM AEST (Canberra time) on 6 May 2020.

How do you make an application

You must submit your application electronically. There is a section at the end of the application form for this.

Keep your receipt

You will get a message on your screen with your Submission Reference ID when you submit your application. You will also get an email sent to you. Please save the email receipt to use in all future correspondence about your application.

Does the NDIA have to accept a late application?

No. The NDIA does not have to accept applications or any additional information after the closing time.

If you submit your application form after 2:00PM AEST (Canberra time) on 6 May 2020 it will be considered a late application. You will be asked to provide a detailed explanation of the exceptional circumstances that prevented your application being submitted before the closing time and date. You may need to provide support evidence of these circumstances. The NDIA will consider these exceptional circumstances on their merits and probity principles. See the Grant Opportunity Guidelines at section 5.9.

You will need to submit a Late Application Request form located on the Community Grants Hub website and submit to support@communitygrants.gov.au

A decision by the NDIA is final and cannot be appealed.

Getting help

Where do you find information?

Information about making an application is on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The Grant Opportunity Guidelines provide all the information you need about this grant opportunity.

How do you get help in using or submitting your application?

If you need help in using or submitting your application you can:

- Phone 1800020283
- Email support@communitygrants.gov.au

How can you ask questions?

Any questions you have about the Individual Capacity Building program grant opportunity or the application process must be made in writing and emailed to support@communitygrants.gov.au

A response to your email will be made within five business days.

You may email your questions up until five business days before the grant round closes.