Individual Capacity Building
Grant Opportunity Guidelines 2020-2021

Opening date: 11th March 2020

Closing date: 6th May 2020 at 2pm AEST
## What’s in this guide?

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This guideline gives you information about applying under the ILC Individual Capacity Building Program.

Organisations that can apply for a grant

Disabled Peoples Organisation. DPO for short.

A DPO builds knowledge, skills and capacity of people with a disability and their families.

They will be

• a voice of and for people with a disability
• help the community be more inclusive

They will also

• share lived experiences of people with a disability. This will help people with a disability use their voice, choice and control
• follow the United Nations Convention on the Rights of Persons with Disabilities
Disabled Peoples Organisation. DPO for short.

The values must be in line with the social model of disability and be led by and for people with a disability.

In the answers to the questions for the grant there must be evidence you can provide to support this.

The organisation is not a **DPO** when it is governed by families members of people with a disability.
Families Organisation. FO for short

An FO organisation works to

- Support and improve the health, wellbeing, capacity and strength of families and carers
- Design and provide supports for families and carers
- Consult and act as a voice for families and carers
- Encourage families and carers
- Identify gaps and highlight needs for carers

The values must be in line with the social model of disability and be led by and for families and carers.
Priority Cohort Led Organisation. PCL for short.

A PCL organisation works to improve the welfare of one or more of these communities

• Aboriginal and or Torres Strait Islander (ATSI)
• Culturally and Linguistically Diverse (CALD)
• Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Asexual and plus (LGBTIQ+) 
• Children and young people
• People who are homeless or at risk

To apply as a PCL the values must be in line with the social model of disability and be connected with the group and community represented.
For **ATSI, CALD** and **LGBTIQA+**

- Proof that the governance and most of the board are people from the priority community
- The majority of paid staff are people from the community

For Children and young people and people who are homeless or at risk.

The organisation must have a history in the sector and show a long term organisation commitment and mission to the community.

These are the only types of organisations that can apply.
The different types of funding

There are 2 types of funding

• Individual Capacity Building (ICB)
• Organisational Capacity Building (OCB)

Individual Capacity Building

These projects give people with disability the

• knowledge
• skills
• confidence

to be part of their community and speak up.

Your project must

• include people with disability to develop and deliver it
• make a difference for people with disability
• build knowledge, skills and confidence of people with disability to achieve their goals
Individual Capacity Building

The project can include

• peer support
• mentoring
• skill building

for people with disability, carers and families.

Organisational Capacity building

You can apply for funding to make your organisation stronger so you can

• do what you say they you will do better
• work in the community to offer ILC projects

This can be by improving the organisations systems or skills that will help deliver services.
What applications you can make

You can make an application for

• Individual Capacity Building or
• Organisational Capacity Building and Individual Capacity Building

You cannot make an application for Organisational Capacity Building only.
Disabled Peoples Organisation (DPO)

A DPO can apply for a large ICB grant or a small ICB grant.

A small grant is from $10,000 to $50,000
A large grant is from $100,000 to $1,000,000

A DPO can apply for an Organisational Capacity Building grant.

This grant is from $5,000 to $100,000
Each grant is for up to 2 years.

Family Organisation (FO)

A FO can apply for a large grant or a small grant.

A small grant is from $10,000 to $50,000
A large grant is from $100,000 to $1,000,000

An FO can apply for an Organisational Capacity Building grant.

This grant is from $5,000 to $100,000
Each grant is for up to 2 years.
Priority Cohort Led Organisations (PCL)

A **PCL** is can apply for a large **ICB** grant or a small **ICB** grant.

A small grant is from $10,000 to $50,000

A large grant is from $100,000 to $1,000,000

A **PCL** can not apply for an Organisation Capacity Building grant.

The NDIA can give more or less money in this funding round. This will be based on how many applications are received.
Your organisation must be a legal entity.

This means

• You must have an Australian Business Number or willing to get one
• Be registered or will register for GST
• Have an Australian bank account
• Insurance in case something bad happens

The organisation must be one of these

• A company
• An incorporated Association
• An indigenous corporation
• A cooperative
• A local government agency
• A corporate state and territory entity
Who cannot apply

- An individual, sole trader or partnership
- An incorporated trustee for a trust
- An unincorporated association
- A commonwealth or agency
- A local government
- Overseas resident
- Partner in community organisation

What can I do if my organisation cannot apply?

Some organisations can **auspice** another organisation. This means they take responsibility for the application.

You must fill out a form on the Community Grants Hub website agreeing the auspicor will apply for your organisation.

If the application is successful, the two organisations need to make an agreement about how the auspice arrangement will work.

If you agree to auspice another organisation the auspiced application is not included in the number of applications you can make.
What the activities can be

• Peer-led support groups for people with disability

• Peer-led support groups for parents, carers and families of people with disability

• Leadership and professional development activities. Group or individual

• Skill building activities, which may include:
  – Building skills and knowledge self-management, supportive decision-making and circles of support
  – Getting knowledge of different living options or inclusive work practices

• Working on previously funded ICB projects that had good outcomes and sharing with more people

• Activities that support and build the confidence of students with additional needs in mainstream educational settings

• Best practice and supporting families and children in inclusive early years settings
Eligible Organisational Capacity Building (OCB) activities must directly relate to the project, must not be a previously funded activities, and may include:

- Upskilling of staff, volunteers or committee and board members to improve their leadership and governance capability
- Developing strategies or activities to involve people with disabilities and/or families and carers in organisational decision making
- Skill and knowledge sharing between board members with and without disability
- Working together with other organisations to share resources or program delivery
- Making systems or processes better and stronger
- Developing plans to upskill the organisation

Applicants may apply for **no more than 2 times** for Organisational Capacity Building activities.
What can the grant money be used for?

You can only spend grant money on the things you said you would use it for in the application.

• Salaries

• Office running

• Rent

• Resources like stationary and postage

• Bills like electric and gas

• Reporting

• Travel in Australia

• Monitoring and evaluating your project

• Conference costs if you are talking about your project. The NDIA have to approve this

• A consultant for training or to design resources and you must explain how your staff will learn from this

• A project the ILC has already funded but only if it is a bigger project and targets more people
You cannot use the grant money to

- Pay for things you did before you got the grant
- Buy land or buildings
- Do building work
- Do advocacy work
- Fund support for people with disability
- Do policy work or research
- Provide support someone can get under their NDIS plan
- Overseas travel
- Travel to or going to a Conference unless agreed by the NDIA
- Things funded by other parts of government or Councils
- Things that the law says you have to do
- Something you already have funding for
- A project that has already had ILC funding
- Work done by Local Area Coordination and/or Early Childhood Early Intervention
- Costs for things like registration, quality assurance and fundraising if you are a Registered Provider of Supports
- Training for staff for an NDIS registered provider
- Government fees or taxes

NDIA can decide that it will not give you all the money.

The contract will tell you when you will get the grant money. You must use all the grant money by the time the contract ends.
How many applications can I make?

1 application by your organisation.

1 application with your organisation being the lead of a group of organisations. This is called a consortium or joint application.

If your organisation is the lead of a joint application you will need to fill in the application.

You will need to list all the other organisations that are part of the group. They all have to be organisations that can make an application.

You can be part of more than one joint application but you can only be leader of one joint application.

If you put in too many applications NDIA will only look at the last application you put in.
NDIA Registered Provider of Support

If your organisation is an NDIA Registered Provider of Support you can apply for a grant.

You will have to put a plan in place to manage any conflicts of interest and show that being a provider is to fund your mission.

How to apply for a grant

The application form is on the Community Grants Hub

Answer all the questions in the application form.

There is extra information in the form to help answer the questions.

You can start you application save and go back to it later.

There is a guide to help you understand the application form. It is called ‘Application form guide’.

You have to answer all the questions in the form.

They are all worth points.

Read all the details about the question.

Make sure your answer covers everything in the main question and extra questions.

If you are applying for a small grant you only need to answer the first and second questions.
Other information to be sent with the application form

You must include this information with your application

• your project budget
• a Project Plan that explains how the project will be managed

These are part of the online application.

If your application is for $100,000 or more your 2018-2019 audited financial statements.

If you are registered with the Office of Indigenous Corporations your certificate of registration.

Evidence that the Board or CEO support the application.

This means the CEO must approve the application and the NDIA may ask for a letter from your CEO.

The application form explains how to attach supporting information to the application.
Grant amount and opportunity period

The grant has a total of $85 million.

Grants will be up to 2 years.

When are applications due?

You must make your application by 2pm on 6th May 2020.

NDIA will not normally accept late applications.

You have 3 days after the closing date to ask to make a late application.

You need to explain why you could not make the application on time.

You must fill in the Late Application Request form.

The form is on the Community Grants Hub website.

The NDIA will decide if you can make a late application.

The Community Grants Hub will tell you what the decision is.
If you have questions about the grants

You must ask your question by **29th April 2020** at 5pm. After 15th April 2020 at 5pm you can only ask questions about using the application form.

**Timeline**

Assessment of application will be in **June 2020**.

You will be told if your grant was successful of not in **August 2020**.

You can start your project in **September 2020**. The project must finish in September 2022.
Changing your application after you have sent it

You cannot change your application after the applications close.

If you find a mistake after you have put your application in contact Community Grants Hub on 1800 020 283 or email support@communitygrants.gov.au.

The NDIA will decide if it accepts the new information after the applications close.

The NDIA can ask for extra information.

Accessibility

If the online application is not accessible for you contact Community Grants Hub

- support@communitygrants.gov.au
- 1800 020 283

You must explain why the online form is not accessible for you.

Community grants Hub will tell you within 5 days what they can do to make the application accessible for you.
Assessment questions.

If applying for a small grant, criterion 1 and criterion 2 must be answered.

Scoring will be out of 10 points.

If applying for a large grant, criterion 1, criterion 2 and criterion 3 must be answered.

Scoring will be out of 15 points.

For each question you can type about 900 words.

When writing your proposal, you should

• Explain the length of time to deliver the project and not just say 2 years

• Explain if your organisation has the time and capacity to do the project.

• The total budget

• It is expected that people with disability will be employed in the delivery of these activities. You will need to explain if there will be less than half of your staff with a disability or are part of the relevant cohort
Criterion 1: Need and suitability of the Individual Capacity Building activities.

Describe the Individual Capacity Building activities to be delivered and why these are needed in the proposed location(s)

Your answer must include

• what will be done?
• who will it assist?
• where will it be delivered and why those areas?

 Criterion 2: Outcomes from the Individual Capacity Building activities.

Describe how the Individual Capacity Building 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 answer must describe

• how the activities will achieve outcomes
• show the understanding of the target individuals and the connection with the community or activity participants
• how the progress and outcomes of the activity will be monitored and evaluated
Criterion 3: Capability of the organisation to deliver.

Describe how the activities will start and be managed. And

- how people with disability will be engaged in the planning and delivery of the activity. This includes employment
- the role of the board or committee in oversight of the activities, as well as the management of the activity,
- any partnerships or collaborations
- how you will make the project outcomes keep happening beyond the grant

How is the decision made?

This is a competitive grant round. Your application will be

- Checked against the eligibility criteria
- Looked at for value for money
- Compared with other applications
Who will make the decisions?

The Selection Advisory Panel (SAP) will decide which applications to fund.

The panel will be people with disability, NDIA staff, Commonwealth, State & Territory Government staff and people with relevant specialist expertise.

The NDIA Board makes the final decision on the grants. There is no appeal from the Board’s decision.

Community Grants Hub will send an email to tell you if you get a grant.
If your application is successful you will sign a grant agreement with the NDIA.

The Agreement includes

• How the grant will be paid
• When you will provide reports
• What you need to report about

You will get information about this if your grant is successful.

If you are successful the NDIA will want to hear about your progress.

You will have to

• Write reports
• Keep good records
• Follow rules
• Provide a final report

An additional, desirable outcome for all ILC programs is that: people with a disability actively contribute to leading, shaping and influencing their community.
How do I get information about other ILC grants

Sign up for the ILC mailing list.

Who can answer questions about the grant?

Contact the Community Grants Hub on 1800 020 283 or email support@communitygrants.gov.au.

The Community Grants Hub will give you an answer in 5 working days.