



Delivered by the  
National Disability  
Insurance Agency

## Individual Capacity Building Program Grant Opportunity Guidelines 2020-2021

<b>Opening date:</b>	<b>11 March 2020</b>
<b>Closing date and time:</b>	<b>2.00PM AEST (Canberra time) on 6 May 2020</b>
<b>Commonwealth policy entity:</b>	<b>National Disability Insurance Scheme Launch Transition Agency</b>
<b>Administering entity</b>	<b>Community Grants Hub</b>
<b>Enquiries:</b>	<b>If you have any questions, contact</b> <a href="#">Community Grants Hub</a> <b>Phone: 1800 020 283 (option 1)</b> <b>Questions must be sent no later than 5.00PM AEST (Canberra time) on 29 April 2020</b>
<b>Date guidelines released:</b>	<b>11/03/2020</b>
<b>Type of grant opportunity:</b>	<b>Open competitive</b>
<b>Easy English Version</b>	<b>An Easy English version of these Grant Opportunity Guidelines will be available on the <a href="#">Community Grants Hub</a> website</b>

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## 1 Information, Linkages and Capacity Building Grant program: Individual Capacity Building grant opportunity processes

The objective of the **Individual Capacity Building Program** is to enable systematic, nationwide access to peer support, mentoring and other skills building for people with disability, carers and families, delivered primarily by a national network of Disabled Peoples Organisations, Families Organisations and/or Priority Cohort Led Organisations.

This grant opportunity is part of the Information, Linkages and Capacity Building grant program, which contributes to the National Disability Insurance Agency's Outcome 1.2 – Community Inclusion and Capacity Development Grants.

The National Disability Insurance Agency works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



### **The grant opportunity opens**

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



### **You complete and submit a grant application**

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



### **We assess all grant applications**

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



### **We make grant recommendations**

A Selection Advisory Panel provides advice to the Delegate on the merits of each application.



### **Grant decisions are made**

The delegate decides which applications are successful.



### **We notify you of the outcome**

We advise you of the outcome of your application.



### **We enter into a grant agreement**

The Department of Social Services will enter into a grant agreement with you if successful.



### **Delivery of grant**

You undertake the grant activity as set out in your grant agreement. The Department of Social Services manages the grant by working with you, monitoring your progress and making payments.



### **Evaluation of the Information, Linkages and Capacity Building Grant Program and the Individual Capacity Building grant opportunity 2020-2021**

We evaluate your specific grant activity and the Information, Linkages and Capacity Building grant program as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1 Introduction

These guidelines contain information for the Individual Capacity Building Program grant opportunity 2020-21 and must be read before filling out an application.

The guidelines set out:

- the purpose of the Individual Capacity Building program and this grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered, selected and notified
- how grantees receive grant payments and are monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

Prior to preparing an application, the following documents should be reviewed:

*Strengthening Information, Linkages and Capacity Building (ILC): A national strategy towards 2022* (Information, Linkages and Capacity Building Strategy).

*Information, Linkages and Capacity Building Program (ILC) Program Guidelines 2019-20 to 2021-22* (Information, Linkages and Capacity Building Program Guidelines).

These documents set out the policy context for this grant opportunity and are available on the [National Disability Insurance Agency website](#).

The Department of Social Services will administer the program according to the [Commonwealth Grants Rules and Guidelines](#). The [Community Grants Hub](#) will administer the assessment processes for this grant opportunity on behalf of the National Disability Insurance Agency.

## 2 About the Individual Capacity Building Program

The Individual Capacity Building Program is one of four discrete and complementary programs delivered under the Information, Linkages and Capacity Building Strategy.

The four programs are:

1. National Information Program – providing accessible, quality and consistent information about disability types and services and support options (community and mainstream). At this time, there is no round planned during 2020.
2. Economic and Community Participation Program – increasing the social and economic participation, including employment outcomes, of people with disability. This program is anticipated to open in mid-2020.
3. Mainstream Capacity Building Program – ensuring equity of access to and increase inclusion of people with disability in mainstream services. This Program is anticipated to open in mid-2020.
4. Individual Capacity Building Program – enabling systematic, nationwide access to peer support, mentoring and other skills building for people with disability, carers and families, primarily delivered through a national network of Disabled Peoples Organisations and Families Organisations.

The Australian Government announced the following budget allocation (GST exclusive) for the Information, Linkages and Capacity Building Program:

Financial Year 2019-20	Financial Year 2020-21	Financial Year 2021-22
\$131.6 million	\$ 132.8 million	\$ 134.7 million

The objectives of the Individual Capacity Building Program are to ensure:

- People with disability have the skills and confidence to participate and contribute to the community and protect their rights through an increase in:
  - skills and capacity
  - motivation, confidence and empowerment to act
  - participation and contribution to community.
- Disabled Peoples Organisations and Families Organisations are strengthened in their capability to deliver services for people with a disability through:
  - improving the organisation's capacity and ability to deliver the organisation's mission and Information, Linkages and Capacity Building in the community.

The Individual Capacity Building Program builds on the *Disabled Peoples and Families Organisation – Information, Linkages and Capacity Building Readiness Grant Round 2018-19* and the *Individual Capacity Building program 2019-20*.

## 2.1 About the Individual Capacity Building grant opportunity 2020-21

The grant opportunity is an open, competitive selection process.

There are two streams of funding available:

1. Individual Capacity Building - activities that build the capacity of people with disability by ensuring that they have the knowledge, skills and confidence they need to participate and contribute to community, and speak up for themselves. Proposed activities must be for the benefit of people with disability.
2. Organisational Capacity Building - activities that improve the ability of Disabled Peoples Organisations and Families Organisations to achieve and strengthen their organisational mission and to deliver Information, Linkages and Capacity Building in the community.

### 2.1.1 Which organisations are eligible to apply for an Individual Capacity Building grant?

The National Disability Insurance Agency will only accept applications from the following organisation types that provide evidence in meeting one of the following definitions:

#### **Category 1: Disabled Peoples Organisation**

A Disabled Peoples Organisation is an organisation that seeks to do one or more of the following:

- i. Increase the knowledge, skills and capacity of people with disability and their families through information, advice, mentoring, peer support, training and development.
- ii. Be a collective voice of and for people with disability and families.
- iii. Assist people with disability to make the most of their packages of support.
- iv. Build the capacity of the community to welcome all people.
- v. Share the collective lived experience of people with disability to empower other people with disability to have voice, choice and control.

- vi. Uphold and be guided by the United Nations Convention on the Rights of Persons with Disabilities.

To apply in this category, the organisation must:

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

You must demonstrate this in your responses through one of the below:

- A governance structure where the majority of the Board (or equivalent governance body), members are people with disability; or
- 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; or
- The majority of paid staff (or volunteers in the absence of paid staff) are people with disability; or
- Where the organisation is also a Registered Provider of Supports, it is clear that the Disabled Peoples 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.

Please note that a Disabled Peoples Organisation is not:

- An organisation governed by family members of people with disability established to be a Registered Provider of Support and/or;
- Is not 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.

**Applications from entities such as these will be ineligible.**

## Category 2: Family Organisation

A Family Organisation is an organisation that seeks to do one or more of the following:

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

To apply in this category, the organisation must:

- a) strongly align with the Social Model of Disability and;
- b) 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 all of the below:

- 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; and
- 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; and

- The majority of staff (or volunteers in the absence of paid staff) are family members (inclusive of siblings) or carers of people with disability; and
- Where the organisation is also a Registered Provider of Supports, it is clear that the Family 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.

### **Category 3: Priority Cohort Led Organisation**

A Priority Cohort Led Organisation is an organisation that seeks to improve the welfare of a specified community. In this grant funding opportunity, 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.

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

- clear connection to the cohort group and community they represent; and
- 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; and
- 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.

#### **2.1.2 Which organisations are eligible to apply for an Organisational Capacity Building grant?**

Only organisations that meet the definition of a Disabled Peoples Organisation (category 1) or Family Organisations (Category 2) are eligible to apply for Organisational Capacity Building funding.

## 2.2 What must the grant activities do?

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 and Disabled Family Organisations to deliver both their organisational mission and Information, Linkages and Capacity Building in their community.

If applying to deliver Organisational Capacity Building activities applicants **must** also apply to deliver Individual Capacity Building activities.

## 2.3 Grant amount and opportunity period

This grant opportunity has a total of \$85 million (GST excl.) available for projects up to two years. Funding will be prioritised to regions, cohorts and organisations that were not funded in the Individual Capacity Building Program 2019-2020. Funding will further be prioritised to those organisations who were successful in the 12-month interim Disabled Peoples and Families Organisations funding round but unsuccessful in the Individual Capacity Building Program 2019-2020. Previously funded projects can be found on the [National Disability Insurance Agency Website](#).

### Category 1: Disabled Peoples Organisation

A Disabled Peoples Organisation is eligible to apply for either a large Individual Capacity Building grant or a small Individual Capacity Building grant. A Disabled Peoples Organisation is also able to apply for an Organisational Capacity Building grant.

Grant opportunity	Minimum and maximum funding request	Grant length
Small Individual Capacity Building	\$10,000 to \$25,000 (GST excl.) per year	Up to 2 years
Large Individual Capacity Building	\$100,000 to \$500,000 (GST excl.) per year	Up to 2 years
Organisational Capacity Building	\$5,000 to \$50,000 (GST excl.) per year	Up to 2 years

### Category 2: Family Organisation

A Family Organisation is eligible to apply for either a large Individual Capacity Building grant or a small Individual Capacity Building grant. A Family Organisation is also able to apply for an Organisational Capacity Building grant.

Grant opportunity	Minimum and maximum funding request	Grant length
Small Individual Capacity Building	\$10,000 to \$25,000 (GST excl.) per year	Up to 2 years
Large Individual Capacity Building	\$100,000 to \$500,000 (GST excl.) per year	Up to 2 years
Organisational Capacity Building	\$5,000 to \$50,000 (GST excl.) per year	Up to 2 years

### Category 3: Priority Cohort Led Organisations

A Priority Cohort Led Organisation is eligible to apply for either a large Individual Capacity Building grant or a small Individual Capacity Building grant.

Grant opportunity	Minimum and maximum funding request	Grant length
Small Individual Capacity Building	\$10,000 to \$25,000 (GST excl.) per year	Up to 2 years
Large Individual Capacity Building	\$100,000 to \$500,000 (GST excl.) per year	Up to 2 years

The Department of Social Services reserves the right to increase or decrease the overall amount of funding available in this funding round and to alter the indicative allocations between organisation types, based on the quantity and quality of applications received.

## 3 Eligibility criteria

Applications will not be considered unless all relevant eligibility criteria are met by the applicant.

### 3.1 Who is eligible to apply for a grant?

The Department of Social Services can only provide funding to an organisation that is a legal entity. To be eligible you must:

- have an Australian Business Number (ABN), or be willing to obtain one prior to the execution of the grant agreement
- be registered, or willing to register for the purposes of GST if your income turnover as a result of a successful grant will exceed the threshold defined by the Australian Tax Office
- have an account with an Australian financial institution
- have public liability insurance cover for the duration of the project.

You must also be one of the following legal entity types:

- A Company
- An Incorporated Association
- An Indigenous Corporation registered under the [Corporations \(Aboriginal and Torres Strait Islander\) Act 2006](#)
- A Cooperative
- A Local Government entity, only as an auspisor of a Disabled Peoples Organisation or Family Organisation.
- Corporate State or Territory Entity, only as an auspisor of a Disabled Peoples Organisation or Family Organisation.

Non-legal entities, such as unincorporated associations, may apply through an auspice arrangement with another organisation if the lead organisation is an eligible legal entity.

### 3.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an individual, sole trader or partnership
- an incorporated trustee on behalf of a trust
- an unincorporated association, unless auspiced through an eligible entity type

- a Commonwealth, state, or territory government, agency or body (including government business enterprises)
- a Local Government entity, unless acting as an auspisor
- a Corporate State or Territory entity, unless acting as an auspisor
- an overseas resident/organisation
- a Partner in the Community organisation (providing Local Area Coordination and/or Early Childhood Intervention services through the National Disability Insurance Scheme Partners in the Community Program) unless they are acting as an auspisor, or applying as a Priority Cohort Led Organisation.
- any organisation not included in section 3.1

## **4 What the grant money can be used for**

### **4.1 Eligible grant activities**

Eligible Individual Capacity Building activities may include:

- Peer-led support groups for people with disability, including new or existing peer-to-peer programs such as peer support in the adoption, selection and utilising of adaptive technology.
- 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).
- Skill building activities, which may include:
  - Supporting greater uptake of self-management of National Disability Insurance Scheme funded or other mainstream supports.
  - Improving awareness of quality of service provision and supporting people to check and report on the quality of services.
  - Building autonomy over one's life including developing and enjoying choice making, and speaking for one's self.
  - Activities that support people with a disability to increase their capacity to exercise their rights by helping people to build confidence to voice concerns, access information, resolve issues or improve their ability to make choices. Enable people to speak up for themselves.
  - Building connection to community, both place-based and communities of interest by improving knowledge and skills in respectful relationships, social connectedness, circles of support, micro-boards, communication accessibility, volunteerism, leadership or professional development or other personal development skills.
- New or innovative 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 funded Individual Capacity Building activities, which have demonstrated effective outcomes.
- 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.

Eligible Organisational Capacity Building activities must directly relate to the project, must not replicate previously funded activities, and may include:

- 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.

Applicants may apply for **no more than two (2)** Organisational Capacity Building activities.

## 4.2 Eligible expenditure

Grant funding can only be spent on eligible grant activities as specified in the grant agreement and must be incurred between the start date and completion date of the activity.

Not all expenditure on grant activities may be eligible for grant funding. If the application is successful, verification of project costs (quotes) as provided in the application may be requested. The Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure within the grant negotiation, if required.

Grant funding can be used for the following:

- Staff salaries and on-costs that are directly attributable to delivering the project as specified in the grant agreement.
- The proportion of operating and administration expenses that directly relate to the project as specified in the grant agreement, such as:
  - communications (telephone, internet, captioning)
  - facility hire, rental
  - information technology (computer, website, software)
  - Insurance
  - utilities
  - postage, stationary and printing
  - accounting and auditing
  - travel (excluding overseas) and accommodation costs

- assets specified in the grant agreement, which are reasonably attributable to agreed deliverables
- monitoring and evaluation of the project
- short-term engagement of external consultants to develop resources or skill development to the organisation. The applicant must clearly describe in the application how the use of the consultant will result in a skill or knowledge transfer.

### 4.3 What the grant money cannot be used for

Grant funding cannot be used for the following activities:

- the covering of retrospective costs
- purchase of land
- major capital expenditure or contributions to capital development including construction
- activities that are the role of peak bodies, such as policy advice, systemic advocacy or research
- delivery of systemic or individual advocacy
- funding in support of individuals
- 'reasonable and necessary' supports and activities eligible for funding in a participant's National Disability Insurance Scheme plan
- overseas travel
- travel and attendance at a conference, unless presenting findings from the evaluation of the funded activity (subject to prior submission of the evaluation and approval from the Department of Social Services)
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility for ensuring access and inclusion of people with disability, including, but not limited to:
  - activities that are related to the management of chronic health conditions
  - employment activities that are the responsibility of the *Disability Employment Services 'Employment Assistance Fund'*
  - education activities that are the responsibility of *the National Disability Coordination Officer Program* or for the cost of teachers or childcare workers to undertake disability inclusion training.
- reasonable adjustment under the *Disability Discrimination Act 1992*
- activities to meet your organisation's obligations under disability discrimination legislation to be accessible, inclusive and meet the needs of people with disability
- activities the Department of Social Services consider as being eligible for funding through a more appropriate source
- activities funded from another funding source for the same purpose
- activities that duplicate previous Information, Linkages and Capacity Building grant funded projects unless adding additional scale and/or scope
- activities that duplicate those undertaken by National Disability Insurance Scheme Partners in the Community (Local Area Coordination and/or Early Childhood Early Intervention) organisations
- costs associated with registration, maintenance of registration, quality assurance activities, fundraising and/or marketing of supports if the applicant is a Registered Provider of Supports

- staff development for National Disability Insurance Scheme Registered Provider of Supports activities
- Government fees, charges or taxes.

## 5 The application process

### 5.1 How to apply

Before applying read and understand these guidelines, the sample grant agreement, the grant terms and conditions and questions and answers. These documents are available on the [GrantConnect](#) and the [Community Grants Hub](#) websites. Any alterations to these documents will be published on both sites. By registering on these websites, automatic notifications will occur if there are any changes. GrantConnect is the authoritative source for grants information.

To apply:

- Complete the online grant opportunity application form on the [Community Grants Hub](#) website. The application form includes help information. Within the online application you must include:
  - a Project Indicative Budget, including a total budget figure. The allocation of funding over the two years will be determined by the Department of Social Services;
  - an Activity Project Plan.
- Address the eligibility and assessment criteria and provide all information requested in the application form.
- Provide all the required attachments listed in section 5.4.
- Submit your application/s to the [Community Grants Hub](#) by 2.00PM AEST (Canberra time) on 6 May 2020.

The applicant is responsible for ensuring that the application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and the National Disability Insurance Agency will investigate any false or misleading information and may exclude the application from further consideration.

The application cannot be changed after the closing date and time.

If there is an error found in the application after submission, contact the [Community Grants Hub](#) immediately on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The National Disability Insurance Agency does not have to accept any additional information, nor requests to correct the application after the closing time. The National Disability Insurance Agency may however seek additional information or clarification during the assessment process that will not change the nature of the application if there is an error identified.

An automated notification acknowledging the receipt of application and an application ID will be emailed on commencing the application. A copy of the application and any supporting documents must be kept for record keeping purposes.

### 5.2 Requests for assistance in submitting an application

If the online form is not accessible for submission due to accessibility requirements, assistance can be requested by emailing the Community Grants Hub at [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) or calling the Community Grants Hub hotline on 1800 020 283 (option 1).

Requests for assistance must outline the reason why the online application is not fully accessible to allow completion of the application. The Community Grants Hub will provide a response within five (5) business days regarding the assistance that can be provided.

### 5.3 Assessment criteria

Each assessment criterion has equal weighting of five points. Each sub-criterion **must** be addressed in the response. The amount of detail and supporting evidence provided should be relative to the size, complexity and grant amount requested.

- If applying for a small grant, criterion 1 and criterion 2 must be addressed. Scoring will be out of 10 points.
- If applying for a large grant, criterion 1, criterion 2 and criterion 3 must be addressed. Scoring will be out of 15 points.

The application form includes character limits – up to 6000 characters (approximately 900 words) per selection criterion. Please note spaces are included in the character limit.

In developing a proposal, applicants should give consideration to the:

- length of time to deliver the project and not default to the full 2-year period
- capacity of the organisation to deliver the project (avoiding overly ambitious activities)
- total application budget not being more than 125% of the average annual organisational operational budget for the past 3 years.

It is expected that people with disability will be employed in the delivery of these activities. A justification should be provided where people with disability will comprise less than 50% of total project employment (including sub-contractors and suppliers).

Links to information on external websites will **not** be assessed as part of this application.

#### 5.3.1 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)

The response must cover:

- the activities to be delivered (*what will be done?*)
- the people that the activities are expected to support (*who will it assist?*)
- where the activities will be delivered and why these are needed in the proposed location(s) (*where will it be delivered and why those areas?*)

#### 5.3.2 Criterion 2: Outcomes from the Individual Capacity Building activities.

Describe how the Individual Capacity Building activities proposed will improve the:

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

The response must describe:

- how the 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
- with supporting evidence the current capacity (capability and opportunity) of the target individuals and the connection with the community or activity participants
- how the progress and success of the activity will be monitored and evaluated.

### 5.3.3 Criterion 3: Capability of the organisation to deliver.

Describe how the activities will be implemented and managed, specifically in relation to:

- how people with disability will be engaged in the planning and delivery of the activity (including employment)
- the role of the board/committee in oversight of the activities, as well as the management/implementation of the activity
- any partnerships or collaborations that may be utilised
- how you will make the project outcomes sustainable beyond the life of the grant agreement.

### 5.4 Attachments to the application

The following documents must be included with the application, (templates are available for use, as indicated):

- 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.

Supporting documentation must be attached according to the instructions provided in the application form. Only attach requested documents. The assessors will not consider information in attachments that are not listed above, such as annual reports. There is a 2MB limit for each attachment.

### 5.5 Number of applications allowed

Two applications per organisation in their own right may be submitted, these being:

- one application on behalf of an individual organisation
- one application as the 'lead organisation' of a consortium.

Eligible organisations may also include application/s as an auspisor of another organisation. Applications submitted by an auspisor under an auspicing arrangement will not count towards the number of applications allowed.

### 5.6 Joint (consortia) applications

Organisations may want to join as a group to deliver a grant activity, for example; a single consortia application is preferred from organisations who represent similar cohorts of people across different jurisdictions.

To submit a consortia application a 'lead organisation' must be appointed. The lead organisation is the applicant. Applicants may participate in additional applications as non-lead members of a consortium.

Only the lead organisation can submit the application form and will solely enter into a grant agreement with the Department of Social Services. The application must identify all other members of the proposed group and all members of the consortium need to be an eligible entity. If successful in receiving a grant, a letter of support from each of the consortia member(s) will be required prior to signing of the grant agreement. Additionally, the National Disability Insurance Agency may require a letter of support from each of the consortia members as part of the assessment or recommendations phases, or at any stage in the life of the grant agreement. If the Department of

Social Services executes a grant agreement with the lead member of the consortium, then that legal entity will be responsible for all obligations under the grant agreement.

Each letter of support must include:

- details of the consortia member(s) organisation
- an overview of how the consortia member(s) organisation will work with the lead organisation and any other consortia member(s) organisations in the group to complete the grant activity
- an outline of the relevant experience and/or expertise the consortia member(s) organisation will bring to the group
- the roles/responsibilities of the consortia member(s) organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer.

There must be a formal arrangement in place with all consortium members prior to execution of the grant agreement.

## 5.7 Auspice applications

If a Disabled Peoples Organisation or Family Organisation does not meet the eligibility criteria outlined in section 3, the organisation may still be able to participate in the grant opportunity by entering into an auspice arrangement. If the application is successful, the auspisor (the organisation entering into the agreement with the Department of Social Services) and auspicee (the organisation delivering the activity) must enter into an auspice agreement. This is a legally binding document and a copy shall be provided to the Department of Social Services on request. [Not-for-profit law](#) has information about auspicing.

An auspisor must be a legal entity and be capable of satisfying the eligibility criteria in section 3. An auspicee must complete the template on the [Community Grants Hub](#) website authorising the auspisor to apply on their behalf. The auspisor (the applicant) must provide the completed template as part of their application. The application must detail why the auspisor organisation is the appropriate auspicing body, with the details of the auspice or management fees charged by the auspisor clearly described in the submitted budget.

## 5.8 Applicants that are National Disability Insurance Agency Registered Providers of Supports

If an applicant meets the definition of a Disabled Peoples Organisations, Family Organisation or Priority Cohort Led organisation and is a Registered Provider of Supports under the National Disability Insurance Scheme, they can apply for a grant under this Information, Linkages and Capacity Building funding opportunity. The National Disability Insurance Agency recognises that, in a small number of cases, this may result in actual or potential conflicts of interest. In these situations, the applicant must demonstrate to the satisfaction of the National Disability Insurance Agency, a management plan to address any conflicts of interest.

## 5.9 Late applications

Applications must be submitted between the published opening and closing dates and times. The National Disability Insurance Agency does not have to accept applications or any additional information after the closing time.

### 5.9.1 How to request a late application

Requests for a late application must be made within three (3) days after the grant opportunity closing date and time. The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing date and time. Where appropriate, 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).

### 5.9.2 Determination of a late application request

A request to lodge a late application due to exceptional circumstances will be assessed by the National Disability Insurance Agency on its merits, and in accordance with probity principles. The decision to either accept or decline the 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.

### 5.10 Multiple applications

Where an organisation submits multiple applications that exceed the allowable number of applications as outlined in section 5.5, only the application(s) received closest to the closing date will be accepted and assessed.

### 5.11 Expected timeframes

These timeframes are indicative only and may be subject to change throughout the grant opportunity.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe	Date
Grant opportunity opens and closes	6 weeks	11 March 2020 to 6 May 2020 at 2:00 PM AEST (Canberra time).
Closing date for questions	5 working days before grant opportunity closes	5:00 PM AEST (Canberra time) on 29 April 2020
Late application requests	3 working days after grant closing date	11 May 2020
Assessment of applications	4 weeks	June 2020
Approval of outcomes of selection process	4 weeks	July 2020
Announcement and notices to applicants	1 day	July 2020
Negotiations and award of grant agreements	Up to 6 weeks	August 2020
Earliest start date of grant activity	Up to 2 weeks from signing	September 2020
End date of grant activity	Up to two years	September 2022

## 5.12 Questions during the application process

For any questions during the application period, contact the Community Grants Hub on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The Community Grants Hub will respond to emailed questions within five working days. Answers to questions will be posted on the [Community Grants Hub](#) website. Following the closing date for questions, only enquiries about using and/or submitting the application form will be answered.

## 6 The selection process

### 6.1 Assessing eligibility for this grant opportunity

The Community Grants Hub Assessment Centre and the National Disability Insurance Agency will assess each application against the eligibility criteria specified in sections 2.1.1, 2.1.2 and 3. Only eligible applications will move to the next stage.

### 6.2 Assessing the response against the assessment criteria

Eligible applications will be assessed through an open competitive grant process. Each application will be considered on its merits, based on how:

- well it meets each of the relevant assessment criteria
- it compares to other applications.

The Community Grants Hub Assessment Centre will assess each application against the assessment criteria outlined in section 5.3 of these guidelines.

### 6.3 Assessing the financial viability of your application

The application may also be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and may include:

- establishing whether relevant persons have any adverse business history (e.g. current or past bankruptcy)
- assessment of the financial health of an entity.

### 6.4 Who will assess and select applications?

The expert Selection Advisory Panel (SAP) makes recommendations to the Delegate, about which applications to approve for a grant. The panel will include a mix of people with disability, National Disability Insurance Agency staff, Commonwealth, State and Territory Government staff and people with relevant specialist expertise. Members of the expert SAP are drawn from across Australia and where possible is representative of the broader community, including representation from culturally diverse groups, including First Nations people.

The SAP will assess and consider the application on:

- its merit
- its comparison to other eligible applications
- whether the application provides value with money
- the ability of the applicant to successfully deliver activities
- the strength of the evidence base underpinning the proposed activity.

When assessing the extent to which the application provides value with money the panel will have regard to:

- Whether the proposed project is in scope of the Information, Linkages and Capacity Building policy and will contribute to meeting the outcomes and objectives of the Information, Linkages and Capacity Building Strategy and this grant round.
- The score achieved the assessment process.
- The overall objective/s to be achieved in providing the grant.
- The extent to which there is a demonstrated commitment to the social model of disability.
- The extent to alignment with the definition of Disabled Peoples Organisation, Family Organisation or Priority Cohort Led organisations.
- Consortia applications from organisations that are representing similar cohorts of people across multiple jurisdictions, rather than multiple individual applications for the same cohort.
- The relative value of the grant sought.
- How the grant activities will target groups or individuals.
- If a current grant recipient, the current level of Information, Linkages and Capacity Building funding and performance against the grant agreement.
- The efficacy of the proposed activity, along with the available evidence base of the proposed activity.
- The risks, financial and other, that the applicant or project poses for the National Disability Insurance Agency.

Subject matter experts may inform the assessment process. Any expert who is not a Commonwealth official will be required to perform their duties in accordance with the Commonwealth Grant Rules and Guidelines.

The SAP may seek additional information about the application or applicant. They may do this from within the Commonwealth, even if the sources are not nominated as referees. The SAP may also consider information about the applicant or application that is available through the normal course of business.

## 6.5 Who will approve the grants?

The Department of Social Services is the Delegate for this grant opportunity.

The Delegate will decide which grants to approve, and will take into account the recommendations of the SAP in its deliberations. When making its decision the Delegate may accept or reject the recommendations of the SAP in whole or in part, and may approve one or more grant applications in place of one or more grant applications recommended by the SAP.

In doing so the Delegate's decision can vary from the SAP recommendations.

For the avoidance of doubt, in coming to a decision that varies from the SAP recommendations the Delegate may choose to obtain further information from the SAP, but does not have to do so if it is satisfied that it has taken into account adequate information to make an informed decision.

Where the Delegate varies from the recommendations of the SAP it will record in writing its reasons for doing so.

If further information is required, the Delegate has the ability to consider this including:

- additional expert or advisory opinion
- the availability of grant funds for the purposes of the grant program.

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

- approval of the grant

- funding amount awarded
- terms and conditions of the grant.

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

## 7 Application outcomes

Applicants will be advised of the outcome of their application via email from the Community Grants Hub. Further information regarding next steps will be indicated in the email.

### 7.1 Feedback on applications

The National Disability Insurance Agency will publish a Feedback Summary on the [Community Grants Hub](#) website. This feedback will provide all organisations with easy to access information about the grant selection processes and the main strengths and areas for improving future applications. Due to the anticipated volume of applications, individual feedback on applications is not available for this grant opportunity.

### 7.2 Further grant opportunities

The Individual Capacity Building Program is one of four discrete and complementary programs delivered under the Information, Linkages and Capacity Building Strategy. Please subscribe to the [Information, Linkages and Capacity Building mailing list](#) to receive updates on future Information, Linkages and Capacity Building funding opportunities.

Any new application under future grant opportunities should reflect feedback provided in the published Feedback Summary and align to the Information, Linkages and Capacity Building program goals.

## 8 Grant Agreements with the Department of Social Services

Successful applicants must enter into a legally binding grant agreement with the Department of Social Services. Each agreement has standard grant conditions that cannot be changed. There may also be specific conditions as determined by the assessment process or other considerations made by the Department of Social Services Delegate. Applicants should seek their own independent legal advice before signing the grant agreement. The main provisions of the agreement will cover:

- **Payment Schedule** – The grant agreement will outline a payment schedule based on the terms of the agreement and the amount funded for the project. Payments are paid in instalments, with an initial payment based on execution of the agreement and then on the progress of the activity in conjunction with the scheduled progress reports.
- **GST** – The GST status of the organisation at the time of execution of the grant agreement will hold throughout the term of the grant. If registered for [Goods and Services Tax \(GST\)](#), the Department of Social Services will add GST to the grant payment and issue a [Recipient Created Tax Invoice](#), otherwise the GST component will not be paid. The Department of Social Services is not obligated to pay a GST component to applicants who have registered for GST following execution of the grant agreement.
- **Auditing** – Recipients will be required to provide financial declarations regarding expenditure of the grant funds each financial year in accordance with the specified milestone date as per the grant agreement.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. The Department of Social Services recommends seeking independent professional advice on taxation

obligations or seeking assistance from the [Australian Taxation Office](#). The Department of Social Services does not provide advice on particular taxation circumstances.

- **Reporting** – The grant agreement will outline reporting milestones to report on the progress of the project. These milestones will be linked to the payment schedule. A final report will be due on completion of the project including an evaluation on the outcomes of the activity.
- **Legislative compliance** – In addition to any relevant state or federal legislation applicable to the delivery of the project, additional specific requirements will be outlined in the terms of the agreement.
- **Publicity/acknowledgements** – Recipients are expected to acknowledge the Department of Social Services in material or events as a result of the funded activity. Any proposed use of the logo and/or any acknowledgement must be provided to the Department of Social Services for approval 20 working days prior to publication or the event.

There will be 10 business days from the date of a written offer to sign and return the grant agreement. The Department of Social Services reserves the right to both extend the period of offer or withdraw the offer prior to the timeframe lapsing. The agreement is not executed until both the recipient and the Department of Social Services have signed the agreement.

Organisations who have applied through either an auspice or consortia arrangement must supply to the Department of Social Services prior to signing the grant agreement the following documents:

- Auspice application – a completed and signed Auspice Document (template available on the [GrantConnect](#) and [Community Grants Hub](#) websites).
- Consortia application, a copy of the letter of support from all consortia members. Each letter must include all the information required under section 5.6 of these guidelines.

Funding payments are not made until the grant agreement is executed by the Department of Social Services and the Department of Social Services is not responsible for any expenditure prior to the agreement being executed by it. Applicants making financial commitments related to this grant, prior to execution by the Department of Social Services do so at their own risk.

A copy of the Department of Social Services Grant Agreement and its terms and conditions are available on the Community Grants hub website along with the other documents relating to this grant opportunity.

## 8.1 Monitoring and evaluation

The Information, Linkages and Capacity Building Monitoring and Evaluation Framework may assist in responding to selection criterion 2, this includes indicators for each program that covers outputs, outcomes and process measures. The outcomes will be measured through the following indicators:

- percentage of individuals reporting improved knowledge or skills
- percentage of individuals reporting improved motivation and confidence.

Organisational outputs and processes of the program will be assessed through the following indicators:

- number of individuals engaged in capacity building activities
- percentage of organisations with strengthened organisational capacity
- self-identified organisational and project barriers and enablers.

An additional, desirable outcome for all Information, Linkages and Capacity Building programs is that: people with a disability actively contribute to leading, shaping and influencing their community.

This outcome will be assessed through the following indicators:

- percentage of individuals who feel their contribution is valued
- percentage of individuals who have increased leadership and influencing opportunities
- percentage of individuals who feel they have a say on issues that are important to them.

## 9 Announcement of grants

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 Commonwealth Grants Rules and Guidelines and will also be listed on the Department of Social Services website.

## 10 Probity

The National Disability Insurance Agency 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 [Commonwealth Grants Rules and Guidelines](#).

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

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

### 10.1 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Department of Social Services or Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer [or member of an external panel]
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

Applicants will be asked to declare as part of their application, any perceived or existing conflicts of interests or that, to the best of their knowledge, there is no conflict of interest.

If later an actual, apparent, or perceived conflict of interest is identified, the applicant must notify the Department of Social Services and the [Community Grants Hub](#) in writing immediately.

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

The Department of Social Services conflict of interest policy is on the [Community Grants Hub](#) website.

## 10.2 Privacy

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

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

In submitting a grant application under this opportunity, you agree to the Australian Government collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration. If you do not provide this information we cannot assess your grant application.

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

We may share the information you give us in your application, including personal information, with other Commonwealth entities, the responsible Minister, Assistant Ministers and their staff, and with Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by Australian law.

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

## 10.3 Confidential information

The Department of Social Services will treat the information given to us as confidential if it meets all the four conditions below:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding it will stay confidential.

The Department of Social Services will not be in breach of any confidentiality obligation if the information is disclosed to:

- the SAP and other Department of Social Services employees and contractors to help us manage the program effectively
- employees, contractors and sub-contractors of the Department of Social Services so they can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies
- the Auditor-General, Ombudsman or Privacy Commissioner

- the responsible Minister, Assistant Minister or Parliamentary Secretary
- a House or Committee of the Australian Parliament.

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

## 10.4 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#).

The purpose of the Freedom of Information Act is to give members of the public rights of access to information held by the Australian Government and its entities.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator.

By mail: Freedom of Information Team  
Government and Executive Services Branch  
Department of Social Services (DSS)  
GPO Box 9820  
Canberra ACT 2601

By email: [foi@dss.gov.au](mailto:foi@dss.gov.au)

## 10.5 Enquiries and feedback

### 10.5.1 Complaints about the selection process

You can contact the complaints service with complaints about the Community Grants Hub's services or the selection process.

Details of what makes an eligible complaint can be provided by asking the [Community Grants Hub](#). You can use the online complaints form on the [Department of Social Services](#) website by phone or mail:

Phone: 1800 634 035  
Mail: Complaints  
GPO Box 9820  
Canberra ACT 2601

### 10.5.2 Complaints about the Information, Linkages and Capacity Building: Individual Capacity Building Program

All complaints or questions about Information, Linkages and Capacity Building grant decisions or the Individual Capacity Building program must be lodged in writing to the [Department of Social Services](#).

### 10.5.3 Complaints to the Ombudsman

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

Contact details for the Commonwealth Ombudsman are:

Phone (Toll free): 1300 362 072  
 Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
 Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 11 Glossary

Term	Definition
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings
commencement date	the expected start date for the grant activity
<a href="#"><u>Commonwealth Grants Rules and Guidelines</u></a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration
completion date	the expected date that the grant activity must be completed and the grant spent by
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria

Term	Definition
grant	<p>for the purposes of the Commonwealth Grants Rules and Guidelines, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li>a. under which relevant money or other <a href="#">Consolidated Revenue Fund</a> money is to be paid to a grantee other than the Commonwealth</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives</li> </ol>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the Commonwealth Grants Rules and Guidelines
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program
grantee	the individual/organisation which has been selected to receive a grant
selection criteria	comprise eligibility criteria and assessment criteria
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria

Term	Definition
value with money	<p>value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>▪ the quality of the project proposal and activities</li> <li>▪ fitness for purpose of the proposal in contributing to government objectives</li> <li>▪ that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved</li> <li>▪ the potential grantee’s relevant experience and performance history.</li> </ul>