

Information, Linkages and Capacity Building (ILC) Jurisdictional Based (Round 2) NSW-SA-ACT Grant Opportunity Guidelines

Opening date: **24 October 2017**

Closing date and time: **2:00pm AEDT 30 November 2017**

Commonwealth policy entity: **National Disability Insurance Agency**

Co-Sponsoring Entities **N/A**

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Questions should be sent no later than **5:00pm AEDT 23 November 2017**

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Type of grant opportunity: **Open competitive**

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ILC Jurisdictional Based (Round 2): NSW-SA-ACT Grant Opportunity Process

The Program is designed to achieve Australian Government objectives

This ILC grant opportunity is part of the Community Inclusion and Capacity Development (CICD) Program under the National Disability Insurance Scheme (NDIS). This ILC grant opportunity will help to deliver on the objective of CICD which is to provide funding to organisations to assist them to increase social and community participation for people with disability. The NDIA 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 and advertise on GrantConnect and the Community Grants Hub website



You complete and submit a grant application using the application form



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible



We make grant recommendations

We provide advice to the NDIA Delegate on the merits of each eligible application.



Grant decisions are made

The Expert Panel evaluate and make a recommendation to the NDIA Delegate who decides which grant applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until Grant Agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a Grant Agreement with successful applicants. The type of Grant Agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

Successful grantees undertake the grant activity as set out in your Grant Agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Jurisdictional Based (Round 2): NSW-SA-ACT

We evaluate the specific grant activity and the ILC Jurisdictional Based (Round 2): NSW-SA-ACT as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Role of the Community Grants Hub

This ILC grant opportunity will be administered by the Community Grants Hub on behalf of the National Disability Insurance Agency (NDIA) under a Whole of Australian Government initiative to streamline grant processes across agencies.

1.2 About the Program

The Community Inclusion and Capacity Development (CICD) Program was established as part of the National Disability Insurance Scheme (NDIS) funding commitment in the 2013-14 Portfolio Budget Statement (PBS). The CICD Program was established as the mechanism through which the ILC component of the NDIS was to be funded.

The CICD Program* budget for 2017-18 to 2020-21 that is being used to deliver ILC is detailed below.

Financial Year	Amount
2017-18	\$68,871,000
2018-19	\$105,264,000
2019-20	\$119,348,000
2020-21	\$118,603,000

* National Disability Insurance Agency Portfolio Budget Statements 2017-18.

The objective of the CICD Program is to build innovative ways to increase the independence, social and community participation of people with a disability. These Grant Opportunity Guidelines detail how ILC will provide grants funding to organisations to achieve this objective and should be read prior to submitting an application.

1.3 Scope and purpose of ILC

The scope and purpose of ILC was agreed by the Disability Reform Council in July 2015 and is described in the [ILC Policy](#). The ILC Commissioning Framework built on the ILC Policy to articulate the goals and outcomes expected for ILC. These Grant Opportunity Guidelines should be read alongside the ILC Policy.

The scope of these Grant Opportunity Guidelines covers the following four Activity Areas described in the ILC Policy:

- Information, linkages and referrals;
- Capacity building for mainstream services;
- Community awareness and capacity building; and
- Individual capacity building.

The remaining ILC Activity Area included in the ILC Policy is Local Area Coordination (LAC). LAC is not in scope for the CICD Program nor these Grant Opportunity Guidelines. LAC is funded through the NDIS Partners in the Community Program. The Partners in the Community Program has its own program guidelines and application process. Any reference in this document referring to ILC funding therefore excludes LAC. Where there is an inconsistency between the ILC Policy, the ILC Commissioning Framework and these Grant Opportunity Guidelines, these Grant Opportunity Guidelines will prevail.

The NDIA will progressively introduce ILC in states and territories across Australia (except Western Australia). Each state and territory will transition into full ILC at a time that aligns to their broader transition to the NDIS. Prioritisation of funding within the CICD Program Guidelines will however change over time and across jurisdictions reflecting negotiations with jurisdictions and locally based need and opportunities as they arise. The NDIA therefore reserves the right to update and to publish new Grant Opportunity Guidelines as required. Any such updates will be made available on the NDIS website.

The Commonwealth and Western Australian Governments have signed a Bilateral Agreement covering the implementation of the NDIS in Western Australia, which provides for Western Australia to fund ILC in that State. Organisations that are successful in receiving a grant under these Grant Opportunity Guidelines will not be funded to deliver activities in Western Australia.

All ILC grants rounds funded through the CICD Program will be undertaken according to the *Commonwealth Grants Rules and Guidelines*.

1.4 ILC Activity Areas, Outcomes and Focus Areas

What is ILC trying to achieve?

The vision of the NDIS is to optimise the social and economic independence and full participation of people with disability. The goal of the NDIS is to increase the opportunities for people with disability to live an ordinary life. Through ILC we will be looking to invest in activities that develop independence, self-determination and community inclusion for people with disability.

We have set two goals and five outcomes for ILC that, when achieved, will show us that we have reached those goals.

The goals are that:

People with Disability – People with disability have the ability to achieve their goals (capability); and

Community – People with disability are included in all aspects of community life (opportunity).

ILC Activity Areas

The NDIA will only fund activities that fit into one of the four Activity Areas described in the ILC Policy.

1. Information, linkages and referrals – this area is about making sure that people with disability and their families and carers have access to up-to-date, relevant and quality information. It is also about making sure they are linked into services and supports in the community that meet their needs.
2. Community awareness and capacity building – this area is about making sure community activities and programs understand the needs of people with disability and have the skills and knowledge they need to be more inclusive.
3. Mainstream capacity building – this area is about making sure mainstream services have the knowledge and skills they need to meet the needs of people with disability. Mainstream services are those things usually funded by government such as education, transport and health.
4. Individual capacity building – this area is about making sure people with disability have the knowledge, skills and confidence they need to set and achieve their goals.

ILC Outcomes

The outcomes are that people with disability:

1. Are connected and have the information they need to make decisions and choices.
2. Have the skills and confidence to participate and contribute to the community and protect their rights.
3. Use and benefit from the same mainstream services as everyone else.
4. Participate in and benefit from the same community activities as everyone else.
5. Actively contribute to leading, shaping and influencing their community.

The NDIA will work with successful applicants to develop performance indicators and other reporting which will support measurement of these outcomes.

ILC Focus Areas

The NDIA seeks to ensure that the activities funded through ILC meet the diverse needs of all people with disability, as well as their families and carers across Australia. The NDIA has identified five Focus Areas that are priorities for ILC funding.

1. Specialist or expert delivery - ILC will focus on activities that provide specific skills and knowledge in relation to disability – for example, diagnostic specific expertise or expertise in particular models of support or capacity building. The NDIS reports on the following disability groups – Intellectual Disability, Autism, Psychosocial disability, Cerebral Palsy, other Neurological, other Physical, Acquired Brain injury, Visual Impairment, Hearing Impairment, other Sensory/Speech, Multiple Sclerosis, Spinal Cord Injury, Stroke and other.
2. Cohort-focused delivery - ILC will focus on activities for specific groups of people with disability that have a common characteristic (not related to disability) and require detailed cultural or other knowledge to be effective. The cohorts identified for ILC include Aboriginal and Torres Strait Islander peoples or people from culturally or linguistically diverse backgrounds.
3. Multi-regional activities - ILC will focus on activities that would be inefficient if delivered separately in different local areas – for example, advice or information that is not based on location and could be relevant anywhere.
4. Remote/rural delivery - ILC will focus on ensuring activities are designed to address local needs, circumstances and conditions in rural and remote locations. The NDIA uses the Modified Monash Model to define rural and remote areas, this is further explained in the [NDIA Rural and Remote Strategy 2016-2019](#).
5. Delivery by people with disability, for people with disability - ILC will focus on supporting organisations that are run and controlled by people with disability. These are sometimes called user-led organisations. User-led organisations are expected to have a majority of people with disability on their board or committee of management.

Both the Activity Areas and Focus Areas are broad – applicants have the opportunity to explain the change they want to see in their community and show why it will make a difference to the lives of people with disability. Applicants can then propose new or innovative solutions to how they might bring about that change.

ILC will make an important contribution to the inclusion of people with disability. Along with other government-funded services and the National Disability Strategy, ILC will contribute to making sure the community becomes more accessible and inclusive of people with disability, ILC enables people with disability to live an ordinary life and also contributes to the sustainability to the NDIS in the long run.

1.5 About the ILC Jurisdictional Based Grants (Round 2): NSW-SA-ACT Grant Opportunity

This ILC grant opportunity is part of the Community Inclusion and Capacity Development (CICD) Program. The objective of the CICD program is to build innovative ways to increase the independence, social and community participation of people with disability.

The objective of the ILC Jurisdictional Based Grants NSW-SA-ACT grant opportunity is to facilitate the rollout of ILC in these jurisdictions and drive change for people with disability and communities. This objective will be achieved by funding activities that deliver outcomes for people with disability, their families and carers across the four Activity Areas of the ILC Policy.

The NDIA encourages applications that outline evidence-based, innovative models and modes of delivery aligned with the ILC Activity Areas, ILC Focus Areas and that will contribute to ILC Outcomes. The proposed activities should meet identified needs and interests of people with disability and reflect a contemporary, positive and progressive approach to inclusion. Further information regarding the ILC Activity Areas, ILC Outcomes and ILC Focus Areas and can be found in the [ILC Toolkit](#).

1.6 Focus of this grant round – ILC within jurisdictions

Applications will be accepted for activities that:

- address *one* ILC Activity Area; and
- address *one or more* ILC Focus Areas; and
- will contribute to *at least one* ILC Outcome; and
- will be delivered in NSW, or SA or the ACT.

Proposals for delivery across more than one state or territory will *not* be funded as part of this grant opportunity. Applicants are encouraged to seek opportunities through ILC National Readiness Grant Rounds for delivery of projects spanning multiple states or territories. Refer to section 5 of these Grant Opportunity Guidelines for more information on how applications will be assessed.

The NDIA welcomes applications from consortia of organisations, particularly where those applications address the delivery of activities utilising local knowledge and experience to achieve consistency of outcomes across multiple sites within a jurisdiction.

Applicants do not need to be resident or sited within a jurisdiction to be eligible to apply for delivery of activities within a jurisdiction.

The priorities for this ILC grant opportunity are activities that:

- build innovative ways to increase independence, social and community participation of people with disability;
- are person-centred and focus on outcomes;
- utilise and build on organisations' local knowledge of communities and the challenges for inclusion faced by people with disability;

- meet the diversity of needs and cohorts of people with disability, as outlined in the ILC Focus Areas;
- inform the development of models of good practice to deliver ILC outcomes.

2. Grant details

2.1 Grant amount

Up to \$80,270,301 (including GST) is available in this grant round. The allocation for each jurisdiction in this round will depend on the number, coverage and quality of applications for that jurisdiction. The proposed allocations by financial year are:

Financial year	NSW	SA	ACT	Total
2018-19	46,552,000	10,543,500	3,300,000	60,395,500
2019-20	15,680,674	3,551,495	642,632	19,874,801
Total	62,232,674	14,094,995	3,942,632	80,270,301

2.2 Grant Term

Grants of one or two years' duration will be funded through this grant round. This is in recognition that efficiencies may be gained through establishing longer term projects and, depending on the nature of the activity, the contribution to ILC Outcomes may take more than 12 months to be achieved.

If your application is successful, your project must be completed within the term of the agreement with the NDIA, unless an extension is agreed in writing with the NDIA.

2.3 Grant Application Thresholds

Grants under \$10,000

ILC grants for activities under \$10,000 will be for small-scale projects that are potentially one-off. These projects will be based in local communities and will be expected to contribute to the ILC outcomes listed in the ILC Commissioning Framework. The grant duration may be one or two years however the maximum total grant applied for this category is \$10,000.

Grants over \$10,000

ILC grants for activities over \$10,000 will be for projects with evidence based, innovative models and modes of delivery. The activities will meet identified needs and interests of people with disability, and will reflect a contemporary, positive and progressive approach to inclusion.

There is no maximum limit on the amount that can be applied for within the available funding. The grant duration may be one or two years, however applicants should be aware that the amount of funding applied for will be taken into account when determining whether or not an individual application represents value for money.

Number of applications

Grants under \$10,000: an Applicant may submit up to two different proposals per Activity Area, per state or territory. Each proposal must be submitted on a new application form. If an Applicant submits more than two applications for the same Activity Area, only the latest two applications received will be accepted.

Grants over \$10,000: an Applicant may submit one application for each Activity Area, per state or territory. If an Applicant submits more than one application for the same Activity Area, only the latest application received will be accepted.

An Applicant cannot submit the same proposal under multiple Activity Areas. An Applicant needs to choose the Activity Area which best aligns with their proposal. If an Applicant submits the same proposal for multiple Activity Areas, only the latest application will be accepted.

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

3. Grant eligibility criteria

An application will not be considered if it does not satisfy all the eligibility criteria.

3.1 Who is eligible to apply for a grant?

The NDIA may invite the following entity types to apply for a grant through this ILC grant opportunity:

- a. Incorporated Associations (incorporated under state/territory legislation, commonly have 'Association' or 'Incorporated' or 'Inc.' in their legal name)
- b. Incorporated Cooperatives (also incorporated under state/territory legislation, commonly have 'Cooperative' in their legal name)
- c. Companies (incorporated under the *Corporations Act 2001* – may be a proprietary company (limited by shares) or public companies (limited by shares or by guarantee)
- d. Aboriginal Corporations (incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*)
- e. Organisations established through a specific Commonwealth or state/territory legislation (e.g. public benevolent institutions, churches, universities etc.)
- f. Partnerships and consortia (one organisation will have to nominate as the lead entity)
- g. Trustees on behalf of a Trust
- h. State and Territory Governments and their agencies
- i. Local Governments

Organisations will **not** have to be a registered provider of supports with the NDIA to apply for an ILC grant.

3.2 Organisations registered as providers of support with the NDIA

Registered providers of support can apply for a grant under this ILC grant opportunity. The NDIA recognises that in a small number of cases, conflicts of interest could potentially emerge. Organisations intending to apply for funding should refer to the Conflict of Interest section (section 13.2) in this document.

3.3 Local Area Coordination and/or Early Childhood Early Intervention Partners

Organisations partnering with the NDIA to provide Local Area Coordination (LAC) and/or Early Childhood Early Intervention (ECEI) services through the NDIS Partners in the Community Program are eligible to apply for funding for activities that do not duplicate activities that would be expected to be achievable through their Partner role. Organisations intending to apply for funding under these Grant Opportunity Guidelines should refer to the Conflict of Interest section (Section 13.2) in these Guidelines.

3.4 What qualifications or skills are required?

If you are successful in securing a grant, you will need to make sure that all personnel, including any subcontractor personnel, working on the grant activity have in place and maintain all relevant qualifications and skills that are applicable from time to time.

4. Eligible grant activities

4.1 What can the grant money be used for?

You must use the grant to deliver an approved project that meets the aims and objectives of the funded activity as defined in your grant application.

You can use the grant to pay for:

- staff salaries and on-costs that can be directly attributed to the provision of the project in the identified service area or areas as per the Grant Agreement.
- employee training for paid and unpaid staff including Committee and Board members, that is relevant, appropriate and in line with the project (except mainstream staff engaging in mainstream activities).
- operating and administration expenses directly related to the project as per the Grant Agreement, such as:
 - telephones;
 - rent and outgoings;
 - computer/ IT/website/software;
 - insurance;

- utilities;
- postage;
- stationery and printing;
- accounting and auditing;
- travel/accommodation costs; and
- assets as defined in the Grant Agreement terms and conditions that can be reasonably attributed to meeting agreement deliverables, and
- A proportion of the grant funding can be used for evaluation of the funded project to demonstrate delivery of outcomes.

You can only spend grant funds on eligible grant activities as defined in the grant details in your Grant Agreement.

4.2 What the grant money cannot be used for

Ineligible activities are those activities:

- that are eligible to be available to an individual through their NDIS plan. Funds may not be provided directly to individuals.
- where funding is more appropriately provided by other mechanisms or support services such as “reasonable adjustment” under the *Disability Discrimination Act 1992* (Cth), such as:
 - equipment or renovation works to make a facility more accessible;
 - physical access to the activities of clubs and associations;
 - staff training or professional development on disability inclusion that should be funded by an employer;
 - Education support, learning resources or equipment that could be provided through schools;
 - workplace adjustments such as purchasing or modifying equipment like voice-activated software for someone with a vision impairment, an amplified phone for a person who is hard of hearing, or a digital recorder for someone who finds it difficult to take written notes; and
 - Employment support that could be provided through government-funded employment programs such as Disability Employment Services or jobactive.
- that are considered by the NDIA as being eligible for funding support through a more appropriate source (such as the Sector Development Fund or the National Disability Advocacy Program, other grant programs, or another ILC grant round).
- that duplicate activities that an organisation has already been funded to deliver through previous [ILC Jurisdictional Based or National Readiness Grant Rounds](#). Where an application is seeking funds to continue delivery of a project previously funded through an ILC Jurisdictional Based or National Readiness Grant Rounds, then the applicant must demonstrate that the need being addressed still exists and how the continuation of the project will contribute to achievement of ILC outcomes.
- for which other Commonwealth, state, territory or local government bodies have responsibility for ensuring access and inclusion of people with disability. For example:
 - Education – ILC grants cannot be used to pay for the cost of teachers or childcare workers to undertake disability inclusion training;
 - Transport – ILC grants cannot be used to fund capital works to make a transport facility more accessible;

- Health – ILC grants cannot be used to pay for the cost of health professionals to undertake disability inclusion training; and
- Employment – ILC grants cannot be used to fund activities that are the responsibility of the Disability Employment Services' 'Employment Assistance Fund' which provides financial support for work-related equipment, modifications and services to adjust the workplace to suit employees with disability.
- that duplicate the role of NDIS Partners in the Community (Local Area Coordination and/or Early Childhood Early Intervention). Examples include:
 - Providing information or referral for young children aged 0 to 6 with developmental delay; and
 - Local community awareness.
- that are peak body activities, such as policy advice, advocacy or operational costs.
- that provide individual, legal representation or systemic advocacy.

Grants are not provided for:

- purchase of land;
- wages;
- major capital expenditure;
- the covering of retrospective costs;
- costs incurred in the preparation of a grant application or related documentation;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- major construction/capital works;
- overseas travel; and
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

5. The grant selection process

First we will assess your application against the eligibility criteria outlined in these Grant Opportunity Guidelines. Only applications which meet the eligibility criteria will progress to the next stage. This ILC Jurisdictional Based Grant Round includes applications for activities to be delivered in NSW or SA or the ACT. Applicants must nominate the state or territory in which their activity will be delivered. Applications will be assessed by jurisdiction. That is, all applications for activities occurring in the ACT will be assessed independently of those in NSW and SA and so on.

Applicants are required to provide a brief but detailed summary of the Proposed Activity. This will provide us with an overview of what your activity involves. You will need to explain your reasons for undertaking the activity, and how you plan to do it, in responses to the Selection Criteria. The Proposed Activity Summary should address each of the listed dot points:

- What you plan to do: briefly describe the key features of the activities you plan to undertake
- How many people you expect will benefit from the proposed activity: tell us how many people (with and without disability) will benefit from being involved?
- The geographic location/s of your activities: tell us where your activities will be available to people
- The duration of the proposed activities: how long (in months or years) will your project last?

- What you expect to achieve: what results are you expecting?

We will then assess your application against the remaining criteria set out below and against other applications.

Your application will be considered on its merits, based on:

- how well it meets the criteria
- how it compares to other applications; and
- whether it provides value for money.

An overarching consideration to be made once each application has been evaluated against the selection criteria detailed below, is the extent to which the application represents value for money. Applicants should demonstrate value for money by:

- explaining how you will efficiently and effectively implement the proposed activity. This may involve using existing processes and technologies or professional standards, or it may involve innovation and performance improvement;
- if applying for a multi-year grant, explain why the grant period is most effective for the proposed activity and how the proposed multi-year activity represents value for money;
- having in place an effective risk management approach to ensure grant money is used efficiently and to maximise ILC outcomes;
- having processes in place for ongoing monitoring and management of the proposed activity funded by the grant, as appropriate. This may involve the effective use of organisational processes, procedures and systems to produce the required reporting information; and
- considering both the financial and non-financial costs and benefits of each activity proposal throughout the whole grant cycle.

6. The selection criteria

You will need to address all of the assessment criteria which is relevant to your application. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested.

6.1 Grants under \$10,000

Applicants applying for grants under \$10,000 must respond to the following **three equally weighted** criteria:

Criterion 1: Demonstrate the suitability of the proposed activity

Applicant's response **must**:

- Describe the need or issue that the proposed activity will address, including the particular group/s that will be targeted.
- Explain how the proposed activity will effectively address the need or issue among the particular group/s (you may wish to refer to relevant data or research to support your explanation).

Criterion 2: Demonstrate Stakeholder Engagement.

Applicant's response **must**:

- Describe the involvement of people with disability in:
 - developing the proposed activity.
 - the governance, management, delivery or other aspect of the proposed activity.
- Describe the involvement of other organisations identified in the proposed activity including:
 - the nature of the relationship/s with other organisations (e.g. informal agreement; partnership).
 - their specific role in relation to the proposed activity.

Criterion 3: Demonstrate the contribution of the proposed activity to ILC Outcomes and how progress will be monitored.

Applicant's response **must**:

- Explain the connection between the proposed activity, the expected results of the activity and the ILC Outcomes you have nominated.
- Describe how progress toward the ILC Outcome/s will be measured and monitored.

All of the above selection criteria are given equal weighting. Your response to each selection criterion is limited to 300 words. When assessing applications, the NDIA reserves the right to not take into account any words in excess of this limit.

6.2 Grants over \$10,000

Applicants applying for grants over \$10,000 must respond to the following **five weighted** criteria:

Criterion 1: Demonstrate the suitability of the proposed activity (weighting 25%)

Applicant's response **must**:

- Describe the need or issue that the proposed activity will address, including the particular group/s that will be targeted.
- Explain how the proposed activity will effectively address the need or issue among the particular group/s (you may wish to refer to relevant data or research to support your explanation).

Criterion 2: Demonstrate Stakeholder Engagement (weighting 25%)

Applicant's response **must**:

- Describe the involvement of people with disability in:
 - developing the proposed activity.
 - the governance, management, delivery or other aspect of the proposed activity.

- Describe the involvement of other organisations identified in the proposed activity including:
 - the nature of the relationship/s with other organisations (e.g. informal agreement; partnership).
 - their specific role in relation to the proposed activity.

Criterion 3: Demonstrate the contribution of the proposed activity to ILC Outcomes and how progress will be monitored (weighting 25%)

Applicant's response **must**:

- Explain the connection between the proposed activity, the expected results of the activity and the ILC Outcomes you have nominated.
- Describe how progress toward the ILC Outcome/s will be measured and monitored.

Criterion 4: Demonstrate the capability of your organisation and the experience of relevant staff to successfully deliver the proposed activity (weighting 10%)

Applicant's response **must**:

- Use examples to describe your organisation's experience with developing and implementing the proposed (or similar) activity; and
- Explain the relevant experience and qualifications held by key personnel and their role in managing the proposed activity.

Criterion 5: Outline your organisation's project management approach, including how the proposed activity will be sustainable beyond the life of the grant (weighting 15%)

Applicant's response **must**:

- Outline how your organisation will manage: resources; governance; finances; risk; monitoring, evaluation and reporting.
- Describe how you intend to continue, and share, the learning and capability to make a contribution to ILC Outcomes that is developed through the proposed activity and with whom.

All of the above selection criteria are weighted as indicated. Your response to each selection criterion is limited to 300 words. When assessing applications, the NDIA reserves the right to not take into account any words in excess of this limit.

7. The grant application process

7.1 Overview of application process

Before you submit an application you must read these Grant Opportunity Guidelines, the application form and the Grant Agreement general conditions. Before you submit an

application you should also familiarise yourself with the ILC Outcomes Framework (Discussion Starter), which can be found at: [ILC Toolkit](#).

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

You must address all of the eligibility and selection criteria to be considered for a grant. Please complete each section of the application form and make sure you provide the information we have requested.

The NDIA is not under any obligation to fund every application that meets the CICD Program objectives and assessment criteria. During the process, applications that are found to be suitable will be subject to a comparative assessment. If the NDIA considers that applications received are unlikely to:

- (i) meet the NDIA and CICD Program objectives; or
- (ii) deliver a satisfactory result for the community

all or part of the funding round may be withdrawn or readvertised at the NDIA's discretion; or the NDIA may decide to conduct a new and/or different selection process for the funding round. For all funding rounds or opportunities, the NDIA delegate will ultimately determine whether an application will receive funding and/or whether the allocated budget for the funding round is fully expended.

7.2 Application process timing

You must submit your application by the closing time and date below. Late applications will not be accepted. If an application is late or the Community Grants Hub is requested to approve a lodgement after the closing date, the Community Grants Hub may determine that there were exceptional circumstances beyond the applicant's control that meant they could not meet the deadline. Examples of exceptional circumstances could include, but may not be limited to:

- Community Grants Hub infrastructure failures,
- natural disasters,
- power outages affecting the ability of the applicant to submit their application by the deadline, and
- death or disability of key personnel.

Information on the Community Grants Hub [late application policy](#) is available on the [Community Grants Hub](#) website.

The expected start date for the granting activities is 1 July 2018 and the expected end date is dependent on the term of the grant offered. You must spend the grant by the end date of the agreement.

Table 1: Indicative timing for this grant opportunity

Activity	Timeframes
Application period	Open: 24 October 2017 Close: 30 November 2017

Activity	Timeframes
Assessment of applications	Anticipated through to March 2018
Notification to unsuccessful applicants	Anticipated March 2018
Negotiations and award of Grant Agreements	Anticipated March 2018
Activity commences	July 2018
End date	Dependent on the term of agreement

7.3 Completing the grant application

You must submit your grant application using the application form, which is part of the Grant Opportunity Documents available on the GrantConnect and Community Grants Hub websites. The application form includes help information.

This is an online application form that you must submit electronically. If you have any technical difficulties please call: 1800 020 283 or TTY: 1800 555 677 or email: support@communitygrants.gov.au.

The Community Grants Hub will not provide application forms or accept applications for this ILC grant opportunity by fax or mail. If your application is sent by fax or mail, it will not be assessed.

If you find a mistake in your application after it has been submitted, you should contact the Community Grants Hub by phone on 1800 020 283 or by email at support@communitygrants.gov.au straight away. The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

You must make sure that your application is complete and accurate and submitted in accordance with these Guidelines.

You cannot change your application after it has been submitted.

7.4 Attachments to the application

Grants under \$10,000

No attachments are required for grants under \$10,000.

Grants over \$10,000

The following documents must be included with your application:

- An indicative budget using the template provided on GrantConnect and the Community Grants Hub websites.

Grants over \$100,000

The following documents must be included with your application:

- An indicative budget using the template provided on GrantConnect and the Community Grants Hub websites.
- Two most recent sets of year-end financial statements, inclusive of Profit and Loss Statements and Balance Sheet (preferably audited).

Your supporting documentation should be attached to **the application form**. There will be instructions in the application form to help you. **Only attach the documents you have been asked to include.**

If you do not use the template provided or it is not complete, your application will be considered not compliant and will not progress to assessment.

Please note: There is a 2mb limit for each attachment.

7.5 Questions during the application process

If you have any questions during the application period, please contact the Community Grants Hub on 1800 020 283 or TTY: 1800 555 677 or email: support@communitygrants.gov.au. The Community Grants Hub will respond to emailed questions within five working days.

Answers to questions will be posted on GrantConnect and the Community Grants Hub website.

The question and answer period will close at 5:00 pm AEDT on Thursday 23 November 2017. Following this time, only questions relating to using and/or submitting the application form will be answered.

8. Assessment of grant applications

8.1 Who will assess applications?

An assessment team comprised of staff from the Community Grants Hub will assess all eligible and compliant applications based on their merits. The assessment team will report on its assessment of applications to an Expert Panel.

The Expert Panel may include a mix of employees of the NDIA, Commonwealth, State and Territory Governments, people with disability, and people of specialist relevant expertise.

The Expert Panel will consider the extent to which applications represent value for money and make recommendations to the NDIA Delegate having regard to:

- alignment with ILC Policy and outcomes;
- overall investment mix including the spread of investment across the ILC Focus Areas;
- risks and their management – including financial risk, organisational capability, organisational type and value of the proposed grant;
- activity mix by grant recipient;
- activity location and activity type competency;
- existing and potential activity gaps; and
- the provisional ranking of all applicants.

The Expert Panel may seek information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The Expert Panel may also consider information about you or your application that is available through the normal course of business and/or publicly available.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

8.2 Who will approve grants?

The Expert Panel will make recommendations to the NDIA Delegate who will make the final decision in relation to each application.

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

- the approval of any grant;
- the grant funding amount to be awarded;
- the terms and conditions of the grant; and
- unsuccessful applications.

The NDIA Delegate will not approve funding if they reasonably consider the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value for money.

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

9. Notification of application outcomes

You will be advised of the outcomes of your application in writing, following a decision by the NDIA Delegate. If you are successful, you will also be advised about any specific conditions attached to the grant.

If you are unsuccessful, you will be notified in writing.

9.1 Feedback on your application

Feedback summaries for open funding rounds will be published on the Community Grants Hub website to provide all organisations with easy to access information about the assessment process and the main strengths and areas for improving their applications.

Individual feedback will be available. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

10. Successful grant applications

10.1 The Grant Agreement

If you are successful, you must enter into a legally binding Grant Agreement with the NDIA. The NDIA will issue you with a Grant Agreement which will consist of standard terms and conditions that cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the Grant Agreement negotiations.

10.2 How the grant will be paid

The Grant Agreement will state the:

- maximum grant amount to be paid.

Grant funding will be paid:

- as specified within the Grant Agreement and in line with agreed milestones outlined in the Grant Activity Work Plan.

10.3 Grant Agreement variations

We recognise that unexpected events may affect the progress of a project. In these circumstances, you can request a project variation, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed for this grants round which is by 30 June 2020
- or by negotiation on any other parameter (with the exception of change to the state or territory you have been funded for).

The program does not allow for:

- an increase to the agreed amount of grant funds.

Proposed changes to the Grant Agreement must be submitted in writing within three months of the Grant Agreement end date. Contact the Grant Agreement manager for further information. We will not consider changes after the Grant Agreement end date.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective and any relevant policies of the NDIA
- changes to the timing of grant payments
- availability of program funds.

10.4 Performance indicators

Grant Recipients will be required to report both on outputs and outcomes and this will be documented and agreed through the Activity Work Plan. Performance indicators will be included in Grant Agreements and identified through the Activity Work Plan. This will contribute to the NDIA's ability to track the impact of individual activities funded through the CICD Program as well as the impact of the CICD Program overall.

Project specific reporting will be defined on an individual project basis. Information needed to evaluate project performance will be required to be reported via the NDIA approved mechanisms outlined in the Grant Agreement with the NDIA. Full details of reporting requirements will be listed in the Grant Agreement for each Grant Recipient.

10.5 Activity and Financial reporting

If an application is approved for funding, the Grant Agreement will specify the type and frequency of reports the Grant Recipient will be required to submit. Grant Recipients are required to have systems in place to allow them to meet their data collection and reporting obligations outlined in their Grant Agreement.

Where a Grant Recipient fails to meet the obligations of the Grant Agreement, the NDIA may withdraw the offer for a grant and cease any further negotiations.

Applicants should not make any financial commitments until a Grant Agreement between the Applicant organisation and the NDIA has been executed.

11. Announcement of grants

If successful, your grant will be listed on GrantConnect and the NDIS websites 21 days after the date of effect as required by Section 5.3 of the *Commonwealth Grants Rules and Guidelines*.

12. Delivery of grant activities

12.1 Your responsibilities

You will be responsible for:

- Submitting reports in line with the timeframes specified in the Grant Agreement and on the templates provided;
- meeting the terms and conditions of the Grant Agreement and managing the activity efficiently and effectively;
- complying with record keeping, reporting and acquittal requirements as set out in the Grant Agreement; and
- participating in a grant program evaluation as specified in the Grant Agreement.

12.2 NDIA's responsibilities

The NDIA has responsibility for the day to day oversight of the CICD Program. For individual grants the NDIA will:

- identify suitable Applicants to deliver the Activities required as per these Grant Opportunity Guidelines;
- administer the CICD Program in a professional and effective manner, and in accordance with applicable legislation (e.g. the *National Disability Insurance Scheme Act 2013*, *Public Governance Performance Accountability Act 2013*, Commonwealth Grant Rules and Guidelines);
- work with Grant Recipients to ensure the CICD Program is implemented to agreed standards and within the approved budget and timeframe;
- in approving activities for funding, ensure that relevant outcomes expressed within these ILC grant opportunity guidelines are achieved;
- work to ensure that the outcomes contained within the CICD Program Guidelines are being met and evaluate the organisation's performance against the Activity outcomes;
- publish information on the successful grants on the NDIS website;
- monitor the progress of project by assessing submitted reports;
- conduct site visits to confirm details of your reports if necessary;
- occasionally, where required, need to re-examine claims, seek further information or request an independent audit of claims and payments;
- evaluate the CICD Grant program to measure how well the outcomes and objectives have been achieved. The Grant Agreement will require Grant Recipients to provide information to help with this evaluation.

12.3 Grant payments and GST

Payments under the Grant Agreement will be GST inclusive if the Grant Recipient is in scope for GST; otherwise payments will be made GST exclusive.

Before any payments are made, the Grant Recipient must provide:

- a tax invoice for the amount of the payment (the Australian Government's default invoice process is Recipient Created Tax Invoices)
- evidence that the Grant Recipient has achieved the associated milestone
- any other conditions of payment (e.g. evidence of purchase of equipment, satisfactory progress report, approvals, and any other documentation).

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a Grant Agreement. You can also visit the Australian Taxation Office [website](#) for more information.

12.4 Evaluation

The NDIA will evaluate the grants awarded through this ILC grant opportunity to measure how well the outcomes and objectives have been achieved. The Grant Agreement requires Grant Recipients to provide information to help with this evaluation.

12.5 Acknowledgement

All publications relating to grants under the Program must include the following acknowledgement:

“Funded by the NDIS through the Information, Linkages and Capacity Building (ILC) – ILC Jurisdictional Based Grants”.

13. Probity

The NDIA and the Community Grants Hub and GrantConnect will make sure that the program 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*.

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

13.1 Complaints process

Any questions you have about grant decisions for the Program should be sent to: support@communitygrants.gov.au.

If you have a complaint about the Community Grants Hub's service(s) or the application process, you can lodge a complaint through the following channels:

Telephone: 1800 634 035

Fax: (02) 6204 4587

Email: support@communitygrants.gov.au

Mail: Community Grants Hub Complaints

PO Box 7576

Canberra Business Centre ACT 2610

Applicants can also lodge a complaint about the Department's service(s) using the complaints form on the Department's [website](#).

The ILC Branch within the National Disability Insurance Agency handles other complaints about the Program. All complaints about the Program must be lodged in writing.

Any questions you have about grant decisions for the Program should be sent to ILC@NDIS.gov.au.

If an Applicant is dissatisfied with the way the Community Grants Hub or the NDIA 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 NDIA or the Community Grants Hub.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

TTY: 133 677 then ask for 1300 362 072

Internet Relay users connect to the [National Relay Service](#) then ask for 1300 362 072

Website: [Commonwealth Ombudsman](#)

13.2 Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest or perceived conflict of interest, if NDIA 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
- has a relationship with an organisation relationship with, or in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

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

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform the NDIA in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

Any conflicts of interest that are identified will be assessed and handled as set out in Australian Government policies and procedures. 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*.

13.3 Privacy: confidentiality and protection of personal information

We handle your personal information in accordance with law, including the Australian Privacy Principles under the *Privacy Act 1988* and the *National Disability Insurance Scheme Act 2013*. This includes letting you know:

- what personal information we collect;

- why we collect your personal information; and
- who we give your personal information to.

Further information about how we handle your personal information is found in our Privacy Policy (found at www.ndis.gov.au/privacy).

You are required, as part of your application, to declare your ability to comply with the *Privacy Act 1988* and the *National Disability Insurance Scheme Act 2013* and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the NDIA's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

The NDIA may also use and disclose information about grant applicants and grant recipients under the Program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may disclose information to:

- the Expert Panel and other NDIA employees and contractors to help us manage the program effectively
- employees and contractors of the NDIA so we 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 in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

We may share the information you give us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- *National Disability Insurance Scheme Act 2013*
- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act 2013*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995*

We will treat the information you give us as confidential if it meets all of the four conditions below:

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

The Grant Agreement will include any specific requirements about special categories of information collected, created or held under the Grant Agreement.

13.4 Freedom of information

All documents in the possession of the NDIA, including those about the Program, are subject to the *Freedom of Information Act 1982 (FOI Act)*.

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by certain exemptions set out in the FOI Act.

Documents held by you may be accessible through Freedom of Information requests made to the NDIA if the NDIA has a right to access those documents. You must agree to cooperate with the NDIA upon request in processing any freedom of information request relating to the Program.

All freedom of information requests must be referred to the Freedom of Information team by email to: foi@ndis.gov.au

14. Glossary

Term	Definition
selection criteria	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 granting activity, to determine applicant rankings. (as defined in the <i>Commonwealth Grants Rules and Guidelines</i>)
date of effect	This will depend on the particular grant. It 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.
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to selection criteria.
grant	<p>A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a) under which relevant money or other Consolidated Revenue Fund money, is to be paid to a grantee other than the Commonwealth; and b) which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives. <p><i>Commonwealth Grants Rules and Guidelines</i> section 2.3</p>
grant activity	Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
Grant Agreement	This means the contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant.
Grantee or Grant Recipient	An individual/organisation that has been awarded a grant.
NDIA Delegate	Chairman of the NDIA Board
assessment criteria	Comprise eligibility criteria and selection criteria.

Term	Definition
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.