



## Information Linkages and Capacity Building (ILC) Economic and Community Participation (ECP) Grant Round 2019-2020

### Questions and Answers (Q&As)

(**Note** – This questions and answers document does not, in any way, replace or override information provided in the *Grant Opportunity Guidelines for Information, Linkages and Capacity Building (ILC) Economic and Community Participation (ECP) Grant Round 2019-2020*, or the application pack.)

#### FUNDING DETAILS

##### 1. What is the minimum or maximum funding amount available for the ECP grant?

There is no maximum amount for which applicants can apply for. Whether the application represents 'value for money' will be taken into consideration during the selection process.

The minimum funding amount that applicants can apply for is \$100,000 per year (or \$300,000 over three years).

##### 2. Is the funding ongoing?

No. The maximum grant period is three years.

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

Yes. The online application form asks whether the activity relies on any contributions other than the ILC funds being applied for, the source of the funding, the amount and the status of the application.

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

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

##### 5. Will there be more ECP program funding available after this round is completed?

The NDIA may open other grant opportunities under the ECP program prior to 2022.

#### GRANT CONDITIONS AND ELIGIBILITY

##### 1. What are the grant conditions for the ILC ECP Grant Round 2019-2020?

Copies of the General Grant Conditions and Supplementary Terms for the ILC ECP Grant Round 2019-2020 are included in the Community Grants Hub grant opportunity documentation available on the GrantConnect and Community Grants Hub websites.

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

Eligibility criteria are outlined in Section 3 of the ECP Grant Opportunity Guidelines available on the GrantConnect and Community Grants Hub websites.

**3. My organisation works with other marginalised people (such as people experiencing homelessness), is that also a priority population?**

The NDIA encourages applications that focus on activities for people with disability from specific cohorts who require cultural or other specific support and information. The '*ILC Priority Cohort Groups*' for this grant round include:

- Aboriginal and Torres Strait Islander communities
- Culturally and Linguistically Diverse communities
- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Asexual and Plus (LGBTIQA+)<sup>1</sup> cohort
- communities living in rural and remote areas.

**4. How can an unincorporated organisation apply?**

If an organisation is not one of the eligible entity types listed in Section 3.1 of the Grant Opportunity Guidelines, the organisation can apply under an auspice arrangement as outlined in Section 3.5 of the Grant Opportunity Guidelines.

**5. Can sole traders apply for funding?**

Section 3 of the Grant Opportunity Guidelines outlines the entity types eligible to apply for an ILC grant. Sole traders are not eligible for funding as this type of entity is not considered to be an appropriate type of entity to receive ILC grant funding.

**6. Can an organisation apply for the ECP grant round if they are currently in receipt of funding from a previous ILC grant round?**

Organisations who are currently ILC grant recipients can still apply for the ECP grant opportunity; however, the current level of ILC funding and what it is being directed towards will be a consideration during assessment as outlined in the Grant Opportunity Guidelines Section 3.6.

**7. Can an organisation apply for the ECP grant round if they are also applying for other ILC grant opportunities?**

Applicants can apply for other ILC grant programs open concurrently with this ECP grant round. However, if applicants apply for funding under other ILC grant rounds for the same activities, the applicant will only be eligible to receive funding under one program.

**8. Can an organisation partnering with the NDIA to provide Local Area Coordination (LAC) and/or Early Childhood Early Intervention (ECEI) services through National Disability Insurance Scheme (NDIS) Partners in the Community apply for the ECP grant round?**

Yes, NDIS Partners in the Community are eligible to apply.

**9. Can an Australian Disability Enterprise (ADE) apply for the ECP grant round?**

An ADE is eligible to apply for funding, noting section 4.1.1 of the Grant Opportunity Guidelines: Proposals should take into consideration and not replicate the resources, supports and services available to employers through Disability Employment Services (DES), the Employment Assistance Fund (EAF) administered by JobAccess and the National Disability Recruitment Coordinator (NDRC).

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<sup>1</sup> The '+' acknowledges that no single acronym can capture the full and rich diversity of people's lives and identities.

## ACTIVITY DETAILS

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

This is a national grant round. Applicants can submit applications that are national, state-based or across multiple jurisdictions, as well as in specific regions and locations. Applicants do not need to be sited within a jurisdiction to be eligible to apply for delivery of activities there; however, applications will be assessed on the applicant's knowledge and connection (or ability to build this connection) with the community that it is proposing to deliver activities in.

## APPLICATION ACCESSIBILITY AND ASSISTANCE

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

Please contact the Community Grants Hub if you are having difficulty accessing the form. Please email your enquiries to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) or call 1800 020 283 or TTY 1800 555 677.

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

Please email your enquiries to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) or call 1800 020 283 or TTY 1800 555 677.

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

Potential ILC grant applicants should read both the *Information Linkages and Capacity Building (ILC) Investment Strategy (ILC Strategy)*, and the *Information, Linkages and Capacity Building Program (ILC) Program Guidelines 2019-20 to 2021-22*, which set the policy context for this grant round. Further information can be found on the [ILC page](#) on the [NDIS website](#).

## APPLICATION DETAILS

### 1. How long do I have to submit my application?

You will have six weeks to submit your application, commencing Monday 9 September 2019 and ending **11:00 PM AEDT Monday 21 October 2019**.

### 2. When does the grant round close?

As noted above, the application form must be submitted by **11:00 PM AEDT Monday 21 October 2019**. It is recommended that you submit your application well before the closing time and date. Late applications will only be accepted in accordance with conditions outlined in Section 6.5 of the Grant Opportunity Guidelines.

### 3. Will you contact me if there are problems/questions about my application?

If you find a mistake in your application after it has been submitted, you should immediately contact the Community Grants Hub by phone on 1800 020 283 or by email at [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub does not have to accept any additional information or requests from applicants to correct applications after the closing date and time.

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

Late applications will only be accepted in accordance with conditions outlined in Section 6.5 of the Grant Opportunity Guidelines.

**5. Are the individual selection criteria weighted?**

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

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

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

**7. Is there a word limit for the selection criteria?**

The application form includes character limits outlined in Section 5 the Grant Opportunity Guidelines.

**8. What is the 'brief summary of your project'?**

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

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

Section 6.4 of the Grant Opportunity Guidelines outlines the attachments required. It is important to note that if the templates provided are not used, the application will be considered non-compliant.

**10. How many applications can I make?**

Section 6.1 of the Grant Opportunity Guidelines sets out the number of applications an applicant may make.

## **CONSORTIUMS**

**1. What is a lead organisation?**

If you submit a joint application as a consortium, you must nominate a lead organisation for the application. The lead organisation for the project will, if your application is successful, sign the grant agreement, receive the funding and assume legal responsibility for performing the activities and meeting the outcomes under the grant agreement.

**2. How many members can a lead organisation identify in the application form?**

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

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

A lead organisation must be an eligible legal entity as listed in Section 3.1 of the Grant Opportunity Guidelines.

## GRANT ASSESSMENT

### 1. Who is undertaking the assessment of applications?

The NDIA is partnering with the Department of Social Services, Community Grants Hub to administer this round. The Community Grants Hub and the NDIA will assess the applications.

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

### 2. Are the grant applications assessed against other applications?

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

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

No. In accordance with Section 7.4 of the Grant Opportunity Guidelines, there is no appeal mechanism for decisions to approve or not approve a grant.

## FEEDBACK

### 1. When will I know the outcome of my application?

Applicants will be notified of the outcome of their application in writing at the end of the selection process. This is likely to be in late February 2020.

### 2. What feedback will be available for this funding round?

A feedback summary will be published on the Community Grants Hub website to provide all organisations with easy to access to information about the grant selection process and the main strengths and areas for improving applications. Individual feedback will not be available for this grant round.

### 3. How can my organisation get updates about ILC?

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

## **ADDITIONAL QUESTIONS**

### **Question 1 and 2 added 2 October 2019**

**1. For applicants who are submitting a national level project proposal, can you please advise how to accurately complete the following questions:**

- **Please list each NDIA service area where the project is to be delivered.**
- **Provide suburb and postcode details of where the project is to be delivered.**

For applicants applying to deliver a national project, you just need to say “National”, specific postcodes and service areas do not apply in this instance.

**2. Can you please clarify the basis for applying for funding in terms of the geographic areas that are able to be specified and ensure that all 3 pieces of grant round application material (the guidelines, the NDIA ILC service areas attachment, and the areas able to be selected on the application form) are consistent.**

Funding breakdowns are not required below the State/Territory level. The National Disability Insurance Scheme Information, Linkages and Capacity Building (ILC) Service Areas by State document is relevant to the response required in “Eligibility Requirements”, specifically, “Please list each NDIA service area where the project is to be delivered”. Other information requested within the online application is used for internal and governmental reporting; and research purposes and do not form part of the assessment. The various geographical information requested are complementary to other.

### **Question 3-6 added 4 October 2019**

**3. Will the grant maker part fund applications if the total amount requested is not granted?**

Yes, if some of the elements within a funding proposal do not meet the grant round purpose or provide value for money each, the NDIA may consider funding part of an application. Consideration will be at the NDIA’s discretion.

**4. The Grant Opportunity Guidelines state that applicants who have more suitable sources of funding will not be eligible. Is an organisation eligible despite there being highly competitive arts funding available nationally?**

Section 4.3 of the Grant Opportunity Guidelines states what the grant money cannot be used for: Applicants cannot direct the ILC grant funding towards the activities that are funded, or are eligible to be funded, under other government initiatives.

Eligibility requirements are outlined in the Grant Opportunity Guidelines for each grant round on the Community Grants Hub website. Applicants are required to self-determine their eligibility to apply. To maintain a fair and equitable process for all organisations, the Community Grants Hub cannot help organisations determine their eligibility requirements.

**5. Applicants that are eligible to be registered with the Office of the Registrar of Indigenous Corporations (ORIC) should be registered prior to submitting an application.**

## **Why is the department insisting we register with ORIC and is this negotiable?**

Section 3.2 of the Grant Opportunity Guidelines section 3.2 states “Applicants that are eligible to be registered with the Office of the Registrar of Indigenous Corporations (ORIC) should be registered prior to submitting an application.”

The clause within the guidelines is not intended to exclude Aboriginal controlled entities operating through a range of other corporate structures. It is not mandatory/a requirement to be registered in order for applicants to apply for this grant round.

## **6. Is there a limit on how many consortiums we can be part of, not as the lead?**

No, organisations are able to be part of multiple consortia where another eligible entity is the lead of the consortium.

## **Questions 7-9 added 9 October 2019**

## **7. We are currently delivering our Inclusive Volunteering Program under the Community Inclusion Capacity Development Program. This agreement is current until June 2020. Will there be another grant round open within the next six months which is intended to replace or extend the current grant?**

All funding opportunities administered by the Community Grants Hub (the Hub) are published on the Hub [website](#). If you are interested in receiving notification of upcoming grants and opportunities for funding, you can [subscribe](#) to receive email alerts when new information is published.

Other future Government grants and opportunities are published on [GrantConnect](#), the new whole of Government information system for Commonwealth grants.

## **8. Is the open round “Economic and Community Participation” intended to be the replacement/extension of the current grant. If this is the case, would we be ineligible to apply as the guidelines state that the funded activity will commence in early 2020, ie before our current grant is due to expire and therefore be would working under two different funding agreements.**

The Economic and Community Participation Grant Program is part of the new ILC Investment Strategy. Prior to this strategy, there were a number of readiness grant rounds, including the Economic Participation Program. They are separate programs, with separate and distinct guidelines. Existing ILC Grant Recipients are eligible to apply. As per section 3.6 of the Grant Opportunity Guidelines, applicants will not be awarded funding that duplicates activities/projects they have already received ILC funding to deliver. Further, there is the possibility (as per section 4.1.1) where applicants can scale a successful prototype that increases inclusion. For further information, please refer to sections 3.6, 3.7 and 4.1.1 of the Grant Opportunity Guidelines.

## **9. Some of our project may involve partnerships with universities that often add a levy to any external grants. Is this allowed under the NDIS ILC grants as I could not find anything that excludes these levies in the general information.**

The Grant Opportunity Guidelines do not exclude fees arising from partnerships with universities.

### **Question 10 added 15 October 2019**

**10. In Criteria 3 (Organisational Capacity) you request information in relation to “Describe how you will implement and manage the activities?”.**

**Could you provide further information on what you are seeking with this that is distinct from what we would have already provided in relation to:**

- **The Project Plan.**
- **How you plan to engage people with disability in the planning and delivery of the project (including employment)?**
- **Who will manage the project and the role of your board/committee in oversight of the activities?**

The Economic and Community Participation Building Grant Opportunity Guidelines Criterion 3 - Your organisation’s capability, asks you to describe how you will implement and manage the activity. In your response to this criterion you should describe the approach your organisation will take and what you will do to deliver the activity with as much detail as possible.

### **Question 11-13 added 17 October 2019**

**11. Can funds budgeted for and received in the 2021-2022 year be expended until February 2023 in the 2022-2023 financial year?**

Yes, funds can be spent across the entire length of the project delivery timeframe regardless of which financial year they are received

**12. In the application form, does the first column on the financial table refer to the first project year in the period 01/03/2020 – 28/02/2021?**

Please treat the first column as the first project year.

**13. Is it mandatory to attach an annual report in the application?**

In accordance with section 6.4 of the Grant Opportunity Guidelines an annual report is not a required document. There is an option to provide an annual report as an attachment where one is available.

### **Question 14 and 15 added 21 October 2019**

**14. The Project Indicative Budget Template has “alignment/jumping” issue making it difficult to complete. How do I complete this accurately?**

Go to “view” tab and change to “Normal”.

**15. In the Project Indicative Budget Template the formulas in columns E, I and M appear to not be functioning as intended. As you progress through to the excel sheet the totals change dependant on column F for all three financial years. However, this is only reflective of the first year. How do I ensure this I have correct figures for years 2 and 3?**

In column “I” change the formula in I9 to “=J9/\$J\$47” press enter, then highlight J9 to J46 and press CTL+D

In column “M” change the formula in M9 “=N9/\$N\$47” press enter, then highlight M9 to M46 and press CTL+D