



# Information, Linkages and Capacity Building Economic and Community Participation Program Economic Participation Stream Grant Opportunity Guidelines 2020–21

<b>Opening date:</b>	<b>Wednesday 28 October 2020</b>
<b>Closing date and time:</b>	11.00 PM AEDT on Tuesday 8 December 2020
<b>Commonwealth policy entity:</b>	Department of Social Services
<b>Administering entities</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5.00 PM AEDT on Tuesday 1 December 2020
<b>Date guidelines released:</b>	<b>Wednesday 28 October 2020</b>
<b>Type of grant opportunity:</b>	<b>Open Competitive</b>
<b>Version:</b>	<b>8 October 2020</b>
<b>Easy Read version</b>	An Easy Read version of these Grant Opportunity Guidelines will be available on the <a href="#">Community Grants Hub</a> website

## Contents

<b>1</b>	<b>Economic and Community Participation processes</b>	<b>4</b>
1.1	Introduction	6
<b>2</b>	<b>About the grant program</b>	<b>6</b>
2.1	About the Economic Participation 2020-21 grant opportunity	7
<b>3</b>	<b>Grant amount and grant period</b>	<b>8</b>
3.1	Grants available	8
<b>4</b>	<b>Eligibility criteria</b>	<b>8</b>
4.1	Who is eligible to apply for a grant?	8
4.2	Who is not eligible to apply for a grant?	8
<b>5</b>	<b>What the grant money can be used for</b>	<b>9</b>
5.1	Eligible grant activities	9
5.2	Eligible expenditure	10
5.3	What the grant money cannot be used for	10
<b>6</b>	<b>The assessment criteria</b>	<b>11</b>
<b>7</b>	<b>How to apply</b>	<b>12</b>
7.1	Attachments to the application	13
7.2	Number of applications permitted	13
7.3	Joint (Consortia) applications	13
7.4	Timing of grant opportunity processes	14
7.5	Questions during the application process	15
<b>8</b>	<b>The grant selection process</b>	<b>15</b>
8.1	Who will assess and select applications?	15
8.2	Financial viability	16
8.3	Who will approve grants?	16
<b>9</b>	<b>Notification of application outcomes</b>	<b>17</b>
9.1	Feedback on your application	17
9.2	Further grant opportunities	17
<b>10</b>	<b>Successful grant applications</b>	<b>17</b>
10.1	The grant agreement	17
10.2	Commonwealth Child Safe Framework	18
10.3	How we pay the grant	18
10.4	Grant payments and GST	19
<b>11</b>	<b>Announcement of grants</b>	<b>19</b>
<b>12</b>	<b>How we monitor your grant activity</b>	<b>19</b>
12.1	Keeping us informed	19
12.2	Reporting	20
12.3	Financial declaration and audited financial acquittal report	21

12.4	Grant agreement variations .....	21
12.5	Compliance visits .....	21
12.6	Record keeping .....	21
12.7	Evaluation .....	21
<b>13</b>	<b>Probity.....</b>	<b>21</b>
13.1	Enquiries and feedback .....	22
13.2	Conflicts of interest .....	22
13.3	Privacy .....	21
13.4	Confidential information .....	22
13.5	Freedom of information.....	24
<b>14</b>	<b>Glossary.....</b>	<b>24</b>

# 1 Information, Linkages and Capacity Building (ILC): Economic and Community Participation Program processes

The objective of the **Economic and Community Participation Program** is to build the capacity of the community for people with disability to participate in, and contribute to, community life across Australia. This **Economic Participation 2020–21 grant opportunity** is part of the above grant program which contributes to the Department of Social Services' Outcome 3.2 National Disability Insurance Scheme. The Department of Social Services works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



## The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#) and [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. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



## We make grant recommendations

We provide advice, through the Selection Advisory Panel, to the decision maker on the merits of each application.



## Grant decisions are made

The decision maker decides which 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 enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.



## Delivery of grant

You 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 Information, Linkages and Capacity Building Grant Program and the Economic Participation grant opportunity 2020–21**

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

## 1.1 Introduction

The Information, Linkages and Capacity Building (ILC) Program provides grants to organisations to deliver supports and services for all people with disability, not only those eligible for the National Disability Insurance Scheme (NDIS). ILC has two main and interlinked aims:

- provide supports and information to as many Australians with disability as possible
- fund activities that help Australian communities be better equipped and more competent at including people with disability in economic and community life.

These guidelines contain information for the Economic Participation 2020–21 grant opportunity and must be read before filling out an application.

The guidelines set out:

- the purpose of the Economic Participation grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Department of Social Services (the department) and the Community Grants Hub.

## 2 About the grant program

The objective of the ILC Program is to increase social and community participation for people with disability. The ILC Program seeks to do this by:

- building the capacity of people with disability to participate in their community
- creating opportunities for people with disability to participate by creating more inclusive services and communities.

The Economic and Community Participation Program is one of four discrete and complementary programs delivered under the ILC Strategy.

The four programs are:

- **Economic and Community Participation Program** – increasing the social and economic participation, including employment outcomes, of people with disability.
- **National Information Program** – providing accessible, quality and consistent information about disability types and services and support options (community and mainstream).
- **Mainstream Capacity Building Program** – ensuring equity of access to, and increase inclusion of, people with disability in mainstream services.
- **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.

These four programs are designed to ensure:

- There are alternative pathways to an ordinary life for people with a disability particularly by building the capacity of individuals without an NDIS plan to achieve their goals outside of specialist disability services.
- People with disability, their family and carers have greater access to information and supports.
- People with disability, their family and carers build their knowledge, skills and confidence to participate in social and economic life.
- A more aligned system of ILC service delivery, grounded in organisations run by and for people with disability and/or their families and carers.
- Strong collaboration across government and the sector that avoids duplication and maximises the department's investment in ILC.

The objectives of the Economic and Community Participation Program are being implemented via two streams: Economic Participation, and Social and Community Participation, as outlined in the ILC Program Guidelines 2019-20 to 2021-22.

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

Financial Year 2020–21	Financial Year 2021–22
\$ 132.8 million	\$ 134.7 million

The department and the Community Grants Hub administer the program according to the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

## 2.1 About the Economic Participation grant opportunity

The Economic Participation stream is the focus of this grant opportunity. The grant opportunity is an open, competitive selection process.

In 2018, the [Australian Bureau of Statistics Survey of Disability, Ageing and Carers](#), found that approximately 53.4% of people with disability were in the labour force, compared with 84.1% of people without disability. The survey also found the median gross income for a person with disability aged 15 to 64 years was \$505 per week. This is less than half the \$1,016 per week gross income for a person without disability.

The figures listed above highlight the critical difference in employment outcomes for people with disability when compared with the general population. People with disability are under-represented in open employment, have longer periods of unemployment and less job retention. As for any individual, employment can bring significant social and wellbeing benefits and can form part of a person with disability's identity, contributing to a sense of belonging.

The aim of this grant opportunity is to improve the economic participation of people with disability, particularly in light of the impact of COVID-19. Priority cohorts for this grant opportunity are:

- rural and remote based people with disability
- Aboriginal and Torres Strait Islander people with disability
- young people with disability
- people with disability from culturally and linguistically diverse (CALD) backgrounds.

In order to increase the number of people with disability in employment, there are a number of challenges and opportunities to be addressed directly:

- The work readiness of people with disability, including work related skills, competency and knowledge about the workplace. The expected outcome is **people with disability have improved job readiness, employment related skills and knowledge (whether industry specific or general)**, particularly where new employment opportunities have arisen due to the way services are delivered because of COVID-19.
- Actively linking people with disability to employers and employment related supports, or alternatively, with self-employment opportunities. The expected outcome is **people with disability and other stakeholders have increased access to employer groups and employment support networks**.
- Changing the attitudes of employers and organisations, by improving their knowledge and willingness to employ people with disability. The expected outcome is **increased willingness and capability of employers and organisations to employ people with disability**.

The overarching intended outcome of these activities is to improve the economic participation of people with disability.

## 3 Grant amount and grant period

### 3.1 Grants available

This grant opportunity has a total of \$39.9 million (GST exclusive) available for up to one year of funding from 10 June 2021 to 9 June 2022.

- The minimum grant amount is \$250,000 (GST exclusive).
- The maximum grant amount is \$1.2 million (GST exclusive).

## 4 Eligibility criteria

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

To be eligible to receive a grant, you must be one of the following legal entity types:

- Company
- Cooperative
- Corporate State or Territory Entity
- Incorporated Association
- Indigenous Corporation
- Local Government.

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

You are not eligible to apply if you are:

- Commonwealth Company
- Corporate Commonwealth Entity
- International Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Non-corporate State or Territory Entity



- Non-corporate State or Territory Statutory Authority
- Partnership
- Person
- Sole Trader
- Statutory Entity
- Trustee on behalf of a Trust
- Unincorporated Association
- any organisation not included in section 4.1 of the Grant Opportunity Guidelines.

## 5 What the grant money can be used for

Economic Participation activities must directly address **two or more** of the grant opportunity outcomes as listed in section 2.1 of the Grant Opportunity Guidelines.

### 5.1 Eligible grant activities

Eligible activities may include but are not limited to:

**Support for improved job readiness, employment related skills and knowledge (whether industry specific or general) of people with disability, particularly where new employment opportunities have arisen due to the way services are delivered because of COVID-19.**

- Activities that offer education and training in employment related skills and knowledge (whether industry specific or general) for people with disability.
- Cadetships and graduate programs providing work experience that can lead to a real prospect of employment, including self-employment.
- Development initiatives, such as coaching or mentoring, to build confidence and career planning for people with disability.

**Increasing the access of people with disability and other stakeholders to employer groups and employment support networks.**

- Networking initiatives, both online and face to face, that build the interconnectedness of employers, people with disability, and other stakeholders.
- Communities of practice to develop and share successful strategies.
- Mentoring of employers who are exploring employment opportunities for people with disability.

**Increasing the willingness and capability of employers and organisations to employ people with disability.**

- Activities that correct stereotypes and preconceptions regarding people with disability in the workplace.
- Activities for employers and workers to build their understanding of building a successful employment environment for people with disability.
- Programs offering organisations and employers job design and workplace assessments on how to adapt the workplace to provide reasonable adjustments for people with disability.

It is expected all activities will be developed and delivered in collaboration with people with disability and people with disability will be employed in the delivery of these activities. All applications should consider sustainability of activities beyond the current pandemic and be able to be scaled up or down in the event of future disasters.

## 5.2 Eligible expenditure

You can only spend the grant funding on eligible grant activities (more information is provided in section 5.1 of the Grant Opportunity Guidelines) as specified in the grant agreement and must be incurred between the start date and end date of the activity.

Not all expenditure on grant activities may be eligible for grant funding. If your application is successful, verification of project costs (quotes) as provided in the application may be requested. The decision maker makes the final decision on what is eligible expenditure.

Grant funding can be used for items such as the following:

- operational costs incurred in the delivery of the project
- staff salaries and on-costs that are directly attributable to delivering the project
- the proportion of administration expenses that directly relate to the project
- larger requests for funding must allocate a proportion of the grant funding for evaluation of the project to demonstrate delivery of outcomes
- short-term engagement of external consultants to develop resources or skill development to the organisation. You must clearly describe in your application how the use of the consultant will result in a skill or knowledge transfer.

## 5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- the covering of retrospective costs (being costs incurred before the grant agreement commences)
- 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
- overseas travel
- reasonable adjustment under the *Disability Discrimination Act 1992*
- activities the department considers 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
- Government fees, charges or taxes.

## 6 The assessment criteria

You must address all of the following assessment criteria in the application. All assessment criteria have equal weighting of five points. The assessment criteria rating scale is as follows:

Score	Quality rating
0	Does not address criterion
1	Very poor
2	Poor
3	Satisfactory
4	Good
5	Excellent

Each criteria and its indicators should be addressed in the response. The amount of detail and supporting evidence provided should be relative to the size, complexity and grant amount requested.

The application form includes the following character limits:

- up to 6,000 characters for Criterion 1 (approx. 900 words)
- up to 3,000 characters for Criteria 2, 3 and 4 (approx. 450 words per criterion).

The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

In developing an application, applicants should give consideration to:

- the length of time required to deliver the project and not necessarily default to the full one year period
- activities being proportional to the capacity of the organisation to deliver the project
- design of the project having the best fit to achieve the intended employment outcomes.

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

**Criterion 1 (900 words): describe the proposed activities and identify the two or more Economic Participation Outcomes (as listed in section 2.1 of the Grant Opportunity Guidelines) they are designed to address.**

When addressing the criterion, applicants should:

- List and summarise activities that will be delivered against at least two of the outcomes listed in section 2.1 of the Grant Opportunity Guidelines (describe what will be done).
- Identify what approach (geographic, industry or both) is being used by this activity.
- Describe how these activities will address the nominated outcomes.
- Identify where the activities will take place and why.

Criterion 2 (450 words): describe how the proposed activity will support a priority cohort or priority cohorts as listed in section 2.1 of the Grant Opportunity Guidelines.

When addressing the criterion, applicants should:

- Identify which priority cohort or cohorts the proposed activities will support OR justify why the proposed activity does not support a priority cohort.
- Clearly indicate how the activities will directly support the chosen cohort or cohorts.
- Provide evidence of the applicant's ability to engage with and support the needs of the chosen cohort or cohorts.

Criterion 3 (450 words): describe the organisation and provide evidence of the applicant's ability to deliver the proposed activities.

When addressing the criterion, applicants should:

- Summarise the history and purpose of the applicant and explain how this demonstrates the applicant's ability to deliver the activities. Describe how the applicant will engage people with disability in the planning and delivery of the activity and how people with disability will be employed in the delivery.
- Describe the relevant skills, qualifications and experience of key project management and specialist staff, and explain how their roles and responsibilities will contribute to effective oversight and governance in managing and administering the proposed activities.

Criterion 4 (450 words): describe how the organisation will maintain quality control of the activities, ensure effective reporting and evaluate the success of the activities.

When addressing the criterion, applicants should:

- Describe how they will manage any risks associated with the activities, including any risk and mitigation plans.
- Identify the strengths of the proposed activities and what benefits, beyond the identified outcomes, the activities may bring, including how the project outcomes will be made sustainable beyond the life of the grant agreement.
- Describe how they will monitor and evaluate the activities, including what the organisation would consider success for the priority cohort and how this will be evaluated.

## 7 How to apply

Before applying, you must read and understand these guidelines, the sample grant agreement, the grant agreement supplementary provisions and questions and answers. These documents are available on the [GrantConnect](#) and the [Community Grants Hub](#) websites. Any changes to these documents will be published on both sites and addenda will be published on [GrantConnect](#). Subscribing to the [Community Grants Hub](#) and registering for the opportunity on [GrantConnect](#) will ensure automatic notifications will occur if there are any changes. [GrantConnect](#) is the authoritative source for Commonwealth grants information.

To apply you must:

- Complete the online grant opportunity application form, all required templates and include all necessary attachments on the [Community Grants Hub](#) website.
- Provide a Project Indicative Budget within the online application, including a total budget figure. The allocation of funding over the funding period will be determined by the department.
- Address the eligibility and assessment criteria and provide all information required in the application form.
- Submit your application(s) to the [Community Grants Hub](#) by 11.00 PM AEDT on Tuesday 8 December 2020.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help with the application process, submitting an application online, have any technical difficulties, or find an error in your application after submission, but before the closing date and time, you should contact the [Community Grants Hub](#) immediately on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The department does not have to accept any additional information, nor requests to correct the application after the closing time.

If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

You should keep a copy of your application and any supporting documents. You will receive an automated notification acknowledging the receipt of your application.

### **7.1 Attachments to the application**

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for. Please note: There is a 2mb limit for each attachment.

### **7.2 Number of applications permitted**

Two applications per organisation may be submitted, these being:

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

### **7.3 Joint (consortia) applications**

We recognise that some organisations may want to join together as a group to deliver an ILC project.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

## 7.4 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

### Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

### How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Supporting evidence must 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](#) which is located on the Community Grants Hub website. Requests for a late application must be made within three days after the grant opportunity has closed, unless otherwise specified in the Grant Opportunity Guidelines.

Step 1. Save this PDF to your desktop.

Step 2. Open the document.

Step 3. Complete the form.

Step 4. Click the submit button (this will create an email to be sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)).

Alternatively, complete the form in Word and attach it to an email sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

The Selection Advisory Panel Chair or their appointed representative will determine whether a late application will be accepted. The decision of the Selection Advisory Panel Chair will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

### Multiple applications

Where an organisation submits multiple applications that exceed the allowable number of applications as outlined in section 7.3 of the Grant Opportunity Guidelines, only the application(s) received closest to the closing date will be accepted.

## Expected timing for this grant opportunity

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Grant opportunity opens	Wednesday 28 October 2020
Closing date for questions	5.00 PM AEDT on Tuesday 1 December 2020
Grant opportunity closes	11.00 PM AEDT on Tuesday 8 December 2020
Assessment of applications	Five weeks
Approval of outcomes of selection process	Four weeks
Announcement and notices to applicants	April 2021
Negotiations and award of grant agreements	Up to five weeks
Earliest start date of grant activity	10 June 2021
End date of grant activity	9 June 2022

### 7.5 Questions during the application process

If you have 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 are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5.00 PM AEDT on Tuesday 1 December 2020. Following this time, only questions about using and/or submitting the application form will be answered.

## 8 The grant selection process

The Community Grants Hub will review your application against the eligibility criteria, specified in section 4 of the Grant Opportunity Guidelines. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

### 8.1 Who will assess and select applications?

The expert Selection Advisory Panel makes recommendations to the Delegate, about which applications to approve for a grant. All members of the Selection Advisory Panel are required to adhere to applicable requirements of the [CGRGs](#).

The panel may include a mix of people with disability, the department's staff, Commonwealth, state and territory government staff and people with relevant specialist expertise. Members of the expert Selection Advisory Panel are drawn from across Australia and where possible are representative of the broader community, including representation from culturally diverse groups, including First Nations people.

If eligible, the Selection Advisory Panel will assess and consider each application on its merits based on:

- how well it meets the relevant criteria
- how it compares to other eligible applications
- whether it provides value with money<sup>1</sup>.

When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel will have regard to:

- whether the proposed project is in scope of the ILC policy and will contribute to the outcomes and objectives of the ILC Strategy and this grant opportunity
- the score achieved in 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
- geographic coverage, including but not limited to the assessment of proportionality across Australia
- distribution of priority areas or priority activities
- 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 and achieve employment outcomes
- if a current grant recipient, the current level of ILC 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 department.

## **8.2 Financial viability**

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

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

## **8.3 Who will approve grants?**

The Deputy Secretary of the Disability and Carers Stream within the department is the decision maker for this grant opportunity. The decision maker will decide which grants to approve, and will take into account the recommendations of the Selection Advisory Panel in the deliberations. When making a decision the decision maker may accept or reject the recommendations of the Selection Advisory Panel in whole or in part, and may approve one or more grant applications in place of one or more grant applications recommended by the Selection Advisory Panel.

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<sup>1</sup> See glossary for an explanation of 'value with money'.



In doing so the decision maker's decision can vary from the Selection Advisory Panel recommendations. For the avoidance of doubt, in coming to a decision that varies from the Selection Advisory Panel recommendations the decision maker may choose to obtain further information from the Selection Advisory Panel, but does not have to do so if satisfied that adequate information has been taken into account to make an informed decision.

Where the decision maker varies from the recommendations of the Selection Advisory Panel the reasons for doing so will be recorded in writing. If further information is required, the decision maker 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 decision maker'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.

## 9 Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, further information regarding any next steps will be indicated via email.

### 9.1 Feedback on your application

A Feedback Summary will be published on the Community Grants Hub website to provide all organisations with easy access to information about the grant selection process and the main strengths and areas for improving applications. Due to the anticipated volume of applications, individual feedback on applications is not available for this grant opportunity.

### 9.2 Further grant opportunities

The Economic and Community Participation Program is one of four discrete and complementary programs delivered under the ILC Strategy. Please subscribe to the ILC mailing list to receive updates on future ILC funding opportunities.

Any new application under future grant opportunities should reflect feedback provided in the published Feedback Summary and align to the ILC program goals.

## 10 Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Simple Grant Agreement for this grant opportunity.

Each agreement has standard grant conditions that cannot be changed. Sample grant agreements are available on GrantConnect and Community Grants Hub websites as part of the grant opportunity documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any ILC activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

If you have applied through a consortia arrangement, you must supply us with a consortia agreement as described in section 7.4 of the Grant Opportunity Guidelines, completed and signed by all consortia members, prior to signing the grant agreement

### **Commonwealth Simple Grant Agreement**

We will use a Commonwealth Simple Grant Agreement.

You will have twenty (20) business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

## **10.2 Commonwealth Child Safe Framework**

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children or
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

## **10.3 How we pay the grant**

There will be an initial payment made to support the establishment of the project.

Subsequent payments will be in accordance with milestones established via the grant agreement.

The grant agreement will state the maximum grant amount to be paid.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

## 10.4 Grant Payments and GST

Payments will be GST inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

## 11 Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#) and will also be listed on the department's website.

## 12 How we monitor your grant activity

The outcomes of this grant will be measured through the following indicators:

- percentage of people with disability reporting improved satisfaction with their future opportunities for employment participation
- percentage of people with disability reported as:
  - on a trajectory for gaining employment, as suggested by selection for interview, interview outcomes, participation in work-experience of other related activities
  - having joined or re-joined the workforce
  - increased their hours of employment
  - engaged in suitable activities such as workplace preparation education and training
  - have an identified plan to commence self-employment or to gain employment with appropriate supports to achieve their goals
- percentage of employers indicating their willingness and readiness to employ a person with disability.

An additional, desirable outcome for all ILC Programs is people with disability actively contribute to leading, shaping and influencing their community.

### 12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activities or organisation.

We need to know of any changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due because of these changes.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of the terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

## **12.2 Reporting**

Grantees must have systems in place to meet their data collection and reporting obligations outlined in their grant agreement.

The department requires that grantees collect performance information relating to funded activities (for example, client characteristics and service delivery information) and provide this to the department.

The department's preferred performance reporting solution is the Department of Social Services Data Exchange.

The performance information reported through the Data Exchange includes:

- client identity characteristics (given and family names, date of birth, gender and residential address)
- client demographic characteristics (Indigenous status, cultural and linguistic diversity, and disability status, impairment or condition)
- service delivery information (outlets, cases, sessions)
- client outcomes.

The Data Exchange has two standardised six monthly performance reporting periods each year, which run from 1 July to 31 December and 1 January to 30 June, with a 30 day close off period after each of these. Once the close-off period is completed, no further changes can be made to the data.

Information must be provided in accordance with the Data Exchange Protocols available on the [Data Exchange website](#).

If a grantee considers that the Data Exchange reporting model does not align with their proposed activities, prior to agreement on an activity work plan they may propose an alternative reporting model to the department.

The department is not obliged to agree to this deviation.

### **Final report**

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

### **12.3 Financial declaration and audited financial acquittal report**

Grantees will be asked to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

We will ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

### **12.4 Grant agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager or the Community Grants Hub.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

### **12.5 Compliance visits**

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

### **12.6 Record keeping**

We may also inspect the records you are required to keep under the grant agreement.

We may also require you to provide on request copies of any and all activity materials, personnel documents and any other relevant information and records, to verify grant expenditure and compliance with the grant agreement.

### **12.7 Evaluation**

We will evaluate the Economic Participation grant opportunity to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

## **13 Probity**

The Australian government 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 CGRGs.

Probity advice throughout the grant process will be provided by the Community Grants Hub probity advisors.

These guidelines may be changed by the department. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

## 13.1 Enquiries and feedback

### Complaints about this grant opportunity

The department's [complaints procedure](#) applies to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

### Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub's service(s) or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the [complaints form](#) on the department's website, by phone or mail.

Phone: 1800 634 035

Mail: Complaints  
GPO Box 9820  
Canberra ACT 2601

### Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the department 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.

The Commonwealth Ombudsman can be contacted on:

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)

## 13.2 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 and the 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.

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 think there is an actual, apparent, or perceived conflict of interest, you must inform the department 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.

We publish our conflict of interest policy on the [Community Grants Hub](#) website.

### 13.3 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 to any one or more of:

- the Selection Advisory Panel and other employees and contractors of the department to help us manage the program effectively
- employees, contractors and sub-contractors of the department so they can research, assess, monitor and analyse our programs and activities
- employees and contractors of the Commonwealth 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.

We may share the information you provide during the application process 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*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995*.

As part of your application, you also declare your ability to comply with the Privacy Act 1988 (the Act) 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 Australian Government would breach an Australian Privacy Principle as defined in the Act.

### 13.4 Confidential information

We will treat the information provided 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 applicants or someone else.
- Applicants provide the information with an understanding it will stay confidential.

We will not be in breach of any confidentiality obligation if the information is disclosed to any one or more of:

- the Selection Advisory Panel and other employees and contractors of the department to help manage the program effectively
- employees, contractors and sub-contractors of the department 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.

### 13.5 Freedom of information

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

The purpose of the FOI Act gives people the ability to get information held by the Australian government and its organisations. Under the FOI Act, people can ask for documents the Australian government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

All freedom of information requests must be referred to the Freedom of Information Coordinator in writing.

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)



## 14 Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
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.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</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.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it.
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.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, 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<sup>2</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>3</sup> is to be paid to a grantee other than the Commonwealth and</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 CGRGs.
grantee	the individual/organisation which has been selected to receive a grant.
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 Department of Social Services Portfolio Budget Statement Program.
Portfolio Budget Statement (PBS) Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.

<sup>2</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>3</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

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.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
value with money	<p>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 the:</p> <ul style="list-style-type: none"> <li>• quality of the project proposal and activities</li> <li>• fit for purpose of the proposal in contributing to government objectives</li> <li>• absence of a grant is likely to prevent the grantee and government’s outcomes being achieved</li> <li>• potential grantee’s relevant experience and performance history.</li> </ul>