Information, Linkages and Capacity Building (ILC) Economic Participation grant opportunity 2020–21

Questions and Answers

Applications

More information about completing your application is available in the Application Form Guide.

1. What is the closing time and date for applications?

The application form must be submitted by **11.00 PM (AEDT) on Tuesday 8 December 2020**. It is recommended you submit your application **well before the closing time and date**.

2. How can I submit the application form?

The form is an online application form that you must submit electronically. An Application Form Guide is available via the [Grants](#) page of the Community Grants Hub website. The Community Grants Hub will not provide application forms or accept application forms for this grant opportunity by fax, email or through Australia Post.

3. Do character limits apply to my application?

Yes, the application form includes character limits – up to 6,000 characters (approx. 900 words) for the first assessment criterion and up to 3,000 characters (approx. 450 words) for each of the remaining criteria. Please note spaces are included in the character limit. Any text responses required in the application form will have a character limit identified on the bottom left hand corner of the response, with a characters entered field populating on the right hand side.

4. If I am not able to submit my application by the due time and date, can I be granted an extension?

Extensions will only be granted in exceptional circumstances.

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. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

For further information, please refer to the [late application policy](#) available on the Community Grants Hub website.

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

Please contact the Community Grants Hub if you are having difficulty accessing or completing the form. Please email your enquiries to support@communitygrants.gov.au or call 1800 020 28 (option 1) or TTY 1800 555 677.

6. What do I do if I find that I've made a mistake in 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 (option 1) or by email at 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.

7. How many applications can I make?

You can submit one application as an individual organisation and one application as the lead organisation of a consortium.

You can be a member of as many consortium as you consider appropriate but you can only submit one application as the lead organisation of a consortium.

If more than one application is received as an individual or as the lead organisation of a consortium, only the application submitted closest to the close time/date will proceed to assessment.

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

You must attach supporting documentation according to the instructions provided within the online application form. The maximum size for individual attachments is 2MB; the form will not accept individual attachments above this size. You should only attach requested documents as per section 7.1 of the Grant Opportunity Guidelines. We will not consider information in attachments we have not asked for.

9. When will I know the outcome of my application?

You will be notified of the outcome of your application at the end of the selection process. For probity reasons, to treat all applicants fairly and equally, it is not possible to give you information about the status of individual applications during the assessment process.

Funding

10. How much funding is available for this program?

This grant opportunity has a total of $39.9 million (GST exclusive) available. Funding is available for up to 12 months from June 2021 to June 2022.

11. What is the minimum or maximum funding amount available?

The minimum applicants can apply for is $250,000 (GST exclusive). The maximum is $1.2 million (GST exclusive).

12. Is the funding on-going?

No, funding is for one-off grants for up to 12 months.

13. Can activities be partly funded if the total funding amount requested is not granted?

Yes, if only some of the elements within a funding proposal meet the purpose of the grant opportunity or provide value for money, the decision maker may consider funding part of an application.

14. Can I apply for funding if I have a current ILC grant agreement?

Yes, funding is open to applicants with current ILC grant agreements.

15. Do I need to complete a statutory declaration or provide financial statements as part of my application?

You are required to provide financial information with your application. You may also be subject to a financial viability assessment. More information is provided in section 8.2 of the Grant Opportunity Guidelines.

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

This is a national grant round. Applicants may submit applications that are at a place-based level (for example, a defined geographical area within a state or territory).

Applicants may also submit applications that are state and/or territory based, across multiple states and territories or national. Applicants do not need to be currently located in a jurisdiction to be eligible for activities there. Applicants will be required to demonstrate their capacity to build their knowledge and connection with the chosen community or communities.

Consortia

17. 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.

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

The application form allows applicants to identify up to 20 consortium members only. If you are applying on behalf of a consortium that has more than 20 members, please send an email to support@communitygrants.gov.au that includes the:

- details of all consortium members, including the 20 members you have identified in your application form
- name of the grant round that you are applying for
- submission Reference ID of your application form.

This is mandatory if you have indicated you will have more than 20 consortium members.

All organisations in a consortium must be eligible legal entities as listed in section 4.1 of the Grant Opportunity Guidelines.

19. Does this grant opportunity allow for auspicing arrangements?

No. Auspicing arrangements are not available under this grant opportunity.

20. Is there a limit to how many consortiums we can be part of, not as the lead?

No, organisations can be a non-lead consortia member of multiple consortia arrangements where another eligible entity is the lead organisation. Organisations can only be the lead organisation for one consortia.

Selection Criteria

21. Are the individual selection criteria weighted?

Each assessment criteria has equal weighting. Selection criterion one allows for a more detailed response and has the same weight as other criteria.

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

Applications that do not respond to all required selection criteria will not be considered. Instructions will be included in the online application form.

23. What are the Economic Participation grant opportunity outcomes?

In developing your application, you must seek to address two or more of the following outcomes:

- People with disability have improved job readiness, employment related skills and knowledge (whether industry specific or general).
- People with disability and other stakeholders have increased access to employer groups and employment support networks.
- Increased willingness and capability of employers and organisations to employ people with disability.

If you would like examples of the types of activities funded under each of these categories to help you answer this question, please refer to section 5.1 of the Grant Opportunity Guidelines.

Assessment

24. Who is assessing applications?

The Community Grants Hub will review applications against eligibility criteria. Only eligible applications move to the next stage and will be considered through an open competitive grant process. The Department of Social Services (the department) will assess the applications.

The department 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 a list of recommended projects to fund to the decision maker for final decision. More information is at section 8.1 of the Grant Opportunity Guidelines.

25. Are the grant applications assessed against other applications?

Yes. Each grant application is assessed on how well it addresses the selection criteria, if it represents value for money, and how it compares to other applications.

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

No, there is no appeal mechanism for decisions to approve or not approve a grant.

Feedback

27. 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 April 2021.

28. 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 information about the grant selection process and the main strengths and areas for improving applications. Individual feedback on applications is not available for this grant opportunity.

29. How can my organisation receive updates on ILC?

To receive updates about the ILC as well as regular information and news about the department's disability issues, please subscribe to disAbility e-news.

To read previous issues of disAbility e-news and information about the ILC program, please visit the department's website.

Organisations and individuals can register to receive updates on grant opportunities including for the ILC by signing up to the Community Grants Hub and GrantConnect.

Other

30. What happens if my organisation is affected by further COVID-19 developments or a natural disaster?

If your funding application is successful, and you experience delays due to COVID-19 or a natural disaster, we will work with you to enable you to progress your activity.

31. Where should I go for further information?

For further enquiries about your application, please contact the Community Grants Hub at support@communitygrants.gov.au.