

# Information Linkages and Capacity Building (ILC) Grant Opportunity Guidelines

## **Disabled Peoples and Families Organisations – ILC Readiness Grant Round 2018-19**

Opening date:	Tuesday 27 November 2018
Closing date and time:	2.00pm AEDT on Friday 21 December 2018
Commonwealth policy entity:	National Disability Insurance Scheme Launch Transition Agency (NDIA or Agency)
Enquiries:	If you have any questions, please contact Phone: 1800 020 283 TTY: 1800 555 677 Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 2:00pm AEDT Friday 14 December 2018  If you require assistance contact the Community Grants Hub.
Guidelines released:	27 November 2018
Type of grant opportunity:	Open non-Competitive

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# 1. Process - Community Inclusion and Capacity Development: Disabled Peoples and Families Organisations – ILC Readiness Grant Round 2018-19

## **The Program is designed to achieve Australian Government objectives**

This grant opportunity funds projects to build the efficacy of Disabled Peoples and Families Organisations (DPFOs) to deliver ILC activities and to sustainably operate within the NDIS environment.

This grant opportunity contributes to the National Disability Insurance Agency's (NDIA) Information, Linkages and Capacity Building (ILC) which funds innovative ways to increase the independence, social and community participation of people with a disability. The NDIA works with stakeholders to plan and design the Grant Program according to the *Commonwealth Grants Rules and Guidelines (CGRGs)*.



## **The grant opportunity opens**

The Department of Social Services (DSS) will publish the grant guidelines and advertise on [GrantConnect](#) and the [Community Grants Hub](#) websites.



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

You must read these grant guidelines before you submit your application. An Easy English version of the Grant Opportunity Guidelines is also available, however you must also read the full grant guidelines.

***Note:** Any changes for this grant opportunity will be published on GrantConnect and by registering on this website you will be automatically notified of any changes. Revised Grant Opportunity Guidelines will also be published on the Community Grants Hub website.*



## **We assess all grant applications**

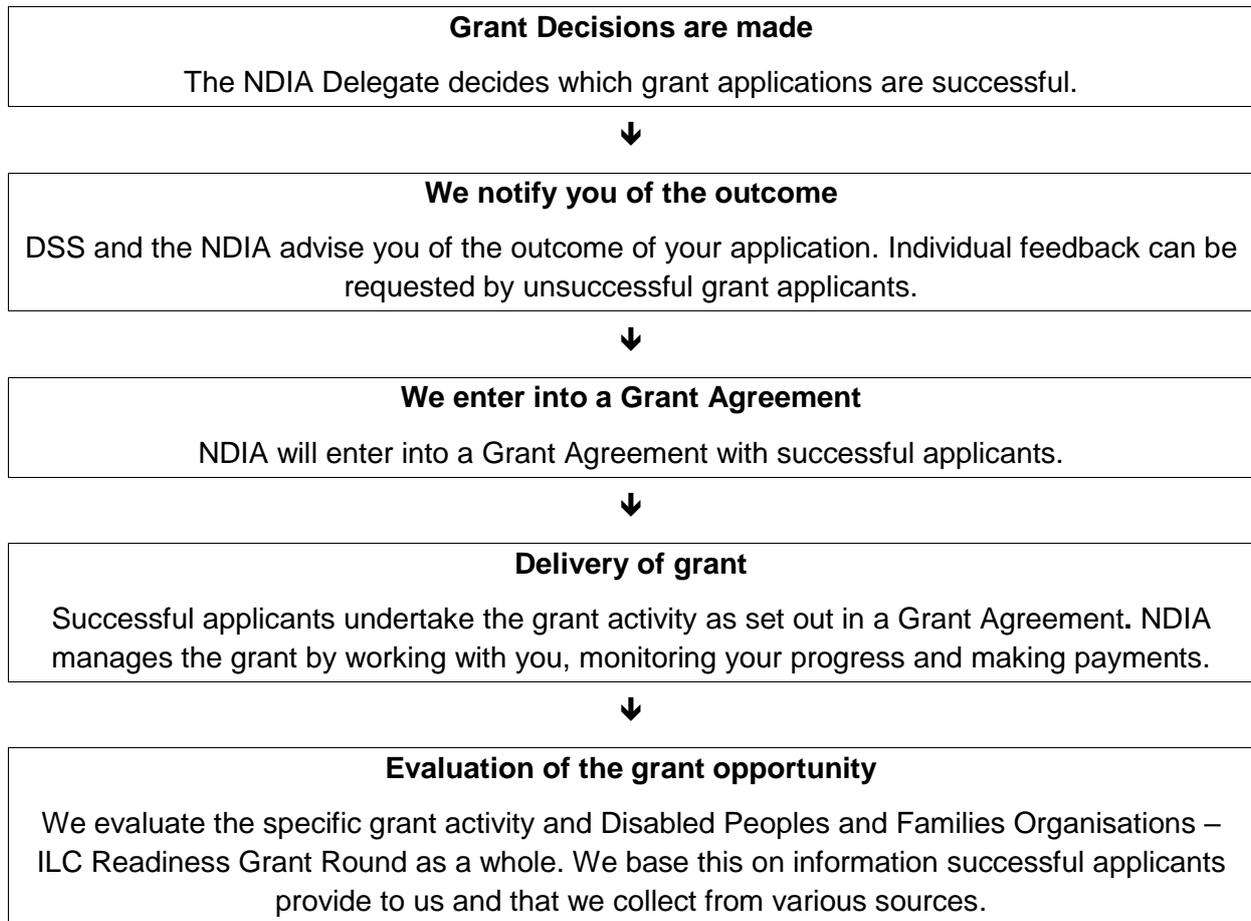
DSS and the NDIA assess the applications against Assessment Criteria (including eligibility, compliance, response to selection criteria and value for money).



## **We make grant recommendations**

The NDIA and DSS will provide advice to a Selection Advisory Panel who then conduct an overall value for money assessment and provides final recommendations to the NDIA Delegate on which applications should receive funding.





## 1.1 Role of the Community Grants Hub

This grant opportunity will be administered by the Community Grants Hub on behalf of the NDIA under a Whole-of-Australian Government initiative to streamline grant processes across agencies.

## 1.2 Background to the ILC program

The vision of the National Disability Insurance Scheme (NDIS) is to empower people with disability to choose and achieve their goals within an inclusive community, leading to their increased independence and social and economic participation. The NDIS achieves this through two components:

- Individual Funding Packages (or NDIS participant plans); and
- Information, Linkages and Capacity Building (ILC).

ILC is funded under the Community Inclusion and Capacity Development (CICD) Program, which was established as part of the NDIS funding commitment in the 2013-14 Portfolio Budget Statement (PBS). The objective of the CICD Program is to build innovative ways to increase the independence, social and community participation of people with a disability.

The CICD Program\* budget for 2018-19 to 2021-22, that is being used to deliver ILC is detailed below.

Financial Year	2018-19	2019-20	2020-21	2021-22
Amount (GST Excl.)	\$114,044,000	\$131,478,000	\$132,573,000	\$134,296,000

\* National Disability Insurance Agency Portfolio Budget Statements 2018-19

Over the last two years, the CICD Program has funded over 200 ILC grants to help make communities more accessible and inclusive for people with disability, working towards enabling people with disability to:

- Have the ability to achieve their goals (capability); and
- Be included in all aspects of community life (opportunity).

From July 2019, the NDIA will adapt its approach by evolving a more strategic and programmatic approach to ILC investment. To prepare for this, a portion of CICD funding from the 2018-19 financial year is being directed towards strengthening the foundations of the Disabled Peoples and Families Organisations (DPFO) sector for when ILC is rolled out nationally.

This grant round is the first of a range of ILC initiatives over coming years, aimed at growing and strengthening the network of organisations across Australia led by people with disability, for people with disability.

### 1.3 About the Grant Opportunity Guidelines

These guidelines contain information for the *Disabled Peoples and Families Organisations – ILC Readiness Grant Round 2018-19* (the grant round). This grant opportunity is an open non-competitive selection process, with specific eligibility criteria targeted at DPFOs, and organisations led by ILC Priority cohort groups.

Applicants **must** read this document before filling out an application. Applicants **should** also read the ILC Policy and familiarise themselves with the ILC Outcomes Framework (Discussion Starter), which can be found at the [ILC Toolkit](http://www.ilctoolkit.ndis.gov.au) (www.ilctoolkit.ndis.gov.au).

This document sets out:

- The purpose of the grant round;
- Criteria for eligibility, assessment and selection;
- How grant applications are checked and assessed; and
- Responsibilities and expectations in relation to the grant round.

An Easy English version of these Grant Opportunity Guidelines will be available on the Community Grants Hub website.

This grant round will be undertaken in accordance with the Commonwealth Grants Rules and Guidelines (CGRGs).

## 1.4 About the grant opportunity

The objective of this ILC grant round is to strengthen and build the organisational capacity of DPFOs across Australia and to deliver individual capacity building activities for people with disability.

This grant round is an open, non-competitive round, which targets DPFOs and organisations led by ILC Priority cohorts.

The grant round invites applications that contain two components:

**Component 1:** Organisational Capacity Building, which are activities that build the organisational capacity (refer to sections 4.1 for further information), and

**Component 2:** Individual Capacity Building, which are activities that build the capacity of people with disability (refer to sections 4.2 for further information).

Individual capacity building activities that feature peer support are encouraged, however other individual capacity building activities are also eligible.

**Organisations which meet the criteria of DPFOs must apply for both Component 1 and 2, and non-DPFO organisations led by ILC Priority cohorts can only apply for Component 2.**

This is a national grant round. Applicants can submit applications that are national, state-based or across multiple jurisdictions. 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.

The NDIA encourages applications that outline evidence-based, innovative models and modes of delivery aligned with the grant purpose, and that will contribute to the following ILC Outcome:

- People with disability have the skills and confidence to participate and contribute to the community and protect their rights

The proposed activities should meet identified needs and interests of people with disability and reflect a contemporary, positive and progressive approach to individual capacity building.

## 2. Grant Opportunity Details

### 2.1 Grant amount

Up to \$19.9 million (GST Incl.) (\$18.09 million GST Excl.) in total, is available through this grant opportunity. This funding pool will be divided among the eligible applicant types (See section 3.1).

The NDIA reserves the right to adjust amounts allocated to each application type depending on the demand and quality of applications. NDIA reserves the right to increase the overall amount of funding available in this funding round.

### 2.2 Grant term

Proposed projects **must** be able to be delivered within 12 months, likely commencing from May or June 2019. The maximum grant period is **one year**.

An extension to the grant period may be negotiated with the NDIA. Any extension **must** be agreed to in writing by both parties and the grant recipient may be required to submit a revised project outline and supporting budget.

From 2019/20 financial year, the NDIA expects to offer further funding opportunities to the DPFO sector with longer funding terms. Please subscribe to the [ILC mailing list](#) to be alerted to future ILC funding opportunities.

### 2.3 Grant request thresholds

Please note that it is recommended that applicants do not apply for more than \$118,000 (GST Excl.) in this grant round. However applications requesting more than \$118,000 (GST Excl.) will still be considered. There is no minimum amount for which applicants can apply for.

The amount of funding applied for, will be taken into account when determining whether an application represents value for money for the NDIA.

### 2.4 Number of application submissions

Overall, organisations can only submit one application. They can apply either on behalf of their organisation or as a lead member of a consortium.

However, in addition to this, applicants can also be a non-lead member of a consortium or apply as the auspisor of another organisation. Further information about the number of applications that can be submitted is provided below.

### **Applications for a single organisation**

Organisation can only submit **one** application for a project on behalf of their organisation.

*E.g Carpenter Creek have submitted a single application for \$10,000. This is their only application.*

### **Applications from lead organisations of a consortium (see also Section 3.5)**

Organisations are eligible to submit applications as a consortium. The lead organisation of the consortium is the applicant. Applications submitted as a consortium counts towards the total number of applications of the lead organisation only. This means the lead organisation cannot submit a further application on behalf of its own organisation (i.e. in its own right).

*E.g LifEnAble planned to submit a proposal on behalf of their own organisation, when they were approached to lead a local consortium. LifEnAble must choose between submitting an application just for LifEnAble OR leading a consortium and submitting an application in that capacity.*

### **Applications involving non lead consortium members**

Organisations can participate in **one** application as a non-lead member of a consortium. This application does not count towards the total number of applications that the organisation may make in its own right.

*E.g Parsonville Peers have submitted a single application on behalf of their own organisation. They have been invited to join (but not lead) a consortium. Their involvement in both applications in this way is acceptable.*

*E.g. LifEnAble decided to submit an application as a lead organisation of a consortium. They have also been approached to be a non-lead member of a separate consortium. Their involvement in both applications in this way is acceptable.*

### **Auspicing applications (see also Section 3.6)**

An organisation that meets the eligible applicant types defined in section 3.1 (i.e. is a DPFO, or is an organisation led by ILC Priority Cohort groups), but is unwilling or unable to take on the responsibilities of grant management, can approach any eligible entity that satisfies the requirements at Section 3.2 and 3.3 to act as an auspisor for their application.

In these circumstances the auspisor becomes the applicant and, if the application is successful, will receive and manage the funding on behalf of the auspiced group or organisation (auspicee). As the successful applicant and contracting entity, the auspisor is legally responsible for meeting the contractual obligations of the grant.

Organisations may act as the auspisor for more than one application. Acting as an auspisor does not count towards the total number of applications that an organisation is eligible to submit.

In addition to the other requirements, the application must explain why the auspisor is the appropriate body to be auspicating the application.

*E.g. Cardi Parent Support group is an unincorporated organisation that meets the definition of a DPFO. They have approached the Cardi District Neighbourhood House to be the auspisor for their application. The Neighbourhood House will be the applicant and will receive and administer the funds on behalf of the Cardi Parent Support group.*

*E.g. LifEnAble have submitted an application as a lead member of a consortium. They are involved in a second application as a non-lead member of a separate consortium. They will also submit two further applications as auspisor of two local community organisations that are DPFOs. LifEnAble's involvement in each of these applications is acceptable.*

### **Applications in excess of the total number**

Where an applicant submits more applications than it is eligible to submit, the application that is received closest to the closing date will be accepted and assessed. All other applications in excess of the total number will not be considered in assessment.

During assessment, the NDIA will consider capacity, where the applicant is involved in multiple applications via consortia or auspice arrangements. The NDIA will also consider potential duplication of funding across multiple applications involving the same organisation (i.e. will consider whether applicants are receiving multiple streams of funding for delivering the same or similar services or projects).

## **3. Organisational Eligibility Criteria**

This grant round is an open, non-competitive process. All applicants **must** demonstrate that they meet eligibility and assessment criteria and submit eligible applications to be considered.

### **3.1 Eligible applicant types**

To be eligible to apply, organisations must be either one of the following:

1. An organisation that meets **all three criteria** for a DPFO outlined below:
  - a) Actively demonstrate their commitment to the Social Model of Disability, which seeks to remove barriers for people with disability to access mainstream services and live an ordinary life; and
  - b) Are run by and for people with disability and/or their families; and
  - c) Are led and controlled by people with disability and/or their families with a minimum membership of 50% of people with a disability and/or their families making up the organisation's board, staff, volunteers or members.

Organisations which meet the criteria of DPFOs **must** apply for both Component 1 and 2 – organisational capacity building activities and individual capacity building activities.

2. An organisation led by and for ILC's Priority Cohort Groups – these are organisations with a minimum of 50% representation of the cohort group on the board, staff, volunteers or members (See Section 3.7) – ILC priority cohort groups for this funding round are:

- Aboriginal and Torres Strait Islander communities
- Culturally and Linguistically Diverse communities
- Lesbian, Gay, Bisexual, Transgender, Intersex and Questioning and Plus (LGBTIQ+)

Non-DPFO organisations led by ILC Priority cohorts can only apply for Component 2 – individual capacity building activities.

### 3.2 Eligible entity types

The NDIA can only provide funding to an organisation that is a legal entity. Lead organisations of a consortium and Auspicors must also be an eligible entity type. Only applications from the following entity types will be eligible:

Entity Type	Description
Incorporated Association	An Incorporated Association is an association that has been incorporated or registered as an incorporated association under the relevant incorporated associations' legislation in the State or Territory in which they were formed.
Cooperative	A Cooperative is an entity of that name which has been established and/or registered as a cooperative under the relevant legislation in the State or Territory in which they formed. Sometimes this is under the incorporated associations' legislation.
Statutory Entity	Some statutory entities are not Government entities, but have been created by, or at least recognised by Commonwealth or State/Territory legislation. Often these are religious or educational institutions that pre-date the current forms of legal entities. For example, the Anglican Church to the extent that it holds and administers property, is recognised as a distinct type of corporation under various different Acts in each State.
Partnership	A Partnership is an agreement by legal persons to share responsibility for debts, losses and obligations which any individual Partner may take on in the course of conducting the business or activities of the Partnership. An individual Partner may be any of the types of legal entities described herein. A Partnership may consist of both Government and Private partners. An individual Partner can enter into

Entity Type	Description
	agreements on behalf of the Partnership. The Department will enter in to an Agreement with the individual partners of the partnership.
Trustee of a Trust	A trust is a set of relationships between legal entities. A trust, per se, cannot enter into an agreement. The trustee of a Trust is a legal entity that can enter into agreements on behalf of the Trust (provided the terms of the trust permit it to do so). The trustee can be any of the types of legal entities described herein.
Non-corporate Commonwealth Entity	A Non-corporate Commonwealth Entity is a Commonwealth entity that is part of the Commonwealth and which represents and acts on behalf of the Commonwealth. They are Commonwealth Departments i.e. a Department of State, as recognised by the Administrative Arrangements Orders, or a Parliamentary Department.
Corporate Commonwealth Entity	A Corporate Commonwealth Entity is a Commonwealth entity that is a body corporate. It is legally separate to the Commonwealth and has the capacity to enter into contracts in its own right. It is a body corporates established under Commonwealth legislation.
Non-corporate Commonwealth Statutory Authority	A Commonwealth Non-corporate Statutory Authority is an entity that is separate to the Commonwealth but is not strictly a body corporate for example it may be a commission, a commissioner, an authority, or other statutory position to which a person or persons may be appointed. It is established by Commonwealth legislation.
Commonwealth Company	A Commonwealth Company is a company incorporated under the Corporations Act 2001, owned or controlled by the Commonwealth.
Non-corporate State or Territory Entity	A Non-corporate State or Territory Entity is a State or Territory entity that is part of the State or Territory. It represents and acts on behalf of the State or Territory. It is not legally separate to the State or Territory. Known as Departments of State in South Australia and Directorates in the ACT.
Corporate State or Territory Entity	Corporate State or Territory Entities are State or Territory entities that are a body corporate. They are legally separate to the relevant State or Territory and have the capacity to enter into contracts in their own right. They are body corporates established under State or Territory legislation.
Non-corporate State or Territory Statutory Authority	A State or Territory Non-corporate Statutory Authority is an entity that is separate to the State or Territory but is not strictly a body corporate, for example it may be a commission, a commissioner, an authority, or other statutory position to which a person or persons may be appointed. It is established by State or Territory legislation.

Entity Type	Description
Local Government	A Local Government Entity Is an entity established under State or Territory local government legislation, for the purposes of governing local areas within the State or Territory. In States they are generally referred to as local councils.
Company	A Company is a company incorporated under the Corporations Act 2001 of the Commonwealth.
Indigenous Corporation	A Corporation incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 – CATSI Act.

### 3.3 Additional requirements for organisational eligibility

The following additional organisational eligibility requirements must be satisfied in **all** Applications:

- All applicants must have an Australian Business Number (ABN) or be willing to obtain one prior to the execution of the Grant Agreement;
- All applicants must be registered, or willing to register for the purposes of GST if their income turnover, as a result of a successful grant, will exceed the thresholds defined by the Australia Tax Office;
- All applicants must have an account with an Australian financial institution; and
- All applicants must have Public Liability Insurance coverage for the duration of the project.

*[Note: applicants may be asked for a copy of their Public Liability Insurance]*

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

The following entity types are not eligible to apply in the grant round:

Party Type Value	Description
Person	A Person is a natural person, an individual, a human being.
Sole Trader	A Sole Trader is a Person who trades in their own right, and controls and manages their business. They are legally responsible for all aspects of the business, and personally responsible for debts and losses incurred in carrying on their business.  They may trade under their own name, or they may operate under a separate registered Business Name. The legal contracting entity is the Person.

Party Type Value	Description
International Entity	An International Entity is a foreign party that is not registered for business in Australia.
Unincorporated Group	Groups or organisations not legally formed or registered. An Unincorporated group that meets the eligible applicant types (section 3.1) may participate in a consortium, or will need to arrange an auspisor (see section 3.6) or a related organisation (such as a 'parent' organisation), provided it is a legal entity, to apply on their behalf.

### 3.5 Applications from a consortium

To encourage organisations to work together to achieve ILC Outcomes, the NDIA welcomes applications from a consortium of organisations.

A consortium is two or more entities/organisations who are working to combine their capabilities when developing and delivering a grant activity.

One organisation in a consortium must be nominated as the 'lead organisation'. The lead organisation must be capable of satisfying all of the organisational eligibility criteria (Sections 3.1, 3.2 and 3.3). Non-lead members of the consortium **do not** need to be eligible applicant types (section 3.1), or legal entities.

The lead organisation completes and submits the application on behalf of the consortium members. The lead organisation must identify all other members of the proposed consortium in the application. Only the lead organisation will enter into a Grant Agreement with the NDIA, but the lead organisation must have the authority to do so on behalf of the consortium members.

Applicants considering applying as a consortium should refer to Section 2.4 concerning the limits on numbers of applications for lead organisations or members of a consortium.

*E.g. LifEnAble decided to submit an application as a lead organisation of a consortium. LifEnAble meets the definition of a DPFO (Section 3.1), it is a legal entity type (Section 3.2) and can meet the additional requirements (Section 3.3). One member of the consortium is an unincorporated organisation but it is not a requirement that consortium members are legal entities. LifeEnAble would not be eligible to submit any further applications as a lead organisation, or on its own behalf.*

### 3.6 Applications under an auspice

NDIA can only award grants to an organisation that is a legal entity to ensure that the organisation can be held legally responsible for meeting the contractual obligations of the grant.

An organisation/group that is an eligible applicant type (section 3.1) but is not a legal entity, may still be able to participate in the grant round if they are able to establish an auspice arrangement. An auspice arrangement can also be used by organisations unwilling or unable to take on the responsibilities of grant management.

The organisation/group (auspicee) must arrange for another organisation to be their auspisor. The auspisor applies on behalf of the auspicee. The Auspicee will still carry out the project, but under the direction of the auspisor.

The auspisor becomes the applicant and, if the application is successful, the auspisor will receive and manage the funding on behalf of the auspicee. If successful, the auspisor is the contracting entity and is legally responsible for meeting the contractual obligations of the grant. This means that the auspisor may direct the auspicee to deliver the grant project in a certain way.

The auspisor can be any organisation that is a legal entity (Section 3.2) and capable of satisfying the additional requirements outlined in Section 3.3.

The auspicee must complete the template provided on the GrantConnect website authorising the auspisor to apply on their behalf. The Applicant will be prompted to include this template as part of the application process.

If the grant is successful the Auspisor and Auspicee must enter into an Auspice Agreement and show proof of this. An Auspice Agreement is a legally binding document. [Not-for-profit Law](#) has information about auspicing, including a template Auspice Agreement.

An auspisor may auspice more than one group or organisation, but must submit a separate application, and enter into a separate funding agreement, for each group or organisation auspiced.

*E.g. Grady Support Group meets the eligibility of being a DPFO, but they are not incorporated. They approach All4One who submits an application to be the auspisor of the Grady Support Group. If successful, All4One will receive the grant funding. They may also direct Grady Support Group to undertake activities to ensure that the Grady Support Group are compliant with the Grant Agreement and other terms of their Auspice Agreement.*

*E.g. Grady Access-a-ball social sporting group meets the eligibility of being an organisation run by and for people from culturally and linguistically diverse communities. Even though they are incorporated, they don't feel confident to manage the grant by themselves. The Grady City Council has agreed to auspice their application and manage the funding on their behalf.*

## 3.7 Applications from ILC priority cohort organisations

An organisation led by and for ILC's Priority Cohort Groups are organisations with a minimum of 50% representation of the cohort group on the board, staff, volunteers or members (See Section 3.1).

ILC priority cohort groups for this funding round are:

- Aboriginal and Torres Strait Islander communities
- Culturally and Linguistically Diverse communities
- Lesbian, Gay, Bisexual, Transgender, Intersex and Questioning and Plus (LGBTIQ+)

The applicant must be capable of satisfying all of the organisational eligibility criteria (Sections 3.1, 3.2 and 3.3).

Applications from these organisations must demonstrate a clear, direct benefit to people with disability. Non-DPFO organisations cannot apply for organisational capacity building funding through this round, and where they are both a DPFO and an ILC priority cohort organisation, they cannot use organisational capacity building funding to fund other parts of the organisation that do not work with people with disability.

## 3.8 Applications from sibling and carer organisations

Organisations established to primarily support siblings and carers of people with disability are eligible to apply. Applications from these organisations must demonstrate a clear direct benefit to people with disability, not as a secondary outcome achieved through carer/sibling wellbeing. Applicants must be capable of satisfying all of the organisational eligibility criteria (Sections 3.1, 3.2 and 3.3).

## 3.9 Organisations currently in receipt of NDIA ILC funding

Applicants that are currently receiving ILC funding through a previous ILC grant round, and that meet the eligibility criteria, may apply, however the current level of ILC funding and what it is being directed towards will be a consideration during assessment.

## 3.10 Organisations that are registered as providers of support

Registered providers of support can apply for a grant under this ILC grant opportunity if they meet all of the organisational eligibility criteria (Sections 3.1, 3.2 and 3.3).

The NDIA recognises that, in a small number of cases, this may result in actual or potential conflicts of interest. Organisations intending to apply for funding should refer to the Conflict of Interest Section (Section 14.2) in these Grant Opportunity Guidelines.

### 3.11 Partners in the Community (Local Area Coordination and/or Early Childhood Early Intervention Partners)

Organisations partnering with the NDIA to provide Local Area Coordination (LAC) and/or Early Childhood Early Intervention (ECEI) services through the NDIS Partners in the Community Program are eligible to apply if they meet all of the organisational eligibility criteria (Sections 3.1, 3.2 and 3.3).

Activities must not duplicate activities that would be expected to be delivered through their Partner role. Organisations intending to apply for funding under this grant approach should refer to the Conflict of Interest section (Section 14.2) in these Guidelines.

### 3.12 What qualifications or skills are required?

Upon accepting a grant offer, applicants will need to make sure that staff (including subcontracted personnel) working on the grant activity maintain relevant accreditations and qualifications as required by law and relevant industry standards.

## 4. Eligible grant activities

### 4.1 Component 1 – Organisational Capacity Building

To be eligible, if the applicant is a DPFO, a component of the project proposal **must** be directed towards building the organisational capacity of the organisation delivering the grant activity.

Organisational capacity building involves activities that improve the ability of the applicant to deliver its purpose and to deliver ILC in the community. Organisational capacity building activities focus on improving the organisation's functions such as strategy, improving the effectiveness of governance (such as effectively enabling people with disability to be strong leaders and decisions makers), improving culture, processes/systems, people management or building the skills and capability of its people (particularly building the capability of staff, volunteers and/or board members with disability). ILC Grant funding, for example, cannot be directed towards organisational activities for the purpose of fundraising, clinical research or systemic advocacy.

The NDIA is in the process of developing resources to help organisations to build organisational capacity. These resources will be available to successful grant recipients.

Types of organisational capacity building activities eligible under this grant round could include:

- Upskilling, training or developing existing or potential staff, volunteers or committee/board members to improve their leadership, skills and capability (e.g. leadership training for staff, board members and/or volunteers with disability);
- Developing and delivering strategies and activities to strengthen the involvement of people with disability and/or families and carers in organisational decision making (e.g. recruiting and supporting staff and/or volunteers with disability, or supporting leaders with disability to operate effectively on boards and management committees);
- Developing and delivering strategies and activities to support knowledge and skill transfer between board members with and without disability;
- Establishing and maintaining partnerships to collaborate with other organisations (e.g. developing formal or informal cooperative agreements to share resources or partner in program delivery);
- Improving organisational systems or processes to deliver organisational efficiencies (e.g. purchasing and installing a new client management database);
- Strengthening the quality of organisational activities (e.g. commissioning a risk management framework );
- Develop and implement strategies to upskill the organisation (or parts of organisation) to better function in NDIS environment (e.g. finance, case management, marketing or business development etc.);
- Developing organisational strategy and future outlook (e.g. conducting needs analysis to better understand emerging priorities of constituent group); and/or
- Scoping and developing a business case for revenue generating services that lead towards financial independence (e.g. developing a new social enterprise).

Project funding could be directed towards:

- Salary and on-costs for staff directly involved in the establishment, delivery and management of organisational capacity building strategy and program delivery (with a priority on employing people with disability);
- Purchasing technological systems or minor equipment;
- Costs associated with running events or forums;
- Consumables for activity costs (e.g. printing, paper, catering); and/or
- Legal fees associated with incorporation or registering your organisation.

*[Note: the above is a non-exhaustive list]*

ILC will consider funding of critical infrastructure and resources where a case can be made for the:

- a) Outcomes reliant on this infrastructure; and
- b) Sustainability of this infrastructure (not needing ongoing funding prior to normal upgrade)  
(e.g. mobile communication capacity in remote areas; financial management system, transport in remote or rural area)

## 4.2 Component 2 – Individual Capacity Building Activities

All proposals **must** include a component of designing and delivering individual capacity building activities. Non-DPFO organisations led by and for ILC's Priority Cohort Groups can only apply for Component 2 activities (individual capacity building).

These activities **must** be for the primary and direct benefit of people with disability, and developed and delivered in collaboration with people with disability.

Individual capacity building activities empower a person to be independent and to be engaged in social, economic and civic life. Capacity is built through building the knowledge, skills and confidence of individuals to set, self-manage and achieve personal goals. Individual capacity building activities should be tailored to the individual's unique needs and aspirations.

Individual capacity building activities that feature peer-to-peer learning, such as peer support activities, are encouraged. Research shows us that Peer-to-Peer learning through sharing lived experiences, is an effective and trusted process for individual capacity building. Other individual capacity building activities are also eligible in this grant round.

Types of individual capacity building activities that this grant round will fund includes:

- **Peer support groups;**
  - which could involve developing and running new or existing peer-to-peer programs, including peer groups in-person, online, via phone/teleconference and the development and training of associated educational/information materials for people with disability.
- **Mentoring programs (individual or group based);**
  - which could involve developing and delivering programs for building individual capacity such as building autonomy, connection to local supports and engagement in community activities.
- **Skill building programs for self-management and independence**
  - which could involve developing or trialling models of activities led by people with disability relevant to the NDIS environment (e.g. peer-mentors for service navigation, peer-led capacity building for self-management of plans).

- **Capacity building programs to enable people to speak up for themselves**
  - which could involve developing and delivering a peer support program that enables people with disability to build their capacity to voice their concerns, access information, resolve issues and/or identify available support options.
- **Other programs or activities to develop the capacity of individuals with disability**
  - which could involve the establishment or piloting new or innovative supports or services led by people with disability, for people with disability.

*[Note: Applicants will be required to select in the application form which 'type' of individual capacity building activity (from the list above) they propose to deliver.]*

Project funding could be directed towards (please note this is not an exhaustive list):

- Salary and on costs for staff directly involved in the establishment, delivery and management of individual capacity building activities (with a priority on employing people with disability);
- Training costs for staff or volunteers or program participants;
- Costs associated with running events or forums;
- Consumables for activity costs (e.g. tea and coffee, venue hire, printing costs); and/or
- Purchasing technological systems or minor equipment.

## 4.3 What the grant money can be used for

In addition to the where project funding can be directed (see section 4.1 and 4.2 above), applicants can use the grant to pay for:

- Staff salaries and on-costs that can be directly attributed to the provision of the project as per the Grant Agreement;
- Employee training for staff, volunteers and Committee or Board members, that is relevant, appropriate and in line with the project (except staff training or professional development on disability inclusion that should be funded by a mainstream employer such as Education or Health Systems);
- The portion of operating and administration expenses directly related to the project as per the Grant Agreement, such as:
  - telephones;
  - computer/ IT/website/software;
  - insurance;
  - utilities;
  - postage;
  - stationery and printing;

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

Successful applicants can only spend grant funds on eligible grant activities as defined in the grant details in their Grant Agreement.

## 4.4 What the grant money cannot be used for

Applicants cannot direct the ILC grant funding towards:

- Costs incurred from activities delivered prior to the ILC funding being approved (retrospective costs);
- Costs incurred in the preparation of a grant application or related documentation;
- Costs that the organisation would usually fund (e.g. general ongoing administration of an organisation such as electricity, rent);
- The purchase of land, major capital expenditure or major construction/capital works;
- Overseas travel;
- Activities subsequently funded from another funding source for the same purpose;
- Activities that are the role of peak body activities such as policy advice, advocacy, research or diagnosis;
- Activities that provide individual legal representation or systemic advocacy;
  - Systemic advocacy typically builds upon the outcomes of research, inquiries and reviews and seeks to improve understanding of an issue and initiate change for a group of people. Individual advocacy is when someone advocates on behalf of someone else. Both activity types are not eligible for funding in this grant round.
  - Self-advocacy type activities can be funded through this grant round (is referred to as ‘speaking up’ in Section 4.2), as it involves supporting people with disability to increase their capacity to exercise their rights by helping them build their capacity to voice their concerns, access information, resolve issues and identify available support options.
- Activities and supports that would be deemed reasonable and necessary for participants and funded under an NDIS Plan. Funds may not be provided directly to individuals.
- Activities that other Commonwealth, state, territory or local government bodies have responsibility for ensuring access and inclusion of people with disability. For example:

- Education – ILC grants cannot be used to pay for the cost of teachers or childcare workers to undertake disability inclusion training;
  - Transport – ILC grants cannot be used to fund capital works to make a transport facility more accessible;
  - Health – ILC grants cannot be used to pay for the cost of health professionals to undertake disability inclusion training; and
  - Employment – ILC grants cannot be used to fund activities that are the responsibility of the Disability Employment Services' 'Employment Assistance Fund' which provides financial support for work-related equipment, modifications and services to adjust the workplace to suit employees with disability.
- Activities to fulfil the obligations of the organisation under the disability discrimination legislation to be accessible, inclusive and meet the needs of people with disability, such as a reasonable adjustment under the *Disability Discrimination Act 1992* (Cth) (e.g. general inclusion or disability awareness training for staff);
  - Activities that could be more appropriately provided by other mechanisms or support services such as “reasonable adjustment” under the *Disability Discrimination Act 1992* (Cth);
  - Activities that are considered by the NDIA as being eligible for funding support through a more appropriate source;
  - Activities that duplicate previous ILC grant funded projects;
    - Where an application is seeking funds to continue delivery of a project previously funded through an ILC grant round, the applicant must demonstrate that the need being addressed still exists, and must explain how the continuation of the project will contribute to achievement of ILC outcomes
  - Activities that duplicate the activities undertaken by NDIS Partners in the Community (Local Area Coordination and/or Early Childhood Early Intervention) organisations.

## 5. The grant selection process

### 5.1 Selection processes summary

The Community Grants Hub will firstly assess each application against the Compliance and Eligibility Criteria (see Section 5.2 and 5.3). Only eligible applications will progress to the next stage of assessment. Each application is then assessed against responses to the Selection Criteria (Section 7) by an Assessment Team

After assessment against the selection criteria by the Assessment Team, financial viability assessments will be undertaken on applicants. This can include assessment of the financial health of an entity.

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

Refer to Section 9.1 for further information about the selection process and the role of the Selection Advisory Panel.

## 5.2 Compliance Criteria

The Community Grant Hub will assess each application against the compliance criteria set out below. An application may be excluded from assessment at the NDIA's discretion based on issues of non-compliance, omission and/or error in relation to the following:

Any applications faxed or sent by postal service	Section 8.3
Has not declared ability to comply with <i>Privacy Act 1988</i> and the <i>National Disability Insurance Scheme Act 2013</i>	Section 14.3
Applicant has provided false or misleading information	Section 8.1
No budget submitted	Section 6.3
Failure to use any of the required templates	Section 8.3
Application is more than 3 days late or does not meet the Late Policy	Section 8.2
Any applications exceeding the threshold number	Section 2.4

## 5.3 Eligibility Criteria

Applications that meet Compliance Criteria are then assessed against the Eligibility Criteria outlined in these Guidelines. An application which fails to meet any of the Eligibility Criteria will not be considered for further assessment. An application will not be progressed to further assessment if:

The applicant is not an eligible applicant type	Section 3.1
The applicant is an ineligible entity	Section 3.2
The application proposes ineligible activities	Section 4.4
If the organisation is a DPFO, the application does not address <b>both components</b> of the grant (organisational capacity building activities and individual capacity building)	Section 4.1 and 4.2

## 5.4 Assessment Criteria

The detailed responses in the application will then be assessed against the selection criteria, and the NDIA will also consider the extent to which the application represents value for money.

### **Selection Criteria (see also section 7.0)**

This grant round has **four** selection criteria:

1. Criterion 1: Building organisational capability (*This question is only to be completed by DPFO applicants. Non-DPFO organisations led by and for ILC's Priority Cohort Groups need to state 'not applicable' for this question in the online application form.*)
2. Criterion 2: Building individual capability and opportunity for people with disability and their families and carers
3. Criterion 3: Expected results from organisation capacity building and individual capacity building activities
4. Criterion 4: Organisational Capability

### **Value for Money**

Value for money forms a key part of the selection process, and is one of the key considerations for the Selection Advisory Panel.

Applicants should demonstrate that their Application represents value for money across all of their selection criteria responses by:

- Explaining how the applicant will efficiently and effectively implement the proposed activity. This may involve using existing processes and technologies or professional standards, or it may involve innovation and performance improvement;
- Having in place an effective risk management approach to ensure grant money is used efficiently and to maximise ILC outcomes;
- Having processes in place for ongoing monitoring and management of the proposed activity funded by the grant, as appropriate. This may involve the effective use of organisational processes, procedures and systems to produce the required reporting information; and
- Considering both the financial and non-financial costs and benefits of each activity proposal throughout the whole grant cycle.

## 6. Completing the detailed responses

Each response has a word limit. When assessing applications, the DSS Community Grants Hub reserves the right to not take into account any words in excess of this limit.

### 6.1 Responding to ‘Tell us about your organisation’

This question in the application form asks the applicant to provide details about the organisation that would deliver the grant and how it meets the eligibility requirements. This response is used by NDIA and the Hub to determine whether the applicant is an eligible applicant type (section 3.1).

Include in the answer a description of:

- How the organisation meets the definition of a DPFO or an organisation led by ILC Priority cohorts groups (where relevant);
- The organisation’s mission/purpose;
- The size of the organisation (including volunteers) and the number of people or members with disability it supports;
- The day to day activities or services that the organisation delivers;
- The people the organisation works with and how this work contributes to changing their lives; and
- Any relationships or partnerships that the organisation has that will support the delivery of the activities.

In the application form, the applicant will be asked to attach or provide a web link to an Annual Report, if you produce one.

*[Note: Auspicor organisations should provide information about the organisation that will deliver the project (auspicee), but should include details about the relationship between the auspicor and the auspice.]*

*[Note: Lead organisations of a Consortium should include details about the consortium members as well as its own organisation.]*

### 6.2 Activity summary response

Applicants are required to provide a clear summary of their organisational capacity building and individual capacity building activities. This will provide the assessors with an understanding of what the overall project proposal involves. The applicants will be asked to also provide greater detail in the Selection Criteria questions.

The response should include a summary of:

1. The organisational capacity building activities (if the applicant is a DPFO):

- The main activities the organisation intends to do to build organisational capacity;
  - Why it is important or needed to build organisational capacity; and
  - What difference the organisation expects to achieve as a result of the organisational capacity building activities.
2. The proposed individual capacity building activities:
- The main individual capacity building activities the organisation intends to do;
  - Why the individual capacity building activities are important or needed;
  - How people with disability will benefit through the activities; and
  - What difference the organisation expects to achieve as a result of the individual capacity building activities.
3. Where the project will be delivered.

## 6.3 Completing the Project Indicative Budget

The budget template can be downloaded from the Community Grants Hub or Grants Connect website and must be included with the application. The budget helps to define value for money and may be used during the assessment process.

The budget template requires applicants to list the approximate costs of the key expense items as incurred by the organisation, rounded to the nearest dollar.

If the organisation has indicated that it is registered for GST or subsequently registers for GST prior to execution of the Grant Agreement, a GST payment of 10% of the value of the grant will be added to the grant amount requested. This will be calculated by the NDIA. Applicants **DO NOT** need to add this GST payment into the budget.

Applicants will see that the budget template asks the applicant to divide project expense across both components of the grant. The budget could detail:

- Line items relating to salaries and on-costs for the grant activity;
- Line items relating to operational and administration expenses;
- Line items relating to other expenses related to the grant activity; and/or
- Line item for the purchase of equipment or technical systems.

*[Note: The above is not an extensive list]*

## 6.4 Multicultural Access and Equity Policy

*Australia's Multicultural Access and Equity Policy: Respecting diversity. Improving responsiveness*, means that Australian Government agencies make sure that cultural and linguistic diversity is not a barrier for people who need to access government and community

services. This means, for example, that appropriate language services should be provided. Grant applicants should consider whether professional translating or interpreting services may be needed to deliver services, projects, activities or events to non-English speakers. If your Application Form states that a budget is required, costs for translating and interpreting services should be included in your budget.

## 7. The Selection Criteria

Applicants will need to address all of the following Selection Criteria questions in the application. The NDIA will assess each application based on the responses provided to each criterion.

Each criterion has a word limit. When assessing applications, the DSS Community Grants Hub reserves the right to not take into account any words in excess of this limit.

### 7.1 The Selection Criteria in detail

#### **Criterion 1: Building organisational capacity**

***Question: Describe the specific activities that you intend to do to build organisational capacity and why these are important. (word count 525 words)***

A component of this grant opportunity is to deliver activities to build organisational capacity. In this question we are looking for a clear description of the organisational capacity building activities proposed and why they have been chosen.

In your response you should:

- Describe the main activities you intend to do to build organisational capacity; and
- Explain why these activities are needed.

*This question is only to be completed by DPFO applicants. Non-DPFO organisations led by and for ILC's Priority Cohort Groups need to state 'not applicable' for this question in the online application form.*

#### **Criterion 2: Building individual capacity and opportunity for people with disability and their families and carers**

***Question: Describe the individual capacity building activities that you intend to deliver and why these are important. (Word count 525 words)***

The second component of this grant opportunity is to design and deliver activities that will build individual capacity of people with disability. In this question we are looking for a clear description of the individual capacity building activities proposed and why they have been chosen. Your individual capacity building activities must be for the direct benefit of people with disability and fit within the categories described in Section 4.2.

In your response you should:

- Describe the main individual capacity building activities you intend to do; and
- Explain why these activities are needed.

### **Criterion 3: Expected results from organisational capacity building and individual capacity building activities**

***Question: Describe the results of delivering the project and how you will measure this. (word count 525 words)***

Your response should describe the benefits you expect the organisational capacity building and individual capacity building activities to provide and how you will measure the overall results of the project.

In regards to organisational capacity building activities, we will be considering the level of benefit these activities will provide to the organisation and the people that you support, as well considering how these activities will enable you to deliver ILC activities in the future.

You should also describe the method that you might take to measure the project results (e.g. a post peer program survey (method) of group participant's confidence levels (indicator)).

Further information and guidance will be provided to successful grant applicants to develop and measure suitable indicators.

In your response you should describe:

- The benefit you expect the organisational capacity building activities will provide for the organisation and the people with disability you work with;
- The benefit you expect the individual capacity building activities will provide to people with disability; and
- How you will measure the results of the project, including indicators that will be measured.

### **Criterion 4: Organisational Capability**

***Question: Describe how you will manage the activities. (word count 525 words)***

In this response we are looking for evidence that your organisation can manage and effectively deliver the proposed organisational capacity building activities and individual capacity building activities.

In your response you should describe:

- Your project plan including key milestones or stages for both organisational capacity building and individual capacity building activities;
- Describe 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; and
- Outline any partnerships or collaborations you intend to undertake.

## 8. The grant application process

### 8.1 Overview of application process

The applicant **must** read these Grant Opportunity Guidelines, the application form, the General Grant Conditions and Supplementary Terms and Conditions before they submit an application. The applicant should also familiarise themselves with the ILC Outcomes Framework (Discussion Starter), which can be found at: **ILC Toolkit**

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

Applicants must address **all** of the eligibility and selection criteria to be considered for a grant, otherwise their application will not progress. Please complete each section of the application form and make sure requested information has been provided.

Applicants must retain a copy of the application and any supporting papers.

The NDIA is not under any obligation to fund every application that meets the CICD Program objectives and assessment criteria.

If the NDIA considers that applications received are unlikely to:

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

all or part of the funding round may be withdrawn or readvertised at the NDIA's discretion; or the NDIA may decide to conduct a new and/or different selection process for the funding round.

For all funding rounds or opportunities, the NDIA Delegate will ultimately determine whether an application will receive funding and/or whether the allocated budget for the funding round is fully expended.

### 8.2 Application process timing

All applications must be submitted by **2pm AEDT Friday 21 December 2018**.

Applications submitted after this time due to circumstances that are, in the opinion of the NDIA and Community Grants Hub, exceptional and beyond the applicant's control may still

be assessed. Examples of exceptional circumstances could include, but may not be limited to:

- Community Grants Hub infrastructure failures;
- Natural disasters;
- Power outages affecting the ability of the applicant to submit their application by the deadline, and
- Death or disability of key personnel.

The start date for the grant activities is likely to be May or June 2019 and the grants will run for a maximum of 12 months.

**Table 1: Indicative timing for this grant opportunity**

Activity	Timeframes
Application period	Open: 27 November 2018 Close: 21 December 2018
Assessment of applications	January 2019
Notification to unsuccessful applicants	Anticipated April 2019
Negotiations and award of Grant Agreements	Anticipated May 2019
Activity commences	May/June 2019
End date	Dependent on the term of Agreement (cannot exceed one year from commencement date)

### 8.3 Completing the grant application

Applicants must submit their grant application using the electronic application form, which is available on the GrantConnect and Community Grants Hub websites. The application form includes help information.

This is an online application form that is submitted electronically. If you have any technical difficulties or difficulty accessing the form please contact 1800 020 283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)

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

Applicants must make sure that their application is complete, accurate and submitted by the closing date and time in accordance with these Guidelines.

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

The Community Grants Hub may ask the applicant for more information, as long as it does not change the substance of their application. The Community Grants Hub does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

**Please note the requirements specific to number of applications (refer to section 2.4):**

#### **Applications from an auspice arrangement**

Auspice organisations may sponsor more than one auspicee, but must submit a separate application for each.

#### **Applications from a consortium**

The lead organisation completes and submits the application on behalf of the consortium members.

## 8.4 Attachments to the application

The following documents should be included with the application. Applicants should use the provided template where this is specified.

- Budget using the template provided on GrantConnect or the Community Grants Hub websites;
- Most recent Annual Report (if the organisation produces one). A web link to the most recent Annual Report will also be accepted in the application form;
- The two most recent sets of year-end, and preferably audited financial statements inclusive of Profit and Loss Statements and Balance Sheets;
- Auspice Authorisation template (only for organisations to authorise another organisation to apply on their behalf).

Applications that include an attachment that does not use the template provided in the grant opportunity documents on the [GrantConnect](#) and [Community Grants Hub](#) websites (where specified) may not progress to assessment. Where possible use the provided template.

*[Note: There is a **2mb** limit for each attachment.]*

## 8.5 Questions during the application process

If applicants have any questions during the application period they should contact the Community Grants Hub on 1800 020 283, 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 may be posted on GrantConnect and on the Community Grants Hub website.

The question period will close at 2:00pm AEDT on Friday 14 December. Following this time, **only** questions relating to using and/or submitting the application form will be answered.

## 8.6 Requests for further information

Both the Community Grants Hub and the NDIA reserves the right to clarify or seek additional substantive information for the purposes of assessment, as well as to negotiate with the applicant's organisation in relation to the details of the proposed Activity and its budget.

# 9. Assessment of grant applications

## 9.1 Who will assess applications?

The Assessment Team will assess all eligible and compliant applications based on their merits. The assessment team will comprise Community Grants Hub staff, with NDIA staff also undertaking a quality assurance role. The Assessment Team will undertake training to ensure consistent assessment of all applications.

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

The Assessment Team will report on its assessment of applications to the NDIA. The Community Grants Hub and the NDIA will provide advice to the Selection Advisory Panel on the outcomes of the assessment undertaken by the Assessment Team and other matters, including, risk and alignment to ILC.

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

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

- Advice provided by the Assessment Team and the NDIA, who will flag considerations, such as risk and alignment to ILC;
- Organisations meeting the eligibility criteria;
- Alignment with ILC Policy and outcomes;
- Overall investment mix across jurisdictions and disability types;
- Risks and their management – including financial risk, organisational capability, organisational type and value of the proposed grant;

- Activity mix by grant recipient;
- Activity location and activity type competency; and
- Existing and potential activity gaps.

The NDIA or the Selection Advisory Panel may seek information about the applicant or application. They may do this from within the Commonwealth, even if the sources are not nominated by the applicant as referees. The NDIA or the Selection Advisory Panel may also consider information about the applicant or the application that is available through the normal course of business, from other NDIA processes and that is publicly available.

During assessment the NDIA may also contact the applicant to clarify or revise elements of the grant application to enable activities to better align with grant round objectives and ILC outcomes or to provide value for money.

The NDIA may also contact the applicant to request further information about the application, or potential expansion of the application, to potentially provide additional funding to what was requested. If applicants are contacted, it is likely to be during late January/early February 2019.

## 9.2 Who will approve grants?

The Selection Advisory Panel will make recommendations to the NDIA Delegate (with the Delegate determined in accordance with the *NDIA's Financial Authorisations*) who will make the final decision in relation to each application.

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

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

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

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

## 10. Notification of application outcomes

The Community Grants Hub will advise applicants of the outcomes of their application in writing, following a decision by the NDIA Delegate. If the applicant is successful, they will also be advised about any specific conditions attached to the grant.

## 10.1 Feedback on the application

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

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

## 11. Successful grant applications

### 11.1 The Grant Agreement

If the applicant is successful and they choose to accept a grant offer, they must enter into a legally binding Grant Agreement with the NDIA. The NDIA will issue them with the *NDIA Grant Agreement*.

Simple terms and conditions for the Grant Agreement will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the Grant Agreement negotiations.

Sample General Conditions and Supplementary Terms and Conditions are available as part of the application documents for this grant opportunity on the GrantConnect and Community Grants Hub websites.

Successful applicants will be required to:

- Complete an Activity Work Plan as part of the Grant Agreement Negotiations.
- Complete and submit output reporting as defined in the Grant Agreement or at the request of NDIA.

The NDIA will negotiate Agreements with successful applicants. If there are unreasonable delays in finalising a Grant Agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

Applicants should not make financial commitments related to this grant, until a Grant Agreement has been executed by the NDIA.

### 11.2. Activity Workplan and Reporting

As part of the Grant Agreement negotiations, the NDIA will provide successful recipients with an Activity Workplan template. The Activity Workplan documents planned deliverables, milestones and activity outputs for funded activities. The Activity Workplan also documents risk management and community engagement relevant to the funded project.

Successful applicants' progress and outcomes against the Activity Workplan are monitored throughout the grant through regular reports.

The Grant Agreement will specify the type and frequency of reports the Grant Recipient will be required to submit. Grant Recipients are required to have organisational processes and systems in place to allow them to meet their data collection and reporting obligations outlined in their Grant Agreement.

Successful applicants must submit reports in the timeframes stated in the Grant Agreement. The NDIA will provide templates for these reports to enable them to report on:

- Progress against agreed project milestones;
- Eligible expenditure of grant funds.

### 11.3 Performance indicators

Grant Recipients will be required to report both on outputs and outcomes that have been documented and agreed through the Activity Work Plan. Further information and guidance will be provided to grant applicants regarding suitable indicators.

Performance indicators will be documented in Grant Agreements and the Activity Work Plan. This will enable the impact of individual activities funded through the CICD Program as well as the impact of the CICD Program overall to be tracked.

Some projects may require specific reporting which will be defined on an individual project basis. NDIA will provide templates for reporting which grant recipients are expected to use.

### 11.4 How the grant will be paid

The Grant Agreement will state the maximum grant amount to be paid

We will not exceed the maximum grant amount under any circumstances. If successful grant applicants incur extra expenditure, they must pay it.

The grant will be paid via Electronic Funds Transfer (EFT) into the bank account nominated by the applicant in the application form. No other forms of payment (e.g. cheque) are available.

We will make an initial payment on execution of the Grant Agreement. We will make subsequent payments progressively based on the progress reports and the eligible expenditure.

## 12. Announcement of grants

Successful grants will be listed on the NDIA website. Successful grants will also be listed on [GrantConnect](#) as required by Section 5.3 of the *Commonwealth Grants Rules and Guidelines*.

## 13. Delivery of grant activities

### 13.1 Grant recipients responsibilities

Grant recipients will be responsible for:

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

### 13.2 NDIA's responsibilities

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

- Identify suitable applicants to deliver the activities required as per these Grant Opportunity Guidelines;
- Administer the CICD Program in a professional and effective manner, and in accordance with applicable legislation (e.g. *the National Disability Insurance Scheme Act 2013, Public Governance Performance Accountability Act 2013, Commonwealth Grant Rules and Guidelines*);
- Work with grant recipients to ensure the CICD Program is implemented to agreed standards and within the approved budget and timeframe;
- In approving activities for funding, ensure that relevant outcomes expressed within these ILC Grant Opportunity Guidelines are achieved;
- Work to ensure that the outcomes contained within the CICD Program Guidelines are being met and evaluate the organisation's performance against the activity outcomes;
- Publish information on the successful grants on the NDIS website;
- Monitor the progress of project by assessing submitted reports;

- Conduct site visits to confirm details of reports if necessary;
- Occasionally, where required, re-examine claims, seek further information or request an independent audit of claims and payments; and
- Evaluate the CICD Grant program to measure how well the outcomes and objectives have been achieved. The Grant Agreement will require grant recipients to provide information to help with this evaluation.

### 13.3 Grant payments and GST

Payments will be made as set out in the Grant Agreement.

If the successful applicant has indicated that it is registered for GST, a GST payment of 10% of the value of the grant will be added to the grant amount requested.

Organisations that are not registered for GST at the time of signing the Grant Agreement will not be paid a GST component.

It is the responsibility of the applicant to manage its obligations for registration for GST as set by the Australian Taxation Office. This includes registering for GST if the organisation's income as a result of success in a grant round exceed the thresholds set by the Australian Taxation office. Note that organisations need to be registered for GST if their total turnover thresholds reaches and exceeds \$75,000 individual, \$150,000 not-for profit. Total GST turnover also includes grant funding.

The GST status of the organisation at the time of execution of the Grant Agreement will hold throughout the term of the grant. The NDIA is not obligated to pay a GST component to applicants who have registered for GST following execution of the Grant Agreement.

Before any payments are made, the Grant Recipient will be requested to provide:

- Evidence that they have achieved the associated milestone;
- Any other conditions of payment set by the NDIA (e.g. evidence of purchase of equipment, satisfactory progress report, approvals, and any other documentation).

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

### 13.4 Evaluation

The NDIA will evaluate the grants awarded through this ILC grant opportunity to measure how well the outcomes and objectives have been achieved. The Grant Agreement requires grant recipient to provide information that forms the basis of this evaluation.

## 13.5 Acknowledgement

All publications relating to grants awarded under these Grant Opportunity Guidelines must include the following acknowledgement:

*“Funded by the NDIS through the Information, Linkages and Capacity Building (ILC) – Disabled Peoples and Families Organisations – ILC Readiness Grant Round 2018-19”.*

## 14. Probity

The NDIA and the Community Grants Hub and GrantConnect will make sure that the program process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

**Note:** These guidelines may be changed by the NDIA. When this happens the revised guidelines will be published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

### 14.1 Complaints process

#### **Complaints about the Program**

The ILC Branch within the NDIA handles complaints about the Program. All complaints about the Program must be lodged in writing and sent to [ILC@ndis.gov.au](mailto:ILC@ndis.gov.au). Any questions you have about grant decisions for the Program should also be sent to [ILC@ndis.gov.au](mailto:ILC@ndis.gov.au)

#### **Complaints about the Process**

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

Details of what constitutes an eligible complaint can be provided upon request by the Community Grants Hub. Applicants can lodge complaints using the [complaints form](#) on the Department’s website or 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 that the NDIA or the Community Grants Hub has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will

not usually look into a complaint unless the matter has first been raised directly with the NDIA or the Community Grants Hub.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

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

## 14.2 Conflict of interest

Any conflicts of interest could affect the performance of the grant and the assessment process. There may be a conflict of interest, or perceived conflict of interest, if an NDIA or Community Grants Hub staff member, any member of a committee or advisor and/or the applicant or any of their personnel:

- Has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer;
- Has a relationship with an organisation, or in an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- Has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

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

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

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

## 14.3 Privacy: confidentiality and protection of personal information

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

- What personal information we collect;

- Why we collect your personal information; and
- Who we give your personal information to.

Further information about how we handle your personal information is found in our [Privacy Policy](#).

Applicants are required to declare their ability to comply with the *Privacy Act 1988* and the *National Disability Insurance Scheme Act 2013* and impose the same privacy obligations on any subcontractors they engage to assist with the activity, and this will be part of their Agreement obligations. The applicant must ask for the NDIA's consent in writing before disclosing confidential information.

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

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

We may disclose information to:

- The Selection Advisory Panel and other NDIA employees and contractors to help us manage the program effectively;
- Employees and contractors of the NDIA 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 in program reports and consultations;
- The Auditor-General, Ombudsman or Privacy Commissioner;
- The responsible Minister or Parliamentary Secretary;
- A House or a Committee of the Australian Parliament.

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

- *National Disability Insurance Scheme Act 2013*
- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act 2013*

- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995*

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

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

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

## 14.4 Freedom of information

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

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

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

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

## 15. Glossary

Term	Definition
Assessment criteria	The specified principles or standards against which applications will be judged. These criteria are also used to assess the merits of proposals.
Auspicor	An auspicor is a legal entity that applies on behalf of another organisation. The Auspicor becomes the applicant and is legally responsible for the project, its delivery, evaluation and acquittal of funding.
Auspicee	An organisation or unincorporated group that authorises another organisation to apply and manage the grant funding and contractual arrangements on behalf of the Auspicee. The Auspicee will still deliver the project, but the Auspicor will manage the funding and all relationships and requirements with the funding body.
Applicant	The legal entity that completes the application form.
Consortium	A consortium is an association of two or more organisations or groups with the objective of participating in a common activity or pooling their resources for achieving a common goal. One organisation in a consortium must be nominated as the 'lead organisation' and the others are referred to as Non-lead organisations.
Disabled Peoples and Families Organisations (DPFOs)	Disabled Peoples and Families Organisations are defined as organisations that are run by and for people with disability and/or families. These organisations are led and controlled by people with disability and/or families and have a minimum membership of 50% of people with disability and/or families on their board, staff, volunteers or members.
Eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to selection criteria.
Grant	A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:

Term	Definition
	<p>a) under which relevant money or other Consolidated Revenue Fund money, is to be paid to a grantee other than the Commonwealth</p> <p>b) which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grant recipient to achieve its objectives.</p>
Grant activity	Is the project /tasks /services that the grant recipient is required to undertake with the grant money. It is described in the Grant Agreement.
Grant Agreement	The contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant.
Grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants.
Grant recipient	An individual/organisation that has been awarded a grant.
Individual capacity building	These activities enable people with disability with the knowledge, skills and confidence they need to set and achieve their goals. This could include activities that empower a person to be independent and to engage in social, economic and civic life.
Mainstream Services	Services and programs that are the responsibility of Commonwealth, State or Local governments that everyone in the community can use such as health, education or transport. They are sometimes called universal services.
NDIA Delegate	The decision maker for the funding round as per the <i>NDIA's Financial Authorisations – Version 2018-01</i> . In this grant round the NDIA Delegate will likely be the NDIA CEO.
Organisational capacity building	Organisational capacity building are activities to improve the ability of the organisation to effectively deliver its purpose. Activities focus on one, or a number of aspects of how an organisation functions such as strategy, effectiveness of governance, culture, processes/systems, people management or the skills and capability of its people.

<b>Term</b>	<b>Definition</b>
Peer Support	People drawing on shared personal experience to provide knowledge, social interaction, emotional assistance or practical help to each other, often in a way that is mutually beneficial.
Peer-to-peer learning	Learning with and from each other as fellow learners, including the sharing of knowledge, ideas and experience.
Selection process	The method used to select potential grant recipients. This process involves the assessment of applications against the assessment criteria (including their eligibility, compliance, and the overall value for money of their proposal).
Self-management	Self-management is when a person with disability has control, independence and flexibility to arrange and pay for supports. In the NDIS setting, self-management gives participants and/or their nominees the option to manage all or some of their NDIS funding.