NDIS Jobs and Market Fund – Round 1

Questions and Answers

Application Process

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

The Application Form must be submitted by **2.00pm AEDT on 17 January 2019**. It is recommended that 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. 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. If I am not able to submit my application by the due time and date, can I be granted an extension?

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

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

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

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

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub Hotline via support@communitygrants.gov.au.

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.

Written requests to lodge a late application will only be accepted within three days after the grant opportunity has closed.

The Delegate or their appointed representative[1] will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

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

4. 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.

Grant Opportunity

5. What is the objective of the JMF?

The objective of the JMF is **to support the growth of the NDIS provider market and workforce in capacity and capability to meet the needs of NDIS participants**. The JMF is designed to fund projects of **collective benefit** to the NDIS market (and sub-markets) and workforce generally; it is not designed to fund the operations of individual providers.

Projects funded under the JMF Round 1 Grant Opportunity will demonstrate positive outcomes for market and workforce growth through investment in strategic evidence based projects that build an effective disability services market and workforce.

Project proposals for JMF Round 1 must contribute to one or more of the following outcome areas:

      a. **Providers**: increased capacity and capability of NDIS providers.
      b. **Workforce**: increased number and capability of NDIS workers.
      c. **Participants**: increased capacity of NDIS participants to influence the growth of the market.
      d. **Target markets**: development of under-supplied markets – by region, participant cohort, or support type.
      e. **Evidence**: increased evidence base for market and workforce growth.
      f. **Western Australia (WA) transition**: transition support for growth of the WA NDIS market and workforce.

Detailed information is provided in Section 1 of the Grant Opportunity Guidelines.

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[1] This may be the Hub delegate or nominated staff member of the client agency at the EL2 level or above.

6. Why has Western Australia (WA) been included as a specific outcome area?

A WA-specific outcome area has been included in this Grant Opportunity as WA commenced transition to the NDIS later than other states and as such gained less benefit from the Sector Development Fund (SDF).

Funding

7. How much funding is available for this Program?

The Australian Government has announced a total of $45.6 million over three years for the JMF. A total of $6 - 10 million for projects of up to two years (from date of grant agreement) is available for the JMF Round 1 Grant Opportunity.

There is no maximum amount that may be applied for; however, grants cannot exceed $10 million, which is the total available. There is a minimum grant amount of $50,000. It is anticipated that most grants will be between $100,000 - $1 million, depending on the scope of the grant activity and its complexity.

8. Is the funding on-going?

No. JMF funding is only available from 2018-19 to the 2020-21 financial year.

9. Will there be future funding rounds for the JMF?

Yes. Additional funding rounds will be undertaken over the 2018-19 to 2020-21 financial years.

JMF Round 1 is only the first opportunity to apply for funding and is designed to draw a wide range of well-developed project proposals for immediate implementation.

Later rounds, to be rolled out immediately following Round 1, will prioritise specific market and workforce needs, such as thin markets and Aboriginal and Torres Strait Islander service provision, and will facilitate co-design with relevant stakeholders.

Organisations not yet ready to apply for funding are encouraged to prepare for these later rounds. Information about future funding rounds will be advertised on the Community Grants Hub.

10. How will the Grant be paid?

The grant agreement will state the maximum grant amount to be paid. Grant funding will be paid as you achieve agreed milestones. We will make an initial payment on execution of the grant agreement. We will make subsequent payments progressively based on your progress reports and your eligible expenditure.

Operation of the Fund

11. Can organisations apply to deliver an activity in a single location?

Yes. Projects may be confined to benefit a single or multiple location(s), NDIS region(s) or jurisdiction(s), or they may be conducted nationally to benefit the market or workforce or specific sub-markets (by support type, participant type, or geography).

12. Can organisations apply for funding to increase only their own capability, or must there be broader benefit to the market or workforce?

Projects and activities must benefit the NDIS market or workforce generally, or sub-markets (by support type, participant type, or geography) or multiple providers. For example, development of a resource to support providers to expand their operations, or trialling a new delivery model that other providers may learn from and adapt to their local area.

Collaboration and partnership, including with participant representatives, is encouraged. Applicants must be able to demonstrate that the benefits of the project will flow to other providers and/or the NDIS market(s) or workforce more broadly.

13. Can a consortium apply for funding?

Yes. Some organisations may apply as a consortium to deliver grant activities. A consortium is two or more organisations who are working together to combine their capabilities when developing and delivering a grant activity.

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the application form and identify all other members of the proposed consortium in the application.

Application

14. What 'coverage area' should I indicate in the Activity Details tab?

Your organisation can apply to deliver a project nationally or in one or more state or territory or NDIA Service Area.

You should select the **highest applicable coverage area for your project**. For example, if your project will cover an entire state, select the state rather than all NDIS Service Areas within the state. If you are intending to deliver services at the local or regional level, select only the relevant NDIA Service Areas you intend to cover.

You must select at least one coverage area. To assist you in identifying which service area(s) to select, please refer to the NDIS Service Region by Local Government Area (LGA) provided in the Grant Opportunity Documents.

15. What breakdown of the proposed grant funding should be provided by the chosen coverage type/s in the 'area financials' tab?

You will be required to provide a summary estimate of expenditure per financial year for each coverage area selected.

This amount should be consistent with the information you provide in the Budget Template provided in the Application Pack, and is an indication of your proposed expenditure for the grant opportunity.

16. Am I able to provide supporting documentation related to the Assessment Criteria?

Yes. On the **Attachments** tab of your application you may lodge a Project Proposal, including description of the proposed activity, resourcing, justification for grant amount, and outline of plan for project and risk management; a Project Budget (template supplied); and Financial Statements.

The following limits and document conventions apply:

- Note the 2mb limit per attachment.
- Multiple documents should be scanned into a single document. Compressed or zip files are not accepted.
- File names must be unique and not include foreign characters.

Your supporting documentation should be attached to the application form. There will be instructions in the application form to help you.

Assessment

17. Do word limits apply to selection criteria?

Yes, there is a word limit of 900 words (6000 characters) per selection criterion.

18. Does each selection criteria have equal weighting?

No. The weighting for each selection criterion is provided at section 6 of the Grant Opportunity Guidelines.

19. Who is undertaking the assessment of applications?

Section 8 of the Grant Opportunity Guidelines sets out the assessment process. DSS Community Grants Hub will conduct a preliminary assessment of applications and provide an assessment report to a Selection Advisory Panel. The Panel then makes recommendations to the delegate, who makes the final decision regarding the successful applicants.

20. What feedback will be available for this funding round?

Feedback summaries for this round 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 not be provided for this grant opportunity.

Additional Information

21. Where should I go for further information?

If you have any further questions during the application period, please contact the Community Grants Hub on 1800 020 283 or email to 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 the Community Grants Hub websites.

The question period will close on **5.00pm AEDT, 10 January 2019**. Following this time, only questions relating to using and/or submitting the application form will be answered.