

Information Linkages and Capacity Building Program (ILC)

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

Questions and Answers (Q&As)

(**Note** – This questions and answers document does not, in any way, replace or override information provided in the *Grant Opportunity Guidelines for Information, Linkages and Capacity Building (ILC) Disabled Peoples and Families Organisations – ILC Readiness Grant Round 2018-19*, or the Application Pack.)

Funding details

1. How much funding is available in the Disabled Peoples and Families Organisations – ILC Readiness Grant Round 2018-19?

Up to \$19.9 million (GST Incl.) (\$18.09 million GST Excl.), in total is available through this grant opportunity.

2. What is the minimum funding amount available for individual DPFO grants?

There is no minimum amount for which applicants can apply for. It is recommended that applicants do not apply for more than \$118,000 (GST Excl.), however applications requesting above this amount will still be considered.

3. Is the funding ongoing?

No. 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**.

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

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

5. Will the NDIA consider part-funding of an application?

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

6. Will all applications get funded?

This grant round is an open, non-competitive process. This means your application is still assessed on how well it meets the grant round selection criteria, but it will not be compared to other applications. Providing the application is eligible and can clearly meet the grant round requirements it will be funded.

The NDIA may need to adjust the amount of funding that applications request if the total amount requested by eligible applications is more than the funding we have available. Any adjustments however will be consistently applied across all similar applications.

Information Linkages and Capacity Building Program (ILC)

Grant conditions and eligibility

7. What are the Grant Conditions for the Disabled Peoples and Families Organisations – ILC Readiness Grant Round 2018-19?

A copy of the Grant Conditions and Supplementary Terms for the Disabled Peoples and Families Organisations - ILC Readiness Grant Round 2018-19 is included in the Community Grants Hub grant round documentation.

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

To be eligible to apply, your organisation must be:

- a) an eligible applicant type – this is a Disabled Peoples and Families Organisations (DPFOs) and/or an organisation led by ILC priority population groups. (see below and in Grant Opportunity Guidelines section 3.1) **and**
- b) an eligible legal entity – (see Grant Opportunity Guidelines section 3.2) **and**
- c) able to satisfy other grant round requirements – such as public liability insurance and having an Australian bank account (see Grant Opportunity Guidelines section 3.3)

Eligible applicant types:

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.

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+)

9. To meet the DPFO eligibility criteria does an organisation need to have a minimum membership of 50% of people with disability on the board **and** staff **and** volunteers **and/or** members?

No. An organisation is eligible if a minimum membership of 50% applies to the board **or** staff **or** volunteers **or** members.

Information Linkages and Capacity Building Program (ILC)

10. What does the Department define as “run by” are you specifically referring to Board of Management or Staffing or both? Or something else altogether? Does the organisation ONLY have to be for people and families, can it ALSO be for some other purpose?

The intent of part 1 b) of the Eligibility Criteria is a general statement that the organisation is run by and for people with disability and/or their families. ‘By’ refers to the criteria in 1 c), which expands to board, staff, volunteers or members. ‘For’ refers that the organisation needs to be for people with disability and/or families, which can include carers and siblings. Consistent with the overall objective of this grant round, the primary purpose of the organisation should be ‘for’ people with disability, noting that carer and sibling organisations can also apply.

11. What is the definition of CALD for the purposes of this grant round?

The definition of CALD is consistent with the definition used by the National Disability Insurance Agency (NDIA) in the [NDIS CALD Strategy](#):

‘culturally and linguistically diverse’ is defined as: country of birth is not Australia, New Zealand, the United Kingdom, the United States of America, Canada or South Africa; or primary language spoken at home is not English.

12. How can I apply if I am unincorporated?

If your group or organisation meets the eligible applicant types (see section 3.1) they can approach any eligible legal entity that satisfies the requirements of Section 3.2 and 3.3 of the Grant Opportunity Guidelines to act as an auspisor for their application.

13. Why are sole traders not eligible for funding?

Section 3.2 of the Grant Opportunity Guidelines outlines the entity types eligible to apply for an ILC grant. Sole traders are not eligible for funding as this type of entity is not considered to be an appropriate type of entity to receive ILC grant funding.

14. Can a consortium of sole traders be eligible for funding?

Sole traders are not eligible for funding through the DPFO ILC Readiness Grant Round 2018-19 and therefore a consortium of sole traders is also not eligible. Please refer to Question 10 explaining why sole traders are not eligible.

15. Can I apply for the DPFO round if I am already a grant recipient under either National Readiness Round One or Two, or Jurisdictional Based Round One or Two?

Yes, you can apply if you are currently a recipient of another ILC grant. However the current level of ILC funding and what it is being directed towards will be a consideration during assessment.

16. Does the priority cohort led organisation need to have 50% of its staff or board members with a disability?

No. We expect organisations applying as a priority cohort to be led by and for the community they work with. If the organisation is established to support the Aboriginal and/or Torres Strait Islander community, then to be eligible to apply for a grant in this grant round at least half of their staff, volunteers, board members or organisational members need to be people who are Aboriginal and/or Torres Strait Islander.

Applications from these organisations must propose activities that demonstrate a clear, direct benefit to people with disability.

Information Linkages and Capacity Building Program (ILC)

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

No. This grant round only funds DPFOs or organisations led by one of the three priority cohort groups listed in the grant guidelines

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

Activity details

18. Can you give an example of what kinds of projects you will fund?

This grant has two activity components:

- **Organisational Capacity Building** –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)..
- **Individual Capacity Building activities for people with disability** – these are activities to strengthen an individual’s knowledge, skills and confidence to set, self-manage and achieve personal goals and to participate in social, economic and civic life.

Examples of the types of activities that could be considered for funding under these categories are outlined at Section 4.0 of the Grant Opportunity Guidelines.

If your organisation is a DPFO, you MUST apply for both components in your grant application. If your organisation is led by an NDIA priority Cohort group, then you can only apply for the Individual capacity building component.

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

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

20. Regarding geographic locations, how do I identify coverage areas?

In the online application form applicants will need to select the jurisdiction (State/Territory) where they would provide the proposed activity. If the activity is not planned to be provided across the whole jurisdiction, specific coverage areas can be listed in the response to the question ‘Where the project will be delivered?’ in the application form.

Information Linkages and Capacity Building Program (ILC)

21. Preparing your budget

Section 6.3 of the Grant Opportunity Guidelines outlines the instructions for downloading and completing the Project Indicative Budget template. This budget template must be attached to the application form.

The Area Financials Section of the application form will also ask you to provide the subtotal figures of your budget request. It will ask you for three figures:

- The total amount you are applying for. If you are applying for a multi-jurisdictional project, you will need to estimate the distribution of the total funding requested per state
- The amount of the total requested funding being directed towards organisational capacity building activities
- The amount of the total requested funding being directed towards the individual capacity building activities

The Total Funding Requested figure in your application form is the amount that your grant will be assessed on. It is the applicant's responsibility to ensure that this figure corresponds to the total amount requested in the Project Indicative Budget template attachment.

Application accessibility and assistance

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

Please contact the Community Grants Hub if you are having difficulty accessing the form. You may also consider other supports within your community, such as contacting an organisation that you work with regularly.

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

Please email your enquiries to support@communitygrants.gov.au or call 1800 020 283 or TTY 1800 555 677.

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

The NDIA has developed an [ILC Toolkit](#) to help organisations to prepare for ILC grants.

Application details

25. How long do I have to submit my application?

You will have approximately four weeks to submit your application, starting **Wednesday 21 November 2018** and ending 2:00 PM (AEDT) **Tuesday 18 December 2018**.

26. When does the grant round close?

As noted above, the application form must be submitted by **2.00pm AEDT on Tuesday 18 December 2018**. It is recommended that you submit your application well before the closing time and date. Late applications will only be accepted in accordance with conditions outlined in the Grant Opportunity Guidelines (Section 8.2).

Information Linkages and Capacity Building Program (ILC)

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

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

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

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

Extensions will not be provided.

Late applications will only be accepted in accordance with conditions outlined in the Grant Opportunity Guidelines (Section 8.2).

29. Does each selection criteria have equal weighting?

Yes. The four selection criterion for this grant opportunity all have equal weighting. Applications will be assessed on their merits against the selection criteria but will not 'compete' against other applications.

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

The online application form requires a response to each selection criterion in order to be submitted. Each question contributes to the overall assessment of the application. Organisations that are led by ILC Priority Cohorts are not eligible to apply for funding for the organisational capacity building component of the grant. As each question requires a response, these organisations must write 'not-applicable' at this selection criteria.

31. Is there a word limit for the selection criteria?

The application form has a 525 word limit per selection criterion.

32. What is the 'Proposed Activity Summary'?

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. Section 6.2 of the Grant Opportunity Guidelines outlines what is required in detail. The response should cover the organisational capacity building activities, the proposed individual capacity building activities; and where the project will be delivered.

Organisations that are led by ILC Priority Cohorts do not need to include the organisational capacity building component in their responses as they are not eligible to receive funding for this component (only individual capacity building activities).

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

Section 8.4 of the Grant Opportunity Guidelines outlines the attachments required. It is important to note that if the templates provided are not used, the application will be considered non-compliant.

The following documents should be included with the application.

- Activity Budget (using the required proforma);

Information Linkages and Capacity Building Program (ILC)

- 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 Form (only for groups or organisations that are eligible applicant types (Section 3.1) but intend to authorise another organisation to apply on their behalf)

34. How many applications can I make?

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

In addition, 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.

Furthermore, 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.

If an organisation is listed in multiple applications as a non-lead consortia member, then the last application received would be the one in which that organisation is eligible.

Previous applications with the same applicant would still be eligible for assessment, however, the participation of that organisation in those applications would not be permissible.

For example Yasa have applied in their own right and they are a non-lead member in three other consortia applications:

1. Application A – Lead Organisation Bright Start
2. Application B – Lead Organisation Assistance R US
3. Application C – Lead Organisation Accessible R US

As Application C was the last received, it is the only application for which Yasa is an eligible consortium member. However, Application A and Application B are still eligible for assessment – but Yasa can no longer be assessed as an eligible entity in these applications.

35. If an organisation is a member of a consortium that has submitted one application, is this counted as an application for the consortium member?

Applications submitted by a consortium only count towards the lead member's total number of applications. For other non-lead members of a consortium, an application submitted as part of a consortium counts as one of two possible applications they can submit. Section 2.4 of the Grant Opportunity Guidelines sets out the number of applications an Applicant may make.

Consortiums

36. What is a lead organisation?

If you submit a joint application as a consortium, you must nominate a lead organisation for the application. The lead organisation for the project will, if your application is successful, sign the grant

Information Linkages and Capacity Building Program (ILC)

agreement, receive the funding and assume legal responsibility for performing the activities and meeting the outcomes under the grant agreement.

37. I'm applying on behalf of a consortium. How many members can I identify in the application form?

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

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

A lead organisation must be a legal entity as listed in Section 3.2 of the Grant Opportunity Guidelines.

Sub-contracting arrangements

38. Can a company outsource to a sole trader?

Unless there are specified personnel identified in the grant agreement, the General Grant Conditions permit outsourcing (which includes outsourcing to sole traders) subject to certain conditions outlined in Clause 5 of the General Grant Conditions:

Clause 5. Subcontracting

5.1 You remain responsible for compliance with this Agreement, including in relation to any tasks undertaken by subcontractors.

5.2 You agree to make available to us the details of any of your subcontractors engaged to perform any tasks in relation to this Agreement upon request.

5.3 You must ensure any subcontract entered into for the purposes of this Agreement is consistent with your obligations binding on you under this Agreement.

39. If I am proposing to use subcontractors, do the subcontractors need to complete a separate application form?

No. Only the lead organisation needs to complete an application form.

Grant assessment

40. Who is undertaking the assessment of applications?

Section 9 of the Grant Opportunity Guidelines sets out the assessment process.

The NDIA is partnering with the Department of Social Services Community Grants Hub to administer the application process for this round. The Department of Social Services assess the applications and reports this 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

Information Linkages and Capacity Building Program (ILC)

and alignment to ILC. The Selection Advisory Panel considers the overall value for money of proposals and provides list of recommended projects to fund to the NDIA Delegate for final decision.

41. Who is involved in the Selection Advisory Panel?

The Selection Advisory Panel may include a mix of employees of the NDIA and people with subject matter expertise, including people with disability.

42. Are the grant applications assessed against other applications?

No. Grant applications are assessed against the strength and innovation of their proposal how well they address the selection criteria, if it represents *value for money*, and the overall spread and mix of activities applied for in relation to the individual capacity building component.

In relation to the Organisational Capacity building component, proposals will be assessed on how well the proposal addresses the need for the capacity building activity in their response to the selection criteria and the overall value for money and strength of proposal.

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

No. In accordance with Section 9.2 of the Grant Opportunity Guidelines, there is no appeal mechanism for decisions to approve or not approve a grant.

Feedback

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

Applicants will be notified of the outcome of their application in writing at the end of the selection process. This is likely to be in April 2019.

45. 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 be available. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

46. How can my organisation get updates about ILC?

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