



Information Linkages and Capacity Building (ILC)

Grant Opportunity Guidelines

Jurisdictional Based Grant Round 2 – NSW, SA and ACT

Easy English version



[ndis.gov.au](https://www.ndis.gov.au)

How to use this document



This information is written in an easy to read way. We use pictures to explain some ideas.



This document has been written by the National Disability Insurance Agency (NDIA).

When you see the word 'we', it means NDIA.



Some words are written in **bold**. We explain what these words mean. There is a list of these words on page 48.



This Easy English document is a summary of another document.



You can find the other document on our website at www.ndis.gov.au



You can ask for help to read this document. A friend, family member or support person may be able to help you.

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About these Guidelines



These Grant Opportunity Guidelines explain how organisations can apply for grants.



A **grant** is money from the government for important work that can help others.



You should read these Guidelines before you apply for a grant.

You need to make sure your application:



- is complete
- has all the right information.

You must:



- fill out every section of the application form



- give us all the information we ask for.

At this time we are offering **Jurisdictional Based Grants**.

This means that the grants are only for some parts of Australia.

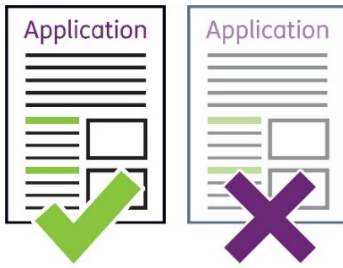


They are for:

- New South Wales (NSW)
- South Australia (SA)
- Australian Capital Territory (ACT).



We won't give you a grant if your application covers more than one state or territory.



We don't have to give grants to every project that is suitable.



The NDIA, Community Grants Hub and GrantConnect will make sure we look at all applications fairly.

About the program



The Community Inclusion and Capacity Development (CICD) Program is part of the National Disability Insurance Scheme (NDIS).



The CICD Program was set up to fund the Information Linkages and Capacity Building (ILC) part of the NDIS.

The goal of the CICD Program is to build new and creative ways to help people with disability:



- be more independent



- take part in the community.

ILC:

- is an important part of making our community:



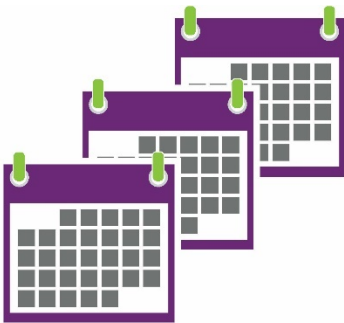
- accessible



- inclusive



- enables people with disability to live an ordinary life



- makes sure the NDIS can keep working well for a long time.

The *ILC Policy* talks about Activity Areas that will be funded under ILC.

The Activity Areas include:

- **Information, linkages and referrals**



This is about people with disability having information and being able to connect with support.

- **Community awareness and capacity building**



This is about community programs and organisations having the information and skills they need to support people with disability.

- **Capacity building for mainstream services**



This is about mainstream services having the information and getting the skills they need to support people with disability.

- **Individual capacity building**



This is about people with disability having the skills and confidence to be a part of the community.

Our plan is to fund activities that:

- help people with disability develop:



- independence

- **self-determination** – you control your own life



- make our community inclusive.

Our goals

We have set 2 main goals for ILC:



- **capability** – people with disability can achieve their goals



- **opportunity** – people with disability are included in all aspects of community life.



And there are 5 main Outcomes for ILC.



The outcomes are the results we want ILC to achieve for people with disability.

We want ILC to make sure that people with disability:



1. Have the information they need to make decisions and choices.



2. Have the skills and confidence to be an active member of the community.



3. Use, and get the benefits from, the same mainstream services as everyone else.



4. Take part in the same community activities as everyone else.



5. Are leaders who do their part to make their community better.

Focus areas

In order to achieve these outcomes we have chosen five areas to focus on in ILC.



Focus Areas are a good way to make sure everyone in Australia is receiving equal support.



We have chosen these areas because we think they give us the best chance of meeting everyone's different needs.



Specialist or expert delivery

These are activities that focus on developing skills and providing information for specific disabilities.

Cohort-focused delivery

These are activities for groups of:



- Aboriginal and Torres Strait Islander people
- people who share a cultural practice
- people who speak a language other than English.



Multi-regional activities

These are activities that will work best if they are delivered in lots of places.



Remote/rural delivery

Activities that are specific to the local area, the community and its needs in rural and remote areas.



Delivery by people with disability, for people with disability

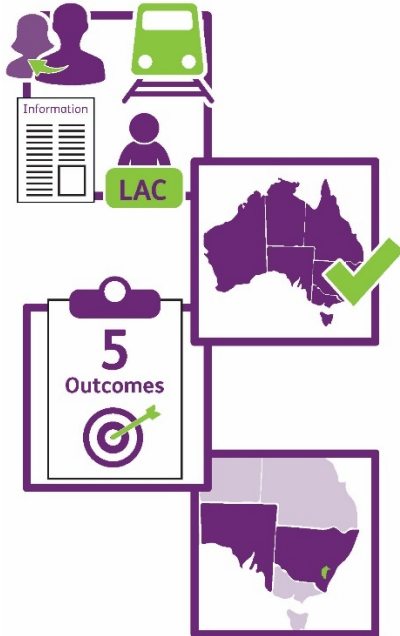
These are activities and organisations run by people with disability. These are sometimes called user-led organisations.

What can a grant be used for?



This round of grants is to help people in NSW, SA and ACT get ILC started.

We are accepting grant applications for activities that:



- address 1 ILC Activity Area
- address 1 or more of the Focus Areas
- will help us achieve at least 1 ILC Outcome
- will be done in NSW, SA or ACT.

We plan to give grants for ILC activities that:

- offer new and creative ways for people with disability to:



- become independent



- take part in the community



- are person-centred and focus on outcomes

- use what organisations already know about the:



- local community



- challenges to inclusion people with disability face



- meet the range of needs people with disability have



- teach others about good ways of doing things.

How much are the grants worth?

\$80,270,301

There is up to \$80,270,301 available in this round of grants.

We will spread the grants across:



- the 3 states and territories – NSW, SA and ACT



- financial years:
 - 2018 – 2019
 - 2019 – 2020.



A financial year is different to a calendar year.

The financial year starts on 1 July and finishes on 30 June.

We are offering 2 different grant sizes:

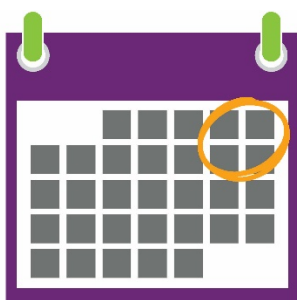
↓ **\$10,000**

- under \$10,000

↑ **\$10,000**

- over \$10,000.

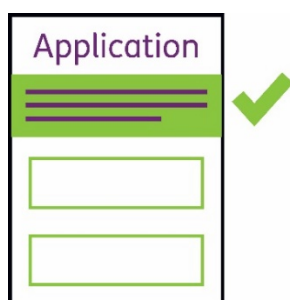
Grants under \$10,000



Grants under \$10,000 are for small projects that will probably only happen once.

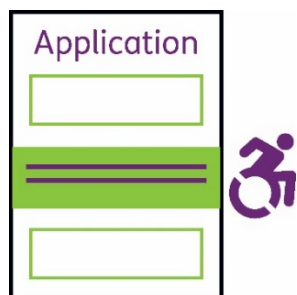
Applications for grants under \$10,000 need to meet 3 **selection criteria**.

These are the things your application must include:

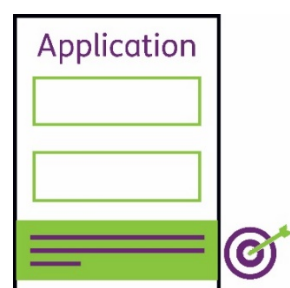


1. Explain:

- how your project will meet a need or fix an issue
- who your project is aimed at.



2. Explain how people with disability and other organisations will be involved.



3. Explain how your project will:

- help us meet the ILC Outcomes
- keep track of how well the activity is going.

You can only use 300 words to tell us how you will meet each of the selection criteria.



We will read your answers.



Each answer will be given the same level of importance.



We won't consider your application if it doesn't meet each of the selection criteria.



You can only apply for 2 grants in any 1 Activity Area in your state or territory.

Grants over \$10,000

Grants over \$10,000 are for bigger projects that:



- have been proven to work well

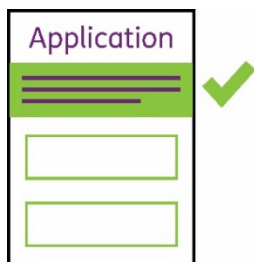


- offer new and creative ways of
 - doing things
 - being inclusive



- meet the needs and interests of people with disability.

Applications for grants over \$10,000 need to meet 5 selection criteria:



1. Explain:

- how your project will meet a need or fix an issue
- who your project is aimed at.



2. Explain how people with disability and other organisations will be involved.



3. Explain how your project will:

- help us meet the ILC Outcomes
- keep track of how well the activity is going.



4. Explain how your organisation and your staff will be able to deliver the project.

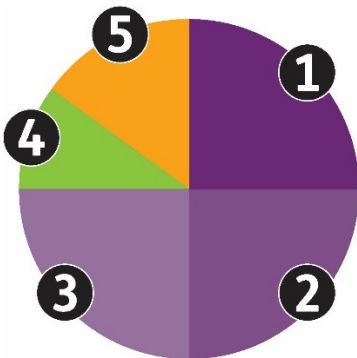
5. Explain how your project will be:

- managed
- kept going after the grant finishes.



You can only use 300 words to tell us how you will meet each of the selection criteria.

Some of these selection criteria are worth more than others:



- 1, 2 and 3 are each worth 25%
- 4 is worth 10%
- 5 is worth 15%.



We won't consider your application if it doesn't meet each of the selection criteria.



You can only apply for 1 grant in any Activity Area in your state or territory.



You can't use the same application for different Activity Areas.

You need to choose the 1 that best suits your project.

Who can apply for a grant?

Different types of organisations can apply for grants, including:



- incorporated associations – organisations that have Association, Incorporated or Inc. in their legal name



- incorporated cooperatives – organisations that have Cooperative in their legal name



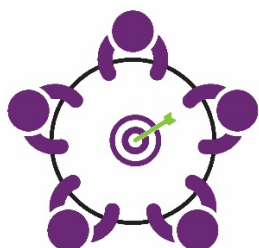
- companies



- Aboriginal corporations – organisations that are incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*



- organisations established under Commonwealth, state or territory laws such as churches or universities



- partnerships and groups of organisations who plan to work together – 1 organisation will have to run the project



- trustees on behalf of a trust



- State and Territory Governments and their agencies



- local Governments



- registered NDIA support providers



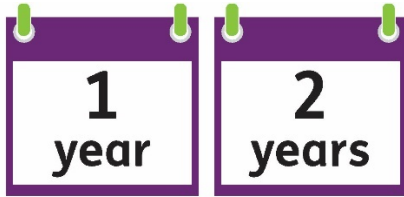
- Local Area Coordinators



- Early Childhood Early Intervention Partners.

How long do the grants last?

We will fund grants that last for:



- 1 year
- 2 years.



We expect that the projects will start from 1 July 2018.



If we give you a grant, we will tell you when your project needs to finish.

Spending your grant



You must use the grant money to do what you said you would do in your application.

You can use the grant to pay for things like:



- staff wages during your project



- the costs of carrying out the project



- training for your staff



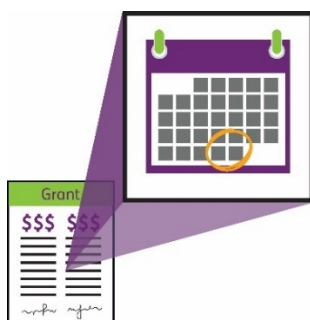
- operating costs such as:
 - phones
 - rent
 - computers and ICT
 - websites
 - insurance
 - printing and stationery



- working out if the project has been a success.



Remember, you can only use grant money for things that are in your Grant Agreement.



You need to spend the grant money by the end date in your Grant Agreement.

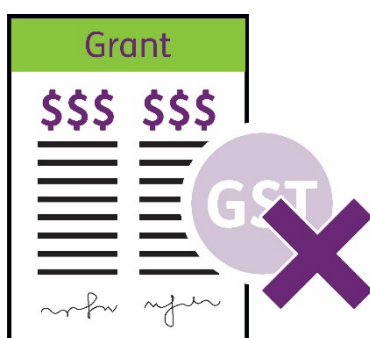
We explain the Grant Agreement on page 36.

Grant payments and GST

GST is the Goods and Services Tax.



If your organisation is set up for GST, your grant payment will include GST.



If your organisation is not set up for GST, your grant payment will not include GST.

Before we can pay you your grant, you must give us:



- a tax invoice for the amount of the payment – this will usually be for a part of the project



- proof that you have finished the part of the project the payment is for



- any other documents related to the payment, such as progress reports or receipts for things you have bought.

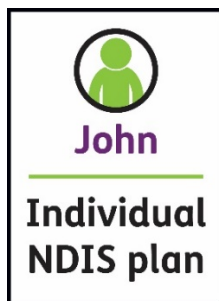


If your application is successful, you may want to talk to a tax advisor about your Grant Agreement.

Things we won't give grants for

There are some things we won't give grants for.

They include:



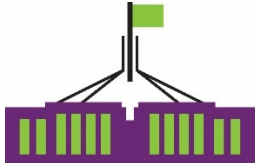
- activities in someone's NDIS plan



- activities that can be funded in a better way



- activities that have already been given a grant at another time



- things that should be paid for by
 - the Commonwealth government
 - state or territory governments
 - local governments



- things our NDIS Partners in the Community do
- things peak bodies do such as **advocacy** – speaking up for people with disability.

Applying for a grant



You need to send us your grant application by 2pm on 30 November 2017.



You must use the online application form.

You must:



- fill out every section of the application form



- give us all the information we ask for.

Your application needs to tell us:



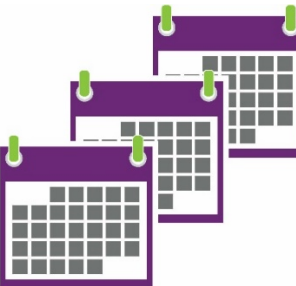
- what you plan to do for your project



- how many people will benefit from your project



- where your project will take place



- how many months or years your project will last

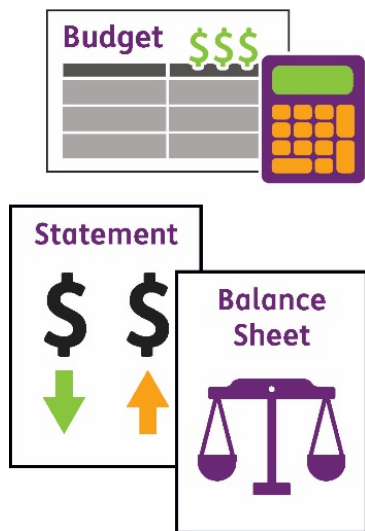


- the goals you have for your project.

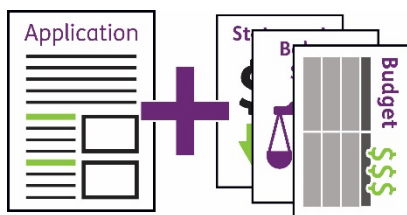


If you are applying for a grant over \$10,000, you need to include a budget for your project.

If you are applying for a grant over \$100,000, you need to include:

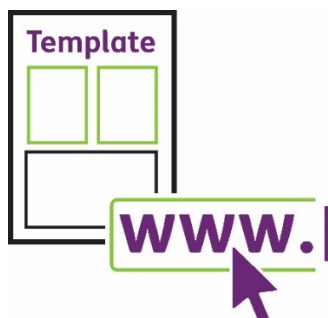


- a budget for your project
- your organisation’s year-end financial statements:
 - Profit and Loss Statements
 - Balance Sheet.



You must send them as attachments to your application form.

The application form explains how to do this.



There are templates you need to use on:

- GrantConnect
www.grants.gov.au/
- the Community Grants Hub website.
www.communitygrants.gov.au/

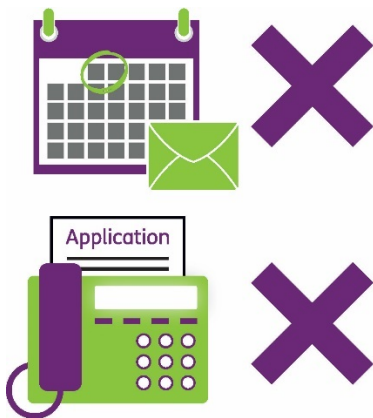


You can't change your application after you have sent it to us.



If there are mistakes in your application, we might ask you to fix them or explain what you meant.

We won't accept any:



- late applications
- applications sent by fax or mail.



Staff from the Community Grants Hub will assess the applications.



They will report their results to an Expert Panel.

The Expert Panel might include:

- people who work for the NDIA
- people who work for Commonwealth, state or territory governments
- people with disability
- people who are experts and specialise in disability.



The Expert Panel might try and get more information about you or your application.



The Expert Panel will make recommendations about grants to the NDIA Delegate.



The NDIA Delegate will make the final decisions about who will be given grants.

Successful grant applications



We will let you know in writing if your application is:

- successful
- unsuccessful.



We plan to do this in March 2018.



You will be able to get feedback from us about your application.

Our letter will tell you how to get feedback.



If you are successful, you will need to sign a Grant Agreement with the NDIA.

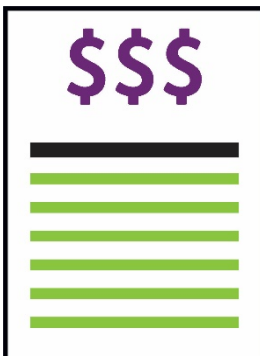
Your Grant Agreement:



- is legally binding



- explains all the terms and conditions you need to follow



- tells you how much your grant is and how it will be paid.

Things you need to do

If we give you a grant, you must:



- send us reports according to what your Grant Agreement says



- follow the terms and conditions of your Grant Agreement

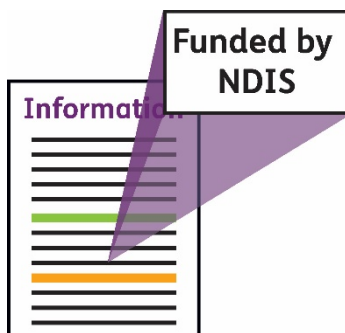


- keep good records of your project



- take part in an evaluation of your project.

If you publish any information as part of your project, it needs to say:



“Funded by the NDIS through the Information, Linkages and Capacity Building (ILC) – ILC Jurisdictional Based Grants.”

Your Grant Agreement will tell you exactly what you need to do.



If something happens that effects the progress of your project you can ask for a project variation.

A project variation might include changes to the:

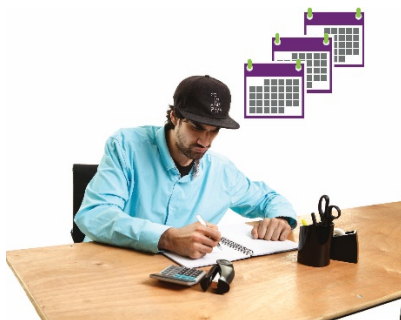


- project milestones
- timeframe for completing your project
- activities in your project.



A project variation will not include an increase to your grant.

If you need a project variation, you need to apply:



- in writing
- at least 3 months before the end date of your project.

Things we need to do



It is our job to watch over the CICD Program.

The things we need to do also include:

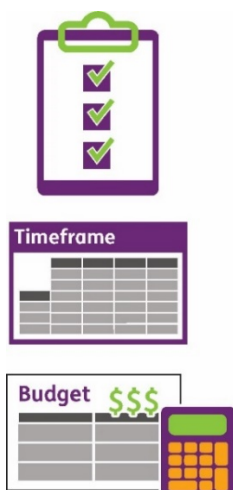


- making sure the applications we get match these guidelines



- running the CICD Program in a way that works well

- working with people who get grants to make sure the CICD Program meets its:



- standards

- budget

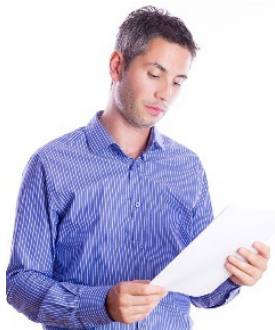
- timeframe



- making sure the projects we fund achieve ILC outcomes



- publishing information about which applications have been successful on the NDIS website



- staying up-to-date with how the projects are going by reading the reports we are given



- evaluating the CICD Program to make sure it is achieving all its goals and outcomes.

Fairness and honesty

The NDIA, the Community Grants Hub and GrantConnect will make sure everything is done:



- fairly



- honestly



- legally.

Making a complaint

If you wish to make a complaint about any part of the application process, you can contact the Community Grants Hub.



1800 634 035



(02) 6204 4587



support@communitygrants.gov.au



Community Grants Hub Complaints

PO Box 7576

Canberra Business Centre

ACT 2610

Conflict of interest



A **conflict of interest** is when someone:

- could affect a decision so the result is better for them
- has a relationship with a person or organisation:



- that could stop a project from being fair and independent
- will be good for them if the project gets funding.



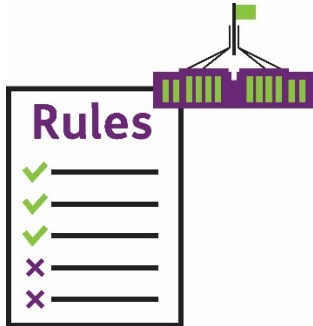
A perceived conflict of interest is when it seems like there is a conflict of interest.



In your application, you need to tell us whether there could be a conflict of interest.



If there turns out to be a conflict of interest, you need to tell us in writing straight away.



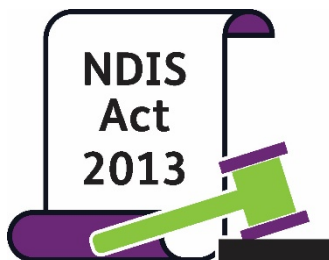
We will handle any conflicts of interest by following the rules set by the Australian Government.

Protecting your privacy

There are laws that tell us how we should look after your private information, they are:



- the *Privacy Act 1988*



- the *National Disability Insurance Scheme Act 2013*.

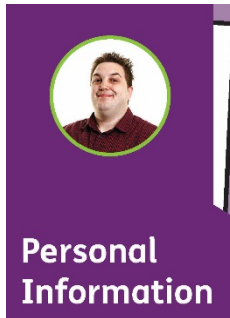
We will tell you:

Name:

Address:

Phone:

- what personal information we collect



- why we collect your personal information



- who we share your personal information with.

We might share your personal information with:



- the Expert Panel
- people who work for the NDIA
- people who work for governments across Australia.



Our Privacy Policy explains more about how we handle your personal information.

You can find it on the NDIS website.

www.ndis.gov.au/privacy



We won't share your information if you tell us it needs to be kept private.

If you want us to keep your information private, it needs to meet 4 conditions:



- you have told us to keep it private and your reasons why



- the information is about your business and needs to be kept secure



- sharing the information could cause harm to you or someone else



- you give us the information with an understanding that it will stay private.

Freedom of information



All the information and documents we have are covered by the *Freedom of Information Act 1982* (FoI Act).



The FoI Act gives people the right to access information kept by the Australian Government.



If someone asks us to show them a document we have, the FoI Act tells us we have to show it to them.



You need to cooperate with us if someone asks us to show them a document related to your grant or your project.



Freedom of Information requests need to go through the Freedom of Information team.

You can send them an email.

foi@ndis.gov.au

Word list



Advocacy

Speaking up for people with disability.



Capability

People with disability can achieve their goals.



Conflict of interest

When someone could affect a decision so the result is better for them.



Grant

Money from the government for important work that helps others.



GST

The Goods and Services Tax.



Jurisdictional Based Grants

The grants are only for certain parts of Australia.



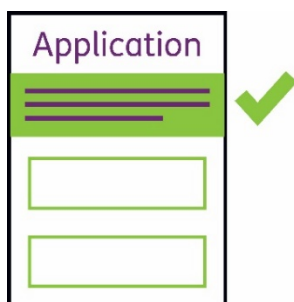
Opportunity

People with disability are included in all aspects of community life.



Self-determination

You control your own life.



Selection criteria

The things your application must include.

More information

If you have any questions during the application period, please contact the Community Grants Hub:



1800 020 283



For people with hearing or speech loss

TTY - 1800 555 677



support@communitygrants.gov.au



The Community Grants Hub will respond to emailed questions within 5 working days.

Answers to questions people have asked will be put on:



- GrantConnect

www.grants.gov.au/

- the Community Grants Hub website.

www.communitygrants.gov.au/



The question and answer period will close at 5:00 pm on Thursday 23 November 2017.



After that time, we'll only answer questions about using or submitting the application form.



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