



# Information Linkages and Capacity Building (ILC)

## Grant Opportunity Guidelines

Disabled Peoples and Families Organisations

ILC Readiness Grant Round 2018–19

Easy English version



[ndis.gov.au](http://ndis.gov.au)

## How to use this document



The National Disability Insurance Agency (NDIA) wrote this document.

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



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



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



Some words are written in **bold**. We explain what these words mean.

There is a list of these words on page 60.

We've also included a list of acronyms on page 63.



This Easy English document is a summary of the *Disabled Peoples and Families Organisations - ILC Readiness Grant Opportunity Guidelines*.



You can find the other document on the Community Grants Hub website at [www.communitygrants.gov.au/](http://www.communitygrants.gov.au/)



You can contact the Community Grants Hub during the application period if you:

- have any questions
- need help with the application form.



**1800 020 283**



For people with hearing or speech loss

TTY - 1800 555 677



**[support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)**

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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 should also read the full grant guidelines.

You must:



- fill out every section of the application form



- give us all the information we ask for.



People from 2 organisations will look at the applications.

The organisations are:

**NDIA**



- The National Disability Insurance Agency (NDIA)



- Community Grants Hub.



They will treat all applications fairly.

## About this round of grants



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



These grants are for the CICD Program.



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

We usually call it ILC.



Your **capacity** is:

- your ability to do something
- the skills you have
- knowing the right people.

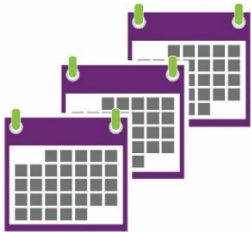
## ILC:



- 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.



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.



There have been over 200 ILC grants in the last 2 years.

## Who can apply for a grant?

Only 2 types of organisations can apply for these grants:



- Disabled Peoples and Families Organisations (DPFO)



- ILC's Priority Cohort Groups.



These organisations are:

- all over Australia
- the only ones who can apply.



## Disabled Peoples and Families Organisations (DPFO)

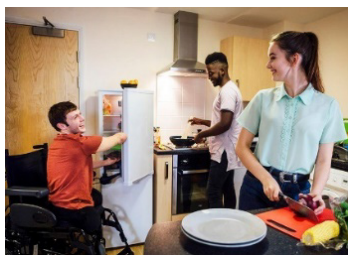


DPFOs are run by people with disability.



DPFOs are run for people with disability.

DPFOs make sure people with disability can:



- live an ordinary life



- find and use the services they need.



If a DPFO wants to apply for a grant, people with disability must make up more than 50% of the people who:

- work or volunteer at the DPFO or
- are members of the DPFO or
- are on the board.

## ILC's Priority Cohort Groups



ILC knows that people with disability from some groups in our community need extra help.

For this round of grants, these groups are:



- Aboriginal and Torres Strait Islander communities



- Culturally and Linguistically Diverse communities



- Lesbian, Gay, Bisexual, Transgender, Intersex Questioning and Plus (LGBTIQ+) communities.



Organisations led by people from these communities can apply for these grants.



If an organisation wants to apply for a grant, people from one of these communities must make up more than 50% of the people who:

- work there or are volunteers or
- are members or
- are on the board.

## What are these grants for?

These grants are for 2 important areas:



1. Organisational Capacity Building



2. Individual Capacity Building.

### 1. Organisational Capacity Building



Only DPFOs can apply for grants in this area.

DPFOs *must* apply for grants in this area.



Organisational Capacity Building activities make DPFOs work better.

These activities might include:



- training people who work for the DPFO



- working together with other organisations



- using good systems that make things run smoothly



- supporting the people who lead the DPFOs



- finding more ways for people with disability to take part





- planning and getting ready for the future



- finding new ways to earn money.

## 2. Individual Capacity Building



Individual Capacity Building activities are for people with disability.

The goal of these activities is to make sure people with disability can:



- be **independent** – you can do things for yourself



- take part in their community



- build relationships



- work and earn money.



You build your capacity by:

- learning new skills
- growing your confidence.



When you have capacity, you can:

- set goals for yourself
- reach those goals.

Individual Capacity Building activities might include:



- activities for groups of people who lead similar lives so they can connect and support each other



- mentoring – someone guides you so you can do things well



- skill building programs



- activities that teach you how to speak up for yourself.



Everyone who applies must apply for grants in this area.



ILC's Priority Cohort Groups can only apply for grants in this area.

## What types of organisations can apply?

To apply you need to show us you are a legal organisation, such as:



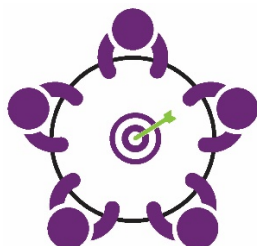
- incorporated associations – organisations that have Association, Incorporated or Inc. in their legal name



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



- statutory entity – an organisation that isn't part of the government, but may be created or recognised under the law, like some churches and school



- partnerships – a group of people or organisations that agree to:
  - work together
  - share the work and all the things they need to do among the group



- trustees on behalf of a trust



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





- local Governments



- companies



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

You also need to have:



- an ABN



- an Australian bank account



- public liability insurance – insurance that protects you if something bad happens to someone who uses your organisation .

## How many times can you apply?



You can apply just for your organisation.



You can only apply once.



You can apply with a group of other organisations.

We call this a **consortium**.



A consortium must have a lead organisation.



If you lead a consortium, you can only apply once.



If you are not leading the consortium, you can be a partner in an application led by someone else.



If you don't think you can manage the grant, you can get someone else to apply for you.

We call this an **auspice**.



They will:

- be given the grant
- manage the money for you.

## Where can a grant be used?



Your grant can be used for activities that run:

- across Australia
- in one state
- in more than one state.

When you apply, you must tell us:



- how well you know the community you work in



- how you will connect with new communities you want to work in.

## How much are the grants worth?



There is up to \$18,090,000 available in this round of grants.



We need to know that your activities are a good way for us to spend this money.



We suggest you don't apply for more than \$118,000.



You can apply for more if you think your project needs more.



However, there is no lower limit to how much you can apply for.



We will think about:



- how much you have asked for



- whether it offers good value for money.

## How do we choose who we give grants to?



If we already gave you a grant from another round, you can still apply.

We will think about how much funding you got when we look at your application.



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



Applications for grants need to meet our **selection criteria**.

These are the things your application must include.

We have 4 selection criteria:



- Criterion 1: Building organisational capacity



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



- Criterion 3: Expected results from organisation capacity building and individual capacity building activities



- Criterion 4: Organisational Capability.

We explain these criteria in more detail on the following pages.



You can only use 525 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.

## Criterion 1

### Building organisational capacity

Only DPFOs need to answer this criterion.



This criterion is about how you will make your DPFO better.

You need to tell us:



- what activities you plan to do



- why these activities are important.

## Criterion 2

Building individual capacity and opportunity for people with disability and their families and carers



This criterion is about what you will do to help individual people develop skills and confidence.

You need to tell us:



- what activities you plan to do



- why these activities are important.

### Criterion 3

Expected results from organisational capacity building and individual capacity building activities



This criterion is about:

- the goals you will set
- how you will know you have reached your goals.



You need to tell us about the good things your activities will offer:

- your organisation
- the people with disability you work with.



You need to tell us how you will know you have reached your goals.



## Criterion 4

### Organisational Capability



This criterion is about how you will manage your activities.

You need to tell us:



- how you plan to deliver the activities



- how you will include people with disability when you are doing the activities



- who will run the activities



- who you plan to:
  - connect with
  - work together with.

## How long do the grants last?



We will fund activities that last for up to 1 year.



We expect that the activities will start in May or June 2019.



If we give you a grant, your activities need to finish within 1 year.



Your organisation needs to write regular reports for us throughout the year.

## Spending your grant



If we give you a grant, we will pay the money into your organisation's bank account.



We will make one payment at the beginning.

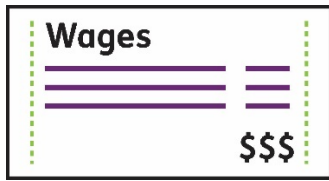


We will make other payments once we have read the reports you send us about what you have done.



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 staff or volunteers at your organisation



- 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 48.

## 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.



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



## Things you can't spend your grant money on



There are some things you can't spend your grant money on.

They include:



- activities you did before we gave you the grant



- the cost of writing your application for the grant



- things your DPFO would usually pay for itself



- travel outside Australia



- buying land or property



- building projects



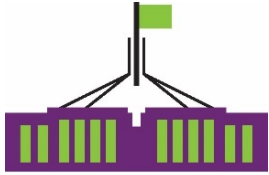
- activities your DPFO already gets funding for



- activities you don't need to do because other organisations do them already



- activities in someone's NDIS plan



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

- activities that the *Disability Discrimination Act* says should be done

- activities that can be funded in a better way

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

- activities that our Partners in the Community already do.

Our Partners in the Community include:



- Local Area Coordinators

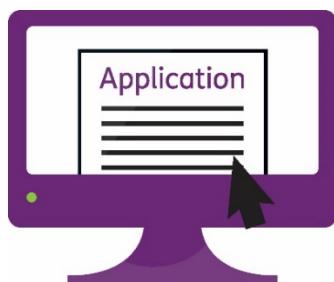


- Early Childhood Early Intervention – disability support services for children while they are still very young.

## Applying for a grant



You need to send us your grant application by 2pm on Friday 21 December 2018.



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:



- about your organisation



- how you will meet each of the selection criteria.

When you tell us about your DPFO, we want to know:



- what makes you a DPFO



- what your DPFO's goals are



- how big your DPFO is





- what activities your DPFO already does

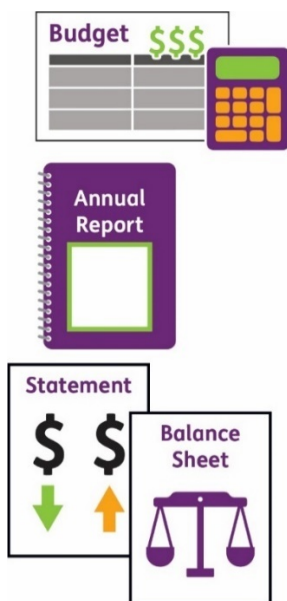


- who your DPFO works with and how you make their lives better

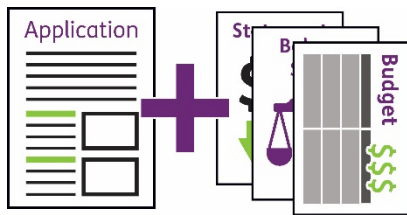


- what other organisations your DPFO has connections with.

Your application needs to include:



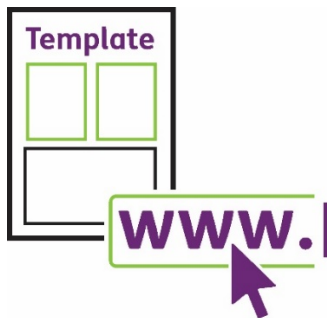
- a budget for your activities
- your organisation's annual report if you have one
- your organisation's year-end financial statements:
  - Profit and Loss Statements
  - Balance Sheet.



You must send these documents as attachments to your application form.

Attachments can't be bigger than 2MB.

The application form explains how to do this.



There are templates you need to use on:

- GrantConnect  
[www.grants.gov.au/](http://www.grants.gov.au/)
- the Community Grants Hub website.  
[www.communitygrants.gov.au/](http://www.communitygrants.gov.au/)

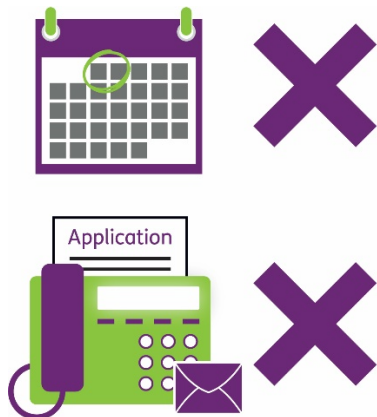


You can't change your application after you have sent it to us.



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 unless you have asked us first
- applications sent by fax or mail.



Staff from the Community Grants Hub and NDIA will assess the applications.



They will report their results to the Selection Advisory Panel.

The Selection Advisory 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 Selection Advisory 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 April 2019.



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



We will publish a feedback summary on the Community Grants Hub website.



If we don't give you a grant, we can give you feedback that explains why.

## Grant Agreements



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

Your Grant Agreement:



- is a legal document



- explains all the rules you need to follow



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



Your Grant Agreement will also tell you:

- what types of reports you need to write
- when you need to write them.



You will also need to write an Activity Work Plan. We will send you a template to use.



## Things you need to do

If we give you a grant, you must:



- send us reports according to what the Grant Agreement says



- follow the rules of the Grant Agreement

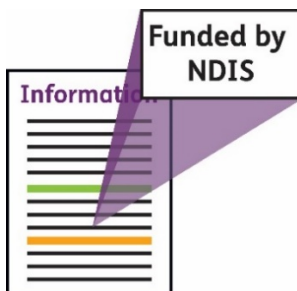


- keep good records for the project



- take part in an evaluation of the 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) – Disabled Peoples and Families Organisations – ILC Readiness Grant Round 2018–19.”*



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

## Things we need to do



It is our job to watch over the CICD Program.

The things we need to do also include:



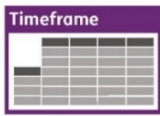
- choosing the right DPFOs to give grants to



- making sure the applications we get match these guidelines



- running the CICD Program in a way that works well



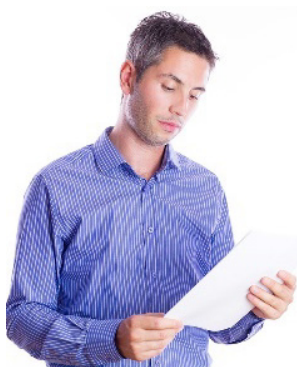
- working with people who get grants to make sure the CICD Program meets its:
  - standards
  - timeframe
  - budget



- 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**



**[support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)**



Community Grants Hub Complaints

PO Box 7576

Canberra Business Centre

ACT 2610



There is also a complaint form you can use on the Community Grants Hub website.

**[www.communitygrants.gov.au/](http://www.communitygrants.gov.au/)**

## 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.



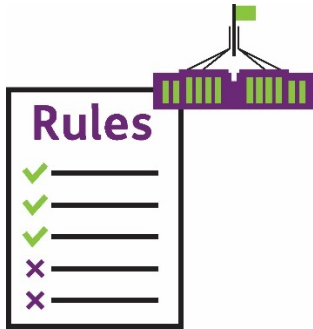
A perceived conflict of interest is when it seems like there is a conflict of interest.



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.

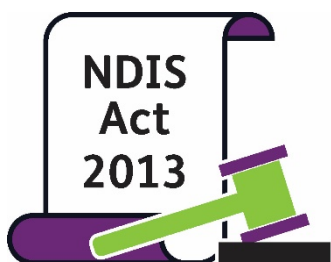


## Protecting your privacy

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



- the *Privacy Act 1988*

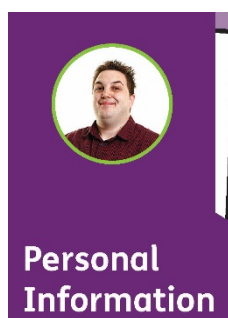


- the *National Disability Insurance Scheme Act 2013*.

We will tell you:

A white rectangular form with a black border. It contains three sections: 'Name:' followed by a horizontal line, 'Address:' followed by two horizontal lines, and 'Phone:' followed by a horizontal line.

- 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 Selection Advisory 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](http://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

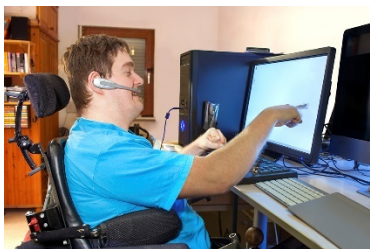


- you give us the information with an understanding that it will stay private.

## 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](mailto:foi@ndis.gov.au)

## Word list



### Auspice

If you don't think you can manage the grant, you can get someone else to apply for you.

They will:

- be given the grant
- manage the money for you.



### Capacity

Your **capacity** is:

- your ability to do something
- the skills you have
- knowing the right people.



### Capability

People with disability can achieve their goals.



## Conflict of interest

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



## Consortium

A group of organisations working together.



## Grant

Money from the government for important work that helps others.



## GST

The Goods and Services Tax.



## **Independent**

You can do things for yourself.



## **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.



## Guide to acronyms



### **CICD**

Community Inclusion and Capacity  
Development Program



### **DPFO**

Disabled Peoples and Families Organisations



### **ILC**

Information, Linkages and Capacity Building

### **NDIA**



### **NDIA**

National Disability Insurance Agency



### **NDIS**

National Disability Insurance Scheme

## 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](mailto: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/](http://www.grants.gov.au/)
- the Community Grants Hub website.  
[www.communitygrants.gov.au/](http://www.communitygrants.gov.au/)



The question and answer period will close at 2:00 pm on Friday 14 December 2018.



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



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