Information Linkages and Capacity Building (ILC)

Grant Guidelines

Economic participation of people with disability

Grant Round 2019–20

Easy English version

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 64.

We've also included a list of acronyms on page 68.

This Easy English document is a summary of the *Information Linkages and Capacity Building (ILC) Economic Participation of People with Disability – Grant Round 2019-20.*

You can find the other document on the Community Grants Hub website at **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

Hello

For people with hearing or speech loss

TTY – 1800 555 677

support@communitygrants.gov.au

What's in this document?

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.

Extra information to help you

You can find other information that can help you with your application.

You should read the:

- terms and conditions

- questions and answers.

You can find them on the Community Grants Hub website.

www.communitygrants.gov.au/

You should also read the *ILC Outcomes Framework (Discussion Starter)*.

You can find it on the ILC Toolkit website.

ilctoolkit.ndis.gov.au/

On the 6th of February, the Participant Employment Task Force held a forum in Geelong, Victoria.

They talked to the community about supports and services that can help people with disability get work.

This information might help you with your application.

You can read a summary of what they talked about on the Community Grants Hub website.

www.communitygrants.gov.au/

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.
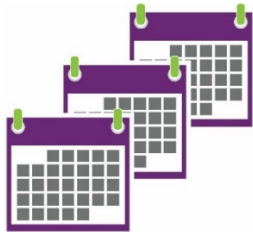
We usually call it ILC.

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.

What are these grants for?

These grants are for the **economic participation** of people with disability.

Our **economy** is the total amount of goods, services and money that Australia makes and uses.

Participation is when you take part.

People with disability can take part in our economy by:

- working

- earning money.

At the moment, there is a low number of people with disability who take part in our economy by working.

Many people with disability can only find part-time work.

It can take a long time for people with disability to find a job.

These grants are for projects that find ways to include people with disability in **workplaces** around Australia.

Workplaces are any place you work, such as:

- an office

- a factory

- a shop.

What can the grant money be used for?

We will give grants for projects that:

- build the capacity of employers

- teach people with disability work and job skills

- help people with disability work for themselves.

We explain these 3 types of projects in more detail on the following pages.

Build the capacity of employers

These projects can help employers:

- learn how to work with people with disability

- understand that people with disability could work for them

- work out the best ways to include people with disability in their workplace

- make sure people with disability are supported so they can do their job well.

The activities might:

- teach managers and staff how to better include people with disability

- connect organisations that could work together to include people with disability

- create and share good information about giving jobs to people with disability

- tell people with disability good things about an organisation so they want to work there
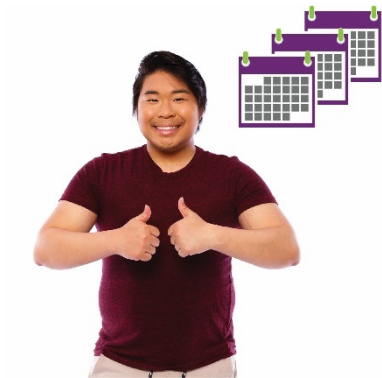
- explain a new way to create jobs for people with disability.

Teach people with disability work and job skills

These projects can help people with disability:

- learn real work skills

- work in real workplaces.

These projects need to give people with disability work for 3 months or more.

This means they can really practise using their new work skills.

People with disability who take part in these projects will need:

- support

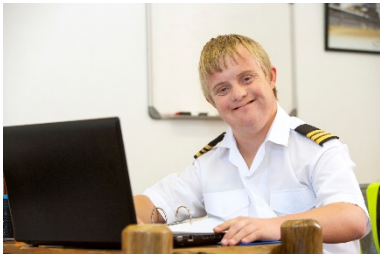- **mentoring** – when someone guides you, so you can do things well.

Employers and people with disability will need to work together to make these projects work well.

The activities might:

- connect organisations that could work together to include people with disability

- let one person with disability work in a workplace first so they can find ways for other people with disability to work there too

- offer support and training to people with disability when they're starting a new job

- connect organisations so they can tell each other what works well

- create and share information about what people with disability can offer a workplace.

Help people with disability work for themselves

These projects can help people with disability:

- create their own work

- build their own small businesses

- become **social entrepreneurs**.

Social entrepreneurs work on projects where the goal is to change what the community:

- thinks

- does.

Making money is not the goal.

These projects should give people
with disability:

- the support they need to run a
small business

- the confidence they need to run a
small business.

These projects could also help organisations
and agencies:

- offer small business training and support

- break down the barriers that stop people
with disability doing well.

The activities might help people with disability who have their own businesses connect with each other.

The activities might offer mentoring to people with disability who have their own businesses.
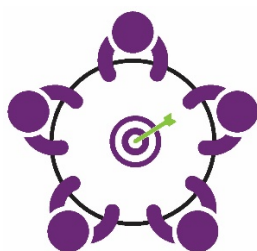

The activities might include events that tell the community about:

- people with disability who have their own businesses

- what the community can do.

Who can apply for a grant?

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

- 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:

  o work together

  o 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

- indigenous 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 .

If you aren't registered for GST, you might need to resgister if you get a grant.

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, we want organisations that offer activities for these groups to apply:

- Aboriginal and Torres Strait Islander communities

- Culturally and Linguistically Diverse communities

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

- **rural** or **remote** delivery.

Rural and remote areas are places that are far away from cities or towns.

You must really know and understand:

- the people who belong in that group

- what the group needs.

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 you will do:

- 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?

Grant

$19,900,000

There is up to $19,900,000 available in this round of grants.

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

There is no limit to how much money 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.

When we look at your application we will think about:

- how much funding you got

- what you are spending it on.

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 2 selection criteria:

- Criterion 1: Demonstrate the need, suitability of the proposed activity

- Criterion 2: Demonstrated organisational capacity and capability to successfully deliver the project

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

Demonstrate the need, suitability of the proposed activity

This criterion is about:

- the need or problem that your project will fix

- why your project is important.

You need to explain:

- how your project will help fix the need or problem so people with disability can take part in the economy

- what makes your project new and different.

You might need to include:

- proof of how much your project is needed by people with disability

- information about how your project will fix and change the need or problem

- a plan for how your project will work.

Criterion 2

Demonstrated organisational capacity and capability to successfully deliver the project

This criterion is about:

- how you will manage the project

- who will work on the project and what they will do.

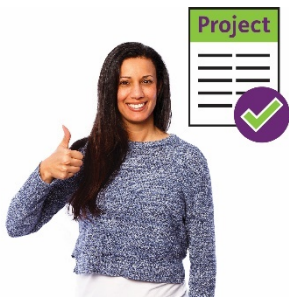You need to explain:

- how you will make the project work

- the cost of the project

- how the grant money will be used

- what risks there could be

- how you will make sure the project is working well.

You could share examples of other projects you have done before that are like this.

You might need to talk about:

- the people who will work on the project

- other projects they have worked on

- what their role will be on this project.

How long do the grants last?

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

If you think you need more time and your application is successful, you can talk to the NDIA.

We expect that the activities will start from July 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
    - 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 52.

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 organisation would usually pay for itself

- travel outside Australia

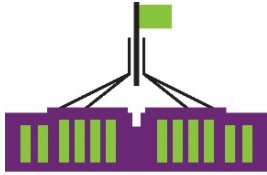- buying land or property

- building projects

- activities your organisation 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

    o the Commonwealth government

    o state or territory governments

    o 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.

Money from this round of grants can't be used for activities that might get money from the Australian Government in another way.

This means activities that might get funding through:

- NDIS Participant Plans

- Disability Employment Services

- Australian Disability Enterprises.

Applying for a grant

You need to send us your grant application by 2pm on Wednesday 13 March 2019.

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.

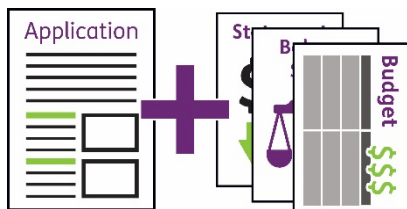Your application needs to tell us:

- about your organisation

- how you will meet each of the selection criteria.
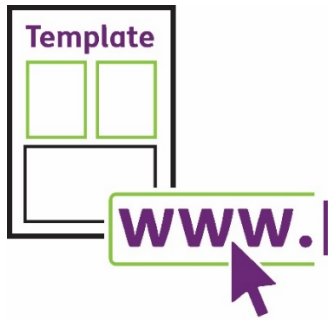
Your application needs to include:

- a budget for your activities

- 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/

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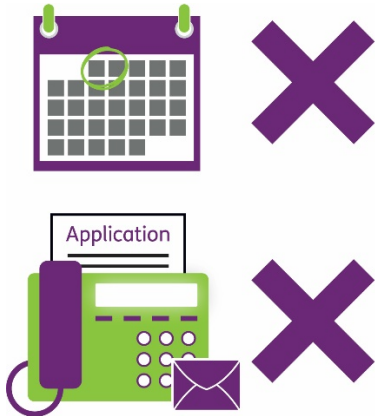
  www.communitygrants.gov.au/

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 unless you have asked us first

- applications sent by fax or mail.

Staff from the Community Grants Hub will assess the applications.

They will treat all applications fairly.

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

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

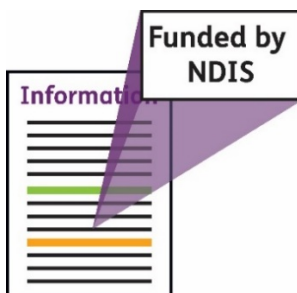- follow the rules of the Grant Agreement

- 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) – Economic Participation of People with Disability – Grant Round 2019-20."

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.

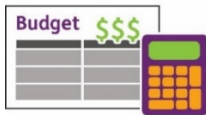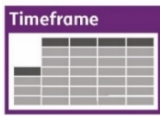The things we need to do also include:

- choosing the right organisations 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:

    o standards

    o timeframe

    o 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

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/

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:

  o that could stop a project from being fair and independent

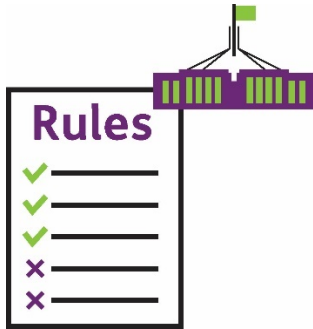 o will be good for them if the project gets funding.

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

Application

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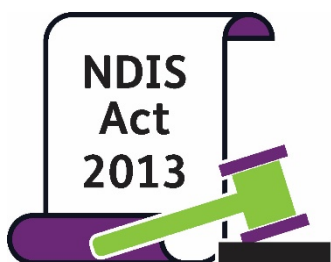
We will handle any conflicts of interest by following the rules set by the Australian Government.

Protecting your privacy

There are laws that tell us how we should look after your private information, they are:
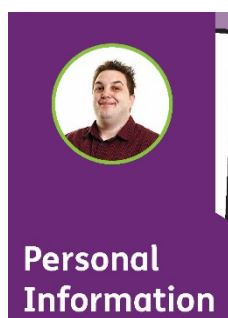
- the *Privacy Act 1988*

- the *National Disability Insurance Scheme Act 2013.*

We will tell you:

- 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

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

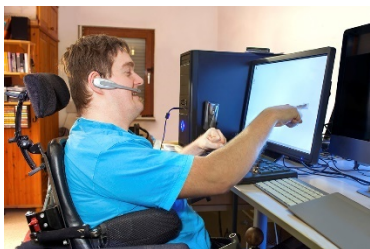- sharing the information could cause harm to you or someone else

- 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

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.

Economy

Our economy is the total amount of goods, services and money that Australia makes and uses.

Grant

Money from the government for important work that helps others.

GST

The Goods and Services Tax.

Mentoring

Someone guides you, so you can do things well.

Opportunity

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

Rural or **remote**

Places that are far away from cities or towns.

Selection criteria

The things your application must include.

Social entrepreneurs

Social entrepreneurs work on projects where the goal is to change what the community:

- thinks
- does.

Making money is not the goal.

Workplaces

Workplaces are any place you work, such as:

- an office
- a factory
- a shop.

Guide to acronyms

CICD

Community Inclusion and Capacity Development Program

ILC

Information, Linkages and Capacity Builiding

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

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 5pm on Wednesday 6 March 2019.

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

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