

Information Linkages and Capacity Building (ILC)

Grant Guidelines

National Information Program Funding Round 2019–22

Easy English version



How to use this document



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

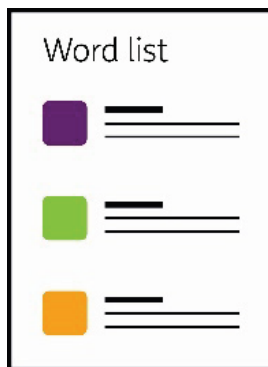
When you see the word 'we', it means the NDIA.



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 73.



This Easy English document is a summary of the *Information Linkages and Capacity Building (ILC) National Information Program Funding Round 2019–22*.



You can find the other document on the Community Grants Hub website at www.communitygrants.gov.au/

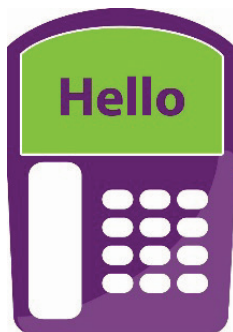


You can contact the Community Grants Hub during the application period if you:

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



1800 020 283



For people with hearing or speech loss

TTY - 1800 555 677



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.

About this round of grants



The Information, Linkages and Capacity Building Program is part of the National Disability Insurance Scheme (NDIS).

We usually call it ILC.



These grants are for the ILC Program.



Your **capacity** is:

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

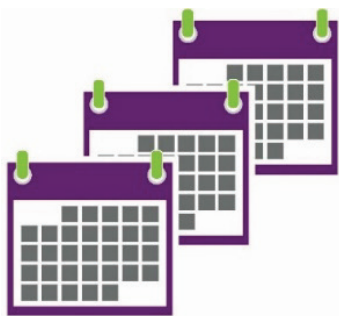


ILC:

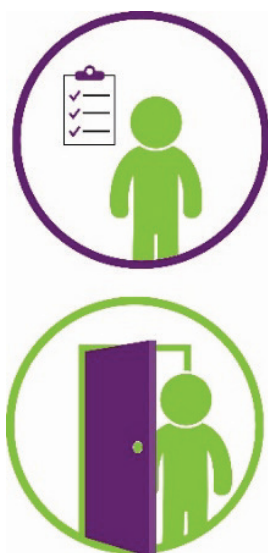
- is an important part of making our community:
 - accessible
 - inclusive



- 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 **National Information Program**.



The National Information Program is a way to create and share information about disability.



The National Information Program is for people across Australia, including:

- people with disability
- families
- carers
- people and organisations who provide supports and services.

The aim of the National Information Program is to deliver:



- up-to-date information



- high-quality information



- information in the different formats people need



- information about different types of disability



- information about what people with disability need



- information that helps people with disability have choice and control



- information about disability designed for **mainstream organisations and services.**



Mainstream organisations and services are services in the community for everyone to use.



We also want to make sure everyone who provides supports and services get the information they need too.



We want to make sure certain groups of people get information that is right for them.

ILC Priority Cohort Groups



We call these ILC Priority Cohort Groups.

These groups include



- Aboriginal and Torres Strait Islander communities



- Culturally and Linguistically Diverse (CALD) communities



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



- people who live in **rural** or **remote** areas.



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

What can the grant money be used for?

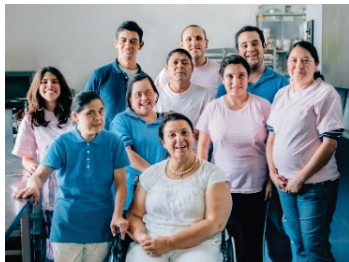
We will give grants for projects that:



- share information products in the different formats people use



- share information through activities



- are aimed at 1 of our target groups.



You need to think about how you will make the information you share:

- **inclusive**
- **accessible.**



If something is inclusive, everyone can take part.



If something is accessible, everyone can use it.

This might be:

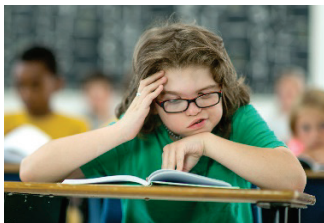
- a place or a building
- transport
- a service
- information
- a website.

What should the information be about?

The information should be about 1 of these 16 types of disability:



- autism



- intellectual disability – a disability that affects the way someone can learn and understand



- psychosocial disability – a disability that affects someone's mental health



- cerebral palsy



- other neurological – a disability that affects someone's brain and how it works



- developmental delay – a delay in one of the ways a child develops



- other physical – a disability that affects someone's body



- hearing impairment – a disability that affects how well someone can hear



- Acquired Brain Injury (ABI) – brain injuries from accidents



- visual impairment – a disability that affects how well someone can see



- multiple sclerosis – a disease which affects your brain and spinal cord



- Global Developmental Delay – delays in many ways a child develops



- stroke – when your brain is damaged because the blood stopped flowing properly



- spinal cord injury – an injury to someone's spinal cord



- other sensory or speech – a disability that affects someone's senses or how well they can speak



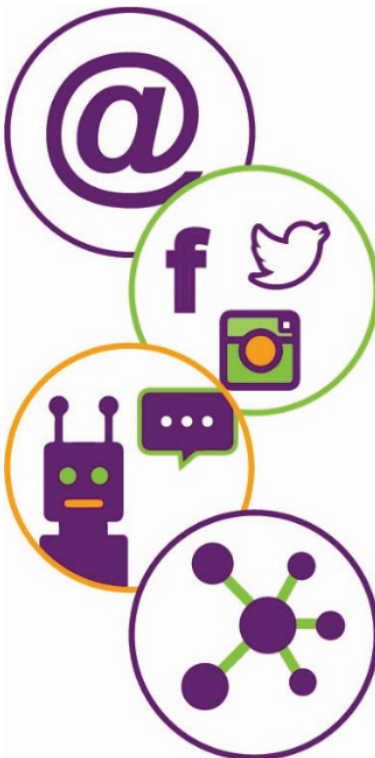
- other types of disability not talked about on this list.

What ways can you share the information?

There are different ways you can use to share the information:



- digital products people use to get information from, such as:
 - websites
 - apps
 - online guides and toolkits
 - databases



- digital products people interact with, such as:
 - email
 - social media
 - chatbots
 - hubs or portals



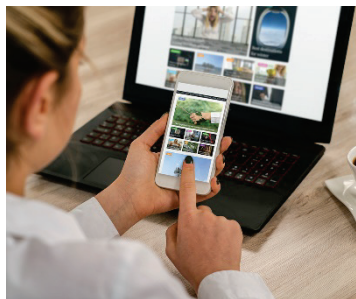
- audio products, such as podcasts or radio shows



- videos



- hard-copy, printed products like:
 - brochures and flyers
 - guides and toolkits
 - booklets



- newsletters, magazines or journals:
 - online versions
 - hard-copy, printed versions



- phone services, such as:
 - a hotline
 - phone directory
 - SMS or text message information.

Target groups

Your project needs to help at least 1 of our target groups, which are:



1. People with disability, their families and carers.



2. Mainstream organisations and services

ILC Priority Cohort Groups



3. ILC's Priority Cohort Groups.

Your project might help all 3 of our target groups.

Information for people with disability, their families and carers

These projects might include products or activities about:

List	
1. _____	9. _____
2. _____	10. _____
3. _____	11. _____
4. _____	12. _____
5. _____	13. _____
6. _____	14. _____
7. _____	15. _____
8. _____	16. _____

- 1 of the 16 types of disability on our list



- how to live with 1 of those types of disability



- where to go to get support



- how to deal with the disability you have at different stages



- what your options are



- where to find other information



- new supports and services



- teaching the community about a type of disability.

Mainstream organisations and services

These projects might include products or activities about:

List	
1. _____	9. _____
2. _____	10. _____
3. _____	11. _____
4. _____	12. _____
5. _____	13. _____
6. _____	14. _____
7. _____	15. _____
8. _____	16. _____

- 1 of the 16 types of disability on our list



- how to be inclusive



- organisations that can help them work with people with disability



- how to become a good place for people with disability to work.

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 information for these groups to apply:



- Aboriginal and Torres Strait Islander communities



- Culturally and Linguistically Diverse communities



- LGBTIQ+ communities



- people who live in **rural** or **remote** areas.



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.

Your project might include products or activities about:



- how to communicate well with 1 or more of these groups



- showing respect for the culture of 1 or more of these groups



- how to be inclusive of 1 or more of these groups



- what works well in rural and remote areas.

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:
 - 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



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



- unincorporated associations that:
 - are sponsored by a legal entity
 - link to an incorporated organisation that is a legal entity and can apply for them
 - can be auspiced by a legal entity.

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.

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?

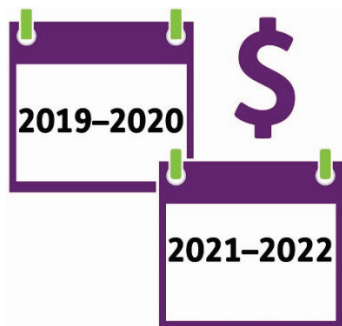


Your grant needs to be used for information that you share with people across Australia.

How much are the grants worth?

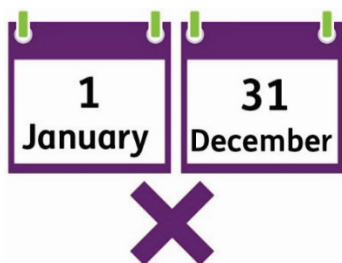


There is up to \$51,000,000 available in this round of grants.



The grants will be available from the 2019-2020 Financial Year through to the 2021-2022 Financial Year.

A financial year is different to a calendar year.



The financial year doesn't go from 1 January to 31 December.



The financial year goes from 1 July to 30 June.



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



You need to apply for a grant of at least \$300,000.



There is no limit to the amount 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 5 selection criteria:



- **Criterion 1: Need and suitability**

Demonstrate the need, suitability of the proposed activity for the target group.



- **Criterion 2: Outcomes focussed**

How the product or activity will improve the way people find and use information.



- **Criterion 3: Sustainability**

How to make sure the product will be helpful for a long time.



- **Criterion 4: Organisational capacity**

Demonstrated organisational capacity and capability to successfully deliver the project.



- **Criterion 5: Reach**

How you will make sure your product or activity is available to people across Australia.

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:



- why people need your information product or activity



- how your project will help 1 or more of the target groups.

You need to explain:



- how your project will help 1 or more of the target groups



- what makes your project new and different.

You might include:



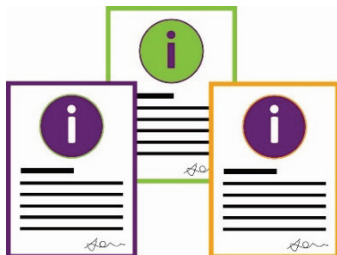
- proof of how much your project is needed by people with disability



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



- a plan for how your project will work



- examples of projects like this that you have done before.

Criterion 2

How the product or activity will improve the way people find and use information

This criterion is about:



- how your project will help 1 or more of the target groups



- how your information product or activity will help people with disability take part in their community



- how your information product or activity will help mainstream organisations and services:
 - understand disability
 - deliver supports and services.



You need to explain how you will share your product or activity with:

- your target group
- the community.



You also need to explain the results you expect to see from making and sharing your information resources.

Criterion 3

How to make sure the product will be helpful for a long time



This criterion is about making sure your information product or activity will be helpful for a long time.

You need to explain how you:



- will make the information an important part of your organisation



- will share the information with other people in your organisation

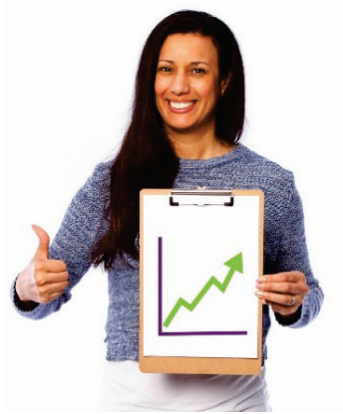


- will make sure the information you share stays up to date



- might continue to share the information after the grant finishes.

You might also talk about:



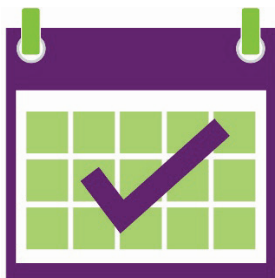
- ways your project could grow



- ways your project could be done by other people in other places



- how your information product will make a difference for the people who use it



- how you will keep your information up-to-date.

Criterion 4

Demonstrated organisational capacity and capability to successfully deliver the project

This criterion is about:



- how you will manage the project



- how people with disability will be included in the work you do on the project

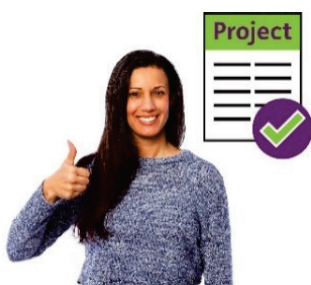


- who will work on the project and what they will do.

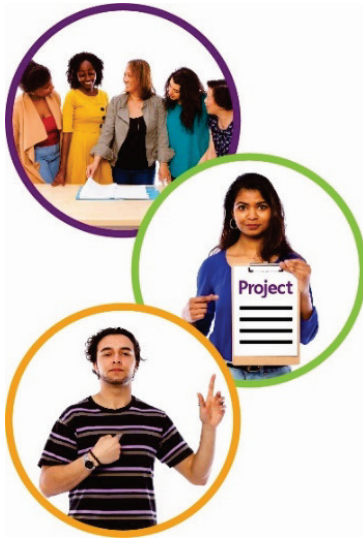
You need to explain:



- how you will make the project work



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



You 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.



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



You might like to talk about experience you have developing other information products like this.



You can also send us any planning you have done already for your project.

Criterion 5

How you will make sure your product or activity is available to people across Australia



This criterion is about how you will deliver your information product or activity to people across Australia.

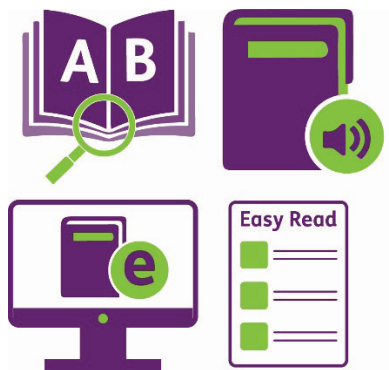
You need to explain:



- how you will make sure you do things the same way across Australia



- which other organisations you might work with to make this happen



- the different formats you will use to meet the needs of people with disability.

You might also talk about what you could do:



- in one place first to make sure it can be done the same way in other places across Australia



- to make sure it's easy for people across Australia to find the information they need.

How long do the grants last?



We will fund activities that last for up to 3 years.



We expect that the activities will start from August/September 2019.



If we give you a grant, your activities need to finish within 3 years.



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



Your organisation needs to write regular reports for us over those 3 years.

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



- the costs for travel or accommodation



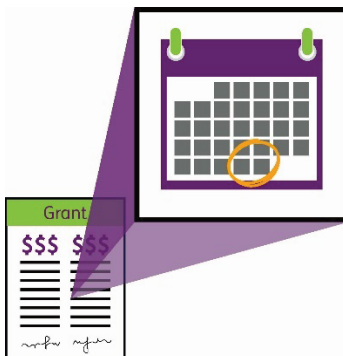
- administration and operating costs such as:
 - phones
 - computers and ICT
 - software
 - insurance
 - printing and stationery
 - accounting and checking records



- 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 60.

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

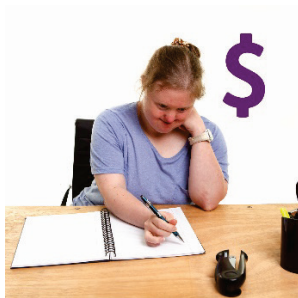


There are some things you can't spend your grant money on.

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



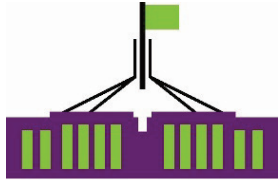
- activities your organisation already gets funding for



- 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
 - 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
- 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.

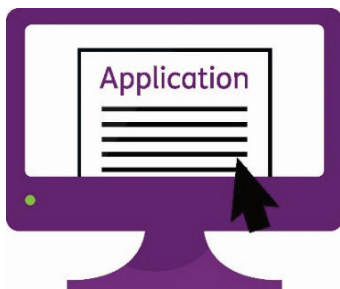


Money from this round of grants can't be used for activities that might get money from the Australian Government in another way.

Applying for a grant



You need to send us your grant application by 11pm on Friday 10 May 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:



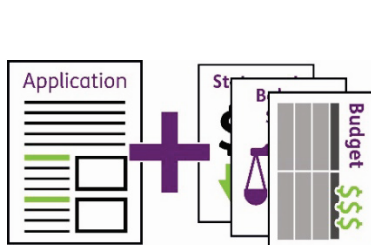
- about your organisation

- how you will meet each of the selection criteria.

Your application needs to include:



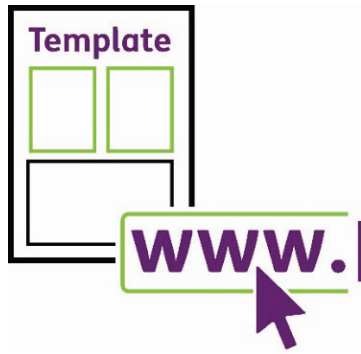
- a budget for your activities
- your organisation's year-end financial statements:
 - Profit and Loss Statements
 - Balance Sheet.



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/

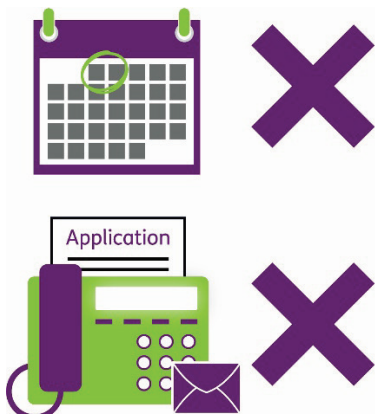


You can't change your application after you have sent it to us.



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

We won't accept any:



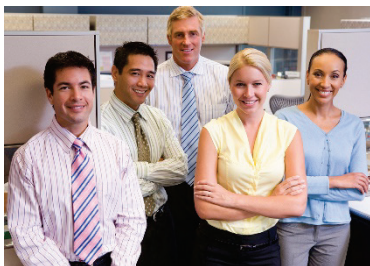
- late applications unless you have asked us first
- applications sent by fax or mail.



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 the Commonwealth Government
- people with disability
- people who are experts and specialise in disability.



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



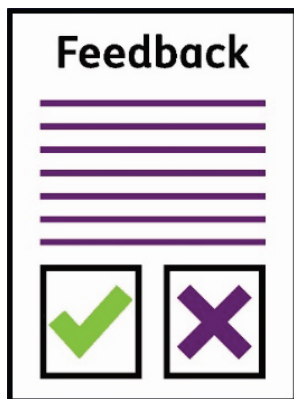
The NDIA Delegate will make the final decisions about who will be given grants.

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

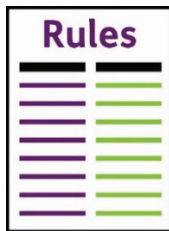


If you are successful, you will need to sign a Grant Agreement with the NDIA.

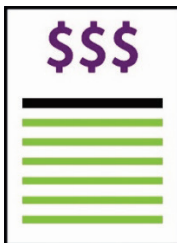
Your Grant Agreement:



- 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

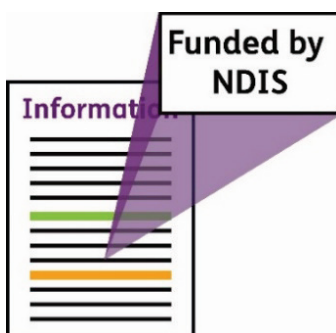


- keep good records for the project



- 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) – National Information Program – Funding Round 2019-22.”



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 ILC Program.

The things we need to do also include:



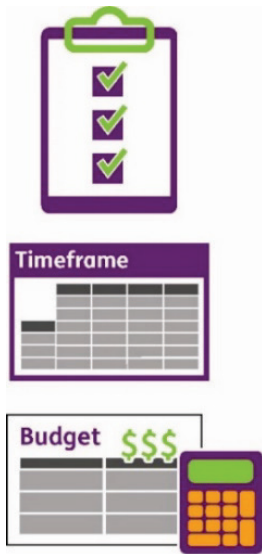
- choosing the right organisations to give grants to



- making sure the applications we get match these guidelines



- running the ILC Program in a way that works well



- working with people who get grants to make sure the ILC 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 ILC 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

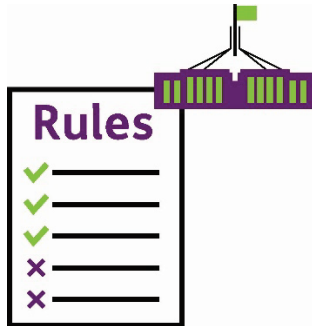


There is also a complaint form you can use on the Community Grants Hub website.

www.communitygrants.gov.au/



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

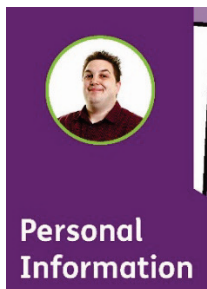
We will tell you:

Name:

Address:

Phone:

- what personal information we collect



- why we collect your personal information

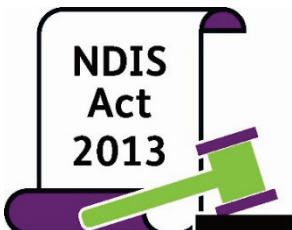


- who we share your personal information with.

There are laws that tell us how to look after private information, they are:



- the *Privacy Act 1988*



- the *National Disability Insurance Scheme Act 2013*.



We need to follow these laws.

You, and anyone who works on your project, need to follow these laws too.



If you need to share private information you must ask for **consent** in writing.

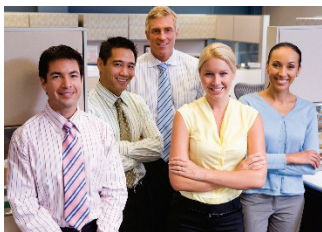
If someone gives you consent, they say it is ok for you to do something.



We might need to share information about people who:

- apply for grants
- we give grants to.

We might need to share that information with:



- the Selection Advisory Panel



- people who work for the NDIA



- people who work for government



- the Australian Taxation Office.



We might need to share information:

- in reports we write
- for research
- because a laws says we must.



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.



We will put any rules about keeping information private in your Grant Agreement.

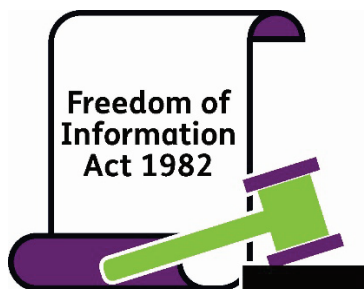


Our Privacy Policy explains more about how we handle your personal information.

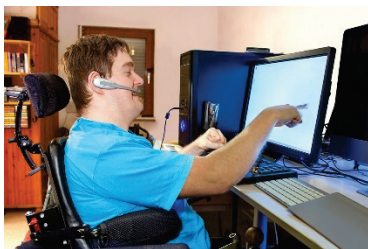
You can find it on the NDIS website.

www.ndis.gov.au/privacy

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.



Consent

If someone gives you consent, they say it is ok for you to do something.



Consortium

A group of organisations working together.



Grant

Money from the government for important work that helps others.



GST

The Goods and Services Tax.



ILC

Information, Linkages and Capacity Building



Mainstream organisations and services

Services in the community for everyone to use



NDIA

National Disability Insurance Agency



NDIS

National Disability Insurance Scheme



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.

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 Friday 3 May 2019.



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



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