Economic and Community Participation (ECP) Grant Round 2019-2020
Grant Opportunity Guidelines
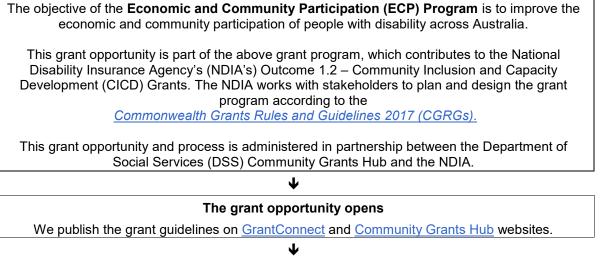
Opening date:	Monday 9 September 2019
Closing date and time:	11:00PM AEDT on Monday 21 October 2019
Commonwealth policy entity:	National Disability Insurance Agency (NDIA)
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: support@communitygrants.gov.au Questions should be sent no later than 5.00PM AEDT on Monday 14 October 2019
Type of grant opportunity:	Open competitive

Contents

1. Information, Linkages and Capacity Building (ILC): Economic and Community Participation (ECP) Grant Round 2019-2020

The objective of the **Economic and Community Participation (ECP) Program** is to improve the economic and community participation of people with disability across Australia.

This grant opportunity is part of the above grant program, which contributes to the National Disability Insurance Agency's (NDIA's) Outcome 1.2 – Community Inclusion and Capacity Development (CICD) Grants. The NDIA works with stakeholders to plan and design the grant program according to the
Commonwealth Grants Rules and Guidelines 2017 (CGRGs).

This grant opportunity and process is administered in partnership between the Department of Social Services (DSS) Community Grants Hub and the NDIA.

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The grant opportunity opens

We publish the grant guidelines on GrantConnect and Community Grants Hub websites.

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You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.

⬇

We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with relevant money and compare it to other applications.

⬇

We make grant recommendations

We provide advice, through the Selection Advisory Panel to the decision maker on the merits of each application.

⬇

Grant decisions are made

The decision maker, the NDIA Delegate, decides which applications are successful.

⬇

We notify you of the outcome

We advise you of the outcome of your application.

⬇

We enter into a grant agreement

The NDIA enters into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.

⬇

Delivery of grant
You undertake the grant activity as set out in your grant agreement. The NDIA manages the grant by working with you, monitoring your progress and making payments.

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Evaluation of the Information, Linkages and Capacity Building (ILC) Economic and Community Participation (ECP) Grant Round 2019-2020
The NDIA evaluates your specific grant activity and the *Information, Linkages and Capacity Building (ILC) Economic and Community Participation (ECP) Grant Round 2019-2020* as a whole. We base this on information you provide to us and from what we collect from various sources. The NDIA requires you to provide specified data about your project and organisation, access to participants of your project for surveys and other information gathering and we may engage in deeper evaluation activities. We aim to share this data with you to provide you with an understanding of the relevant status and success of your project.

1.1 Introduction

These Grant Opportunity Guidelines contain information for the first grant round under the *Economic and Community Participation (ECP) Program*. Applicants **must** read this document before filling out an application**.**

Applicants **should** also read both the *Information Linkages and Capacity Building (ILC) Investment Strategy (ILC Strategy)*, and the *Information, Linkages and Capacity Building Program (ILC) Program Guidelines 2019-20 to 2021-22*, which set the policy context for this grant round.

This document sets out:

- the purpose of the program and grant opportunity

- the eligibility and assessment criteria

- how grant applications are considered and selected

- how grantees are notified and receive grant payments

- how grantees will be monitored and evaluated

- responsibilities and expectations in relation to the opportunity.

An Easy English version of these Grant Opportunity Guidelines will be available on the GrantConnect and Community Grants Hub websites.

2. About the ILC Program

The National Disability Insurance Agency (NDIA) delivers its Information, Linkages and Capacity Building (ILC) Program under Outcome 1.2 – *Community Inclusion and Capacity Development (CICD) Grants* (refer to the Department of Social Services (DSS) Portfolio Budget Statements).

The Australian Government has announced a total budget allocation (all GST exclusive figures) for the ILC Program as per the table below:

FY 2019-20	FY 2020-21	FY 2021-22
$131.615 million	$132.835 million	$134.694 million

In December 2018, the then Minister for Families and Social Services announced the implementation of a new *Information Linkages and Capacity Building (ILC) Investment Strategy (ILC Strategy)*.

The *ILC Strategy* is funded under the CICD Grants Program and has four discrete and complementary sub-programs, which are being commissioned progressively during 2019:

1. **National Information Program** – providing accessible, quality and consistent information about disability types and services and support options (community and mainstream).

2. **Individual Capacity Building Program** – enabling systematic, nationwide access to peer support, mentoring and other skills building for people with disability, carers and families, delivered through a national network of Disabled Peoples Organisations and Families Organisations (DPO/FOs).

3. **Economic and Community Participation Program** – increasing the social and economic participation, including employment outcomes, of people with disability.

4. **Mainstream Capacity Building Program** – ensuring equity of access to and increase inclusion of people with disability in mainstream services.

2.1 About the Economic and Community Participation (ECP) Program grant opportunity

The ECP Program aims to build the capacity of the community to create opportunities for people with disability to contribute to community prosperity and participate in community life. The program will be implemented through three streams: Economic Participation, Social and Community Participation, and Activating Community Inclusion.

Building from the interim ILC Economic Participation of People with Disability Grant Round 2019-20, the Economic Participation stream will focus on initiatives that create pathways to employment and drive more inclusive practices by employers. This also includes recognising the value of volunteering as providing a pathway to employment for people with disability, their families and carers.

The Social and Community Participation stream will drive more inclusive practices so people with disability can participate in community life.

The Activating Community Inclusion stream will provide small grants to assist with improving community attitudes towards disability and provide opportunities for people with disability to be included in everyday life. **This stream will be commissioned at a later date and is not part of this grant round.**

This grant round is an open, competitive selection process.

2.2 Objective of this grant round

The objective of this grant round is to improve the economic and community participation of people with disability across Australia.

This grant round aims to fund projects that provide a catalyst for increasing access and inclusion in economic and community participation. The funding is not intended to be ongoing, but rather to provide a catalyst for activities to build their capacity to be accessible and inclusive of all people with disability.

2.3 Context for this grant round

There are two streams under the ECP Program within this grant round. Together these streams enable a top-down and bottom-up approach to creating opportunities for people with disability. The streams are:

- Stream 1: Economic Participation
    - Sector based initiatives to create pathways to employment and drive inclusive practices for people with disability to contribute to Australia's economic prosperity.
- Stream 2: Social and Community Participation
    - Drive inclusive practices to create opportunities for people with disability to participate in community life, with a focus on arts, culture, sport and recreation.

Stream 1 Economic Participation for this grant round has a particular focus on:

- building the capacity of people with disability to be active in the economy, particularly through employment
- supporting employers to enhance their knowledge and capabilities to employ people with disability.

Studies show that people with disability are considerably under-represented in the Australian labour market, are less likely than those without disability to be employed full-time and typically face longer periods of unemployment. While there are many complex factors underpinning this, previous studies have outlined a series of persistent and prevalent barriers deterring many employers from employing people with disability.

Stream 2 Social and Community Participation for this grant round has a particular focus on enabling participation in two aspects of community life:

- Arts and cultural activities.
- Sport and recreation activities.

The NDIA recognises that, as part of being included in their local community, all people with disability should have the opportunity to participate in arts and cultural activities, and sport and recreation activities.

The ECP Program aligns with the National Arts and Disability Strategy, which provides a coordinated framework for Australian governments to provide support for artists and audiences with disability. The National Arts and Disability Strategy also promotes inclusion, best practice and partnerships to enhance access and participation in the arts and culture. The Strategy is currently being renewed.

2.4 Outcomes of this grant round and the ECP Program

This grant round will build the capacity of the community to create opportunities for people with disability to contribute to economic and community prosperity and participate in community life.

The NDIA seeks applications that outline evidence-based, innovative models and modes of delivery, based on the needs of the proposed target cohort/s, which align with the grant purpose, and that will contribute to the following ILC outcomes:

- People with disability participate in and benefit from the same community activities as everyone else.

- People with disability actively contribute to leading, shaping and influencing their community.

Additionally, the specific outcomes for the ECP Program include:

- people with disability reporting increased access to and use of community services and activities

- people with disability reporting increased social or economic participation

- people with disability having a greater role in service or activity improvement.

2.4.1 Grant activity cohorts

This grant opportunity is an open, competitive selection process. The activities must meet identified needs and interests of people with disability and reflect a contemporary, positive and progressive approach to capacity building.

The NDIA encourages applications that focus on activities for specific cohorts that require detailed cultural or other knowledge to be effective. These *ILC Priority Cohort Groups* include:

- Aboriginal and Torres Strait Islander communities

- Culturally and Linguistically Diverse communities

- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Asexual and Plus (LGBTIQA+)[1] cohort

- communities living in rural and remote areas.

2.5 Grant period, amounts and funding available

The grant opportunity will run from 9 September 2019 to 11.00PM AEDT on 21 October 2019.

The NDIA has allocated a total of $58 million (GST exclusive) of funding for the Economic and Community Participation Grant Program over three years.

A total of $30 million (GST exclusive) is available over three years for this grant round. Minimum funding amount that applicants can apply for is $100,000 per year (or $300,000 over three years).

The NDIA reserves the right to increase or decrease the overall amount of funding available in this funding round based on the quantity and quality of applications received.

2.6 Other considerations

In a competitive selection process, applications that are found to be suitable will be subject to a comparative assessment. If the NDIA considers that the applications received through a funding round are unlikely to:

- meet the NDIA and ILC Program objectives, or

- deliver a satisfactory result for the community

then all or part of the funding round may be withdrawn or readvertised at the NDIA's discretion. Alternatively, the NDIA may decide to conduct a new and/or different selection process for that funding round. For all funding rounds or opportunities, the NDIA delegate will ultimately determine

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[1] The '+' acknowledges that no single acronym can capture the full and rich diversity of people's lives and identities.

whether an application will receive funding, the amount of funding to be allocated and/or whether the allocated budget for the funding round is fully expended.

The NDIA anticipates further grant opportunities for the ECP Program will be available in subsequent years.

2.7　Geographical location

The ECP is a national program. To support consistency and equity in delivering the activity for all eligible Australians, the NDIA is looking for a variety of delivery models operating at the following geographic levels:

- Local – at approximately one Local Government Area (LGA)

- Regional – multiple LGAs

- Jurisdictional – across an entire state or territory

- Multi jurisdictional – across more than one state or territory

- National – across all states and territories

3.　Eligibility criteria

3.1　Eligible entity types

The NDIA can only provide funding to an organisation that is a legal entity. Non-legal entities, specifically Unincorporated Associations, may work with other organisations through a consortia or auspice arrangement to submit an ILC grant application. Lead organisations of a consortium and auspicors (in the case of grant rounds) must also be an eligible entity type. To be eligible you must be one of the following entity types:

Entity Type	Description
Indigenous Corporation	A Corporation incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 – CATSI Act.
Corporate Commonwealth Entity	A Corporate Commonwealth Entity is a Commonwealth entity that is a body corporate. It is legally separate to the Commonwealth and has the capacity to enter into contracts in its own right. It is a body corporate established under Commonwealth legislation.
Non-corporate Commonwealth Entity	A Non-corporate Commonwealth Entity is a Commonwealth entity that is part of the Commonwealth and which represents and acts on behalf of the Commonwealth. They are Commonwealth Departments i.e. a Department of State, as recognised by the Administrative Arrangements Orders, or a Parliamentary Department.
Non-corporate Commonwealth Statutory Authority	A Commonwealth Non-corporate Statutory Authority is an entity that is separate to the Commonwealth but is not strictly a body corporate for example it may be a commission, a commissioner, an authority, or other statutory position to which a person or persons may be appointed. It is established by Commonwealth legislation.
Commonwealth Company	A Commonwealth Company is a company incorporated under the Corporations Act 2001, owned or controlled by the Commonwealth.

Entity Type	Description
Corporate State or Territory Entity	Corporate State or Territory Entities are State or Territory entities that are a body corporate. They are legally separate to the relevant State or Territory and have the capacity to enter into contracts in their own right. They are body corporates established under State or Territory legislation.
Non-corporate State or Territory Entity	A Non-corporate State or Territory Entity is a State or Territory entity that is part of the State or Territory. It represents and acts on behalf of the State or Territory. It is not legally separate to the State or Territory. Known as Departments of State in South Australia and Directorates in the ACT.
Non-corporate State or Territory Statutory Authority	A State or Territory Non-corporate Statutory Authority is an entity that is separate to the State or Territory but is not strictly a body corporate, for example it may be a commission, a commissioner, an authority, or other statutory position to which a person or persons may be appointed. It is established by State or Territory legislation.
Cooperative	A Cooperative is an entity of that name which has been established and/or registered as a cooperative under the relevant legislation in the State or Territory in which they formed. Sometimes this is under the incorporated associations' legislation.
Incorporated Association	An Incorporated Association is an association that has been incorporated or registered as an incorporated association under the relevant incorporated associations' legislation in the State or Territory in which they were formed.
Statutory Entity	Some statutory entities are not Government entities, but have been created by, or at least recognised by Commonwealth or State/Territory legislation. Often these religious or educational institutions pre-date the current forms of legal entities. For example, the Anglican Church to the extent that it holds and administers property, is recognised as a distinct type of corporation under various different Acts in each State.
Partnership[2]	A Partnership is an agreement by legal organisations to share responsibility for debts, losses and obligations which any individual Partner may take on in the course of conducting the business or activities of the Partnership. In order to be eligible, each individual partner organisation of the partnership must be one of the types of legal entities described in this 'Eligible Entity Types' table. A Partnership may consist of both Government and private partners.
Trustee on behalf of a Trust[3]	A trust is a set of relationships between legal entities. A trust, per se, cannot enter into an agreement. The trustee of a Trust is a legal entity that can enter into agreements on behalf of the Trust (provided the terms of the trust permit it to do so). In order to be eligible, the trustee must be one of the types of legal entities described in this 'Eligible Entity Types' table.

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[2] Partnership – the individual partner organisations will enter into the agreement with the agency. A Partnership Agreement or a list of all individual partner organisations of the Partnership may be requested.

[3] Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the Application Form

Entity Type	Description
Local Government	A Local Government Entity is an entity established under State or Territory local government legislation, for the purposes of governing local areas within the State or Territory. In States, they are generally referred to as local councils.
Company	A Company is a company incorporated under the Corporations Act 2001 (Cth).

3.2 Additional eligibility requirements

Applications will only be accepted from applicants that:

- have an Australian Business Number (ABN) or be willing to obtain one prior to the execution of the grant agreement
- are registered, or willing to register for the purposes of GST if their income turnover, as a result of a successful grant, will exceed the thresholds defined by the Australian Tax Office
- have an account with an Australian financial institution
- have Public Liability Insurance coverage for the duration of the project.
  [Note: applicants may be asked for a copy of their have Public Liability Insurance]

Applicants that are eligible to be registered with the Office of the Registrar of Indigenous Corporations (ORIC) should be registered prior to submitting an application.

3.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

Entity Type	Description
Person	A Person is a natural person, an individual, a human being.
Sole Trader	A Sole Trader is a Person who trades in their own right, and controls and manages their business. They are legally responsible for all aspects of the business, and personally responsible for debts and losses incurred in carrying on their business. They may trade under their own name, or they may operate under a separate registered Business Name. The legal contracting entity is the Person.
International Entity	An International Entity is a foreign party that is not registered for business in Australia.
Unincorporated Association	Groups or organisations not legally formed or registered are not eligible to apply in their own right.

3.4 Applications from a consortium

Applications from consortia will be accepted, as long as they have a lead applicant who is solely accountable to the NDIA for the delivery of grant activities and is an eligible entity as per Section 3.1 and 3.2 (additional requirements). Non-lead members of the consortium **do not** need to be an eligible entity.

The lead organisation must complete and submit the application on behalf of the consortium members. The lead organisation must identify all other members of the proposed consortium in the application. Only the lead organisation will enter into a grant agreement with the NDIA, but the lead organisation must have the authority to do so on behalf of the consortium members.

A formal agreement must be in place between all consortium members and be provided to the NDIA if requested, prior to execution of the grant agreement.

3.5 Auspice arrangements

The NDIA can only award grants to an organisation that is a legal entity to ensure that the organisation can be held legally responsible for meeting the contractual obligations of the grant. However, those organisations that do not meet the eligibility criteria at Section 3.1 and 3.2 may still be able to participate in the grant round if they are able to establish an auspice arrangement.

An auspice arrangement can also be used by organisations unwilling or unable to take on the responsibilities of grant management. The proposed budget to be included with the application should clearly indicate any auspicing or management fees that will be charged by the auspicor.

The auspicor must be any organisation that is a legal entity (Section 3.1) and capable of satisfying the additional requirements outlined in Section 3.2.

The auspicee (the group seeking to deliver the activity) must complete the template provided on the GrantConnect and Community Grants Hub websites authorising the auspicor to apply on their behalf. The applicant will be prompted to include this template as part of the application process.

The application must detail why the auspicor is the appropriate body to be auspicing the application.

If the application is successful, the auspicor and auspicee must enter into an auspice agreement and show provide a copy to the NDIA upon request. An auspice agreement is a legally binding document. Not-for-profit Law has information about auspicing.

3.6 Applicants currently in receipt of NDIA ILC funding

Applicants that are currently receiving ILC funding through a previous ILC grant round may apply under this grant round. However, applicants will not be awarded funding that duplicates activities/projects they have already received ILC funding to deliver. Further, the current level of ILC funding and performance against the grant agreement may be considered during Selection Advisory Panel deliberation.

3.7 Applicants that are applying for funding under separate NDIA ILC Grants

Applicants are able to apply for separate ILC grant opportunities that may be open concurrently with this ECP grant round. However, should applicants apply for funding under separate ILC grant rounds for the same activities, the applicant will only be eligible to receive funding under **one** program.

3.8 Applicants that are sibling and carer-led organisations

Organisations established to primarily support siblings and carers of people with disability are eligible to apply. Applications from these organisations must demonstrate a direct benefit to people with disability, not as a secondary outcome achieved through carer/sibling wellbeing.

3.9 Applicants that are NDIA registered providers of support

If an applicant meets the organisational eligibility criteria and are a registered provider of support under the NDIS, they can apply for a grant under this ILC funding opportunity. The NDIA recognises that, in a small number of cases, this may result in actual or potential conflicts of interest. Organisations intending to apply for funding should refer to the Conflict of Interest Section (Section 12.2) in these Grant Opportunity Guidelines.

3.10 Partners in the Community (Local Area Coordination and/or Early Childhood Early Intervention Partners)

Organisations partnering with the NDIA to provide Local Area Coordination (LAC) and/or Early Childhood Early Intervention (ECEI) services through the NDIS Partners in the Community Program are eligible to apply.

Activities must not duplicate activities that would be expected to be delivered through their Partner role. Organisations intending to apply for funding under this grant approach should refer to the Conflict of Interest Section (Section 12.2) in these guidelines.

3.11 What qualifications, skills or checks are required?

If you are successful, personnel working on the grant project, including subcontracted personnel, must maintain accreditations and qualifications as required by law and relevant industry standards.

Applicants should be aware of, and familiarise themselves with, requirements of the NDIS Quality and Safeguards Commission. This includes, but may not be limited to, requirements of grant recipients to comply with the NDIS Code of Conduct. Further information can be found on the NDIS Quality and Safeguards Commission website.

4. What the grant money can be used for

4.1 Eligible grant activities

To be eligible your grant activity must align with the ILC policy.

4.1.1 Stream 1 Economic Participation

Types of economic participation activities that this grant round will fund include, but are not limited to the following:

Capacity Building for Employers - projects that build the capacity of workplaces to attract, employ and retain people with disability.

Pathways to Employment - projects that build employable skills of people with disability in workplace settings.

Fostering Entrepreneurship - projects that build capability for people with disability to develop and maintain successful self-employment.

Other – other innovative projects to increase employment of people with disability.

Applications should address the demonstrated needs of a specific cohort or region, utilising relevant state / territory disability plans, the National Disability Strategy, local government disability action plans, survey data or other evidence based approach.

Capacity Building for Employers - projects that build the capacity of workplaces to attract, employ and retain people with disability

Capacity Building for Employers are activities to increase the knowledge, motivation and confidence of employers to seek out, employ, retain and develop the professional capabilities of people with disability. Activities may be used to build the capacity of management (including boards), team or workplace culture or to ensure that people with disability are supported to perform well in their job and have access to leadership and development opportunities throughout their career. Small to medium enterprises are organisations that may particularly benefit from these activities.

Proposals should take into consideration and not replicate the resources, supports and services available to employers through Disability Employment Services (DES), the Employment Assistance Fund (EAF) administered by JobAccess and the National Disability Recruitment Coordinator (NDRC).

Eligible activities can include:

- education and awareness building for mainstream recruitment and employment agencies to address perceived barriers in placement and employment of people with disability

- targeted employment opportunities for people with disability in sectors where they have engagement (e.g. health and justice)

- development programs for organisational management or committee/board members to raise awareness and improve motivation to employ people with disability (e.g. people with disability leading education programs on employing people with disability)

- training or education for organisational management in developing and implementing policy and practice change to create inclusive workplace environments for people with disability, to complement the employer toolkit on JobAccess[4] (e.g. workplace exchange program between a Disabled Peoples Organisations or Families Organisations and manufacturing organisation to understand systems and processes to create inclusive workplace practices)

- establishing a framework or recruitment structure that enables partnerships to collaborate with other organisations to share staffing resources (e.g. developing cooperative agreements to provide secondment or share employment of a person with disability with a focus on sustainable employment[5])

- developing and delivering promotional or marketing activities to attract people with disability to seek employment with your organisation (e.g. a service run by people with disability offering education to employers to promote your organisation as an employer of choice to people with disability)

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[4] An employer toolkit was launched in early 2019 which provides resource for employers to hire people with disability:

[5] Applicants may wish to consider the findings of the research report *Making it Easier for Small Business to employ people with disability*

- delivering regional wide programs that build a community of practice between employers of people with disability

- delivering regional programs which facilitate the creation of peer networks and mentoring opportunities for employees with disability, people with disability looking for work and/or employers

- scaling a successful prototype that increases inclusion.

Pathways to Employment – programs that build employable skills of people with disability in workplace settings

Pathways to Employment place-based programs build employable skills of people with disability through placements[6] in real work settings. The application will need to clearly show how the proposed program is different to JobActive, DES or what can be funded through an individual's NDIS plan.

Placements should be tailored and designed to run for a period of time, which enables individuals to build employability and consolidate transferable workplace skills. Programs should provide high levels of mentoring, guidance and collaboration between participating workplaces and people with disability participating in the program.

Proposals should take into consideration the resources, supports and services available to people with disability through DES and other federal, state and territory government funded employment programs.

Eligible activities can include:

- mentoring and coaching programs for job seekers with disability to identify and achieve their career goals

- innovative partnerships between employers, training organisations and schools to prepare people with disability for work and to access meaningful employment

- programs which actively link and leverage off existing Commonwealth and state government employment services and support, to provide appropriate pathways for people with disability to employment

- developing and implementing models of evidenced based practice that encourage skills development, at any level of an organisation, in the enhancement of employment readiness or greater independence and leadership in the workplace

- programs that establish partnerships across a network of organisations to offer a diversity of workplace experiences and skill development

- programs that provide assistance to a group of people with disability to be inducted, trained and integrated into the workplace (e.g. employing a technical specialist to work alongside management and team leaders during the workplace orientation of a group of people with disability)

- delivering regional programs that foster a community of practice between local chambers of commerce to facilitate employment through School Based Apprenticeship or Traineeship opportunities

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[6] Unpaid work and work experience placements to consider FairWork information and requirements under relevant state and territory laws. See Work experience & internships and Unpaid work.

- coordination of an online peer support group for employees with disability in a sector or sectors participating in work placement programs

- skills advancement / secondment programs that encourage clusters of business to create opportunities to temporarily place employees with disability in allied businesses and/or higher duties to develop leadership skills and knowledge.

Fostering Entrepreneurship – programs that build capability for people with disability to develop and maintain successful self-employment

This program stream recognises the important role of self-employment or entrepreneurship to flexibility, independence and choice for people with disability.

Proposals should take into consideration the resources available through the New Enterprise Incentive Scheme (NEIS) and be targeted towards supporting individuals with disability, organisations and employment agencies to understand the realities of small business training, development, and ownership and to address the key barriers to successful entrepreneurship. Barriers include additional time, expertise required to support the development of a business plan, lack of confidence/limited aspirations, consumer discrimination or unhelpful attitudes of business advisers.

Entrepreneurs include, microbusiness and social entrepreneurs (entrepreneurship where the primary goal is social change over profit) (definition by centre for applied disability research).

Eligible activities can include:

- programs that establish networks for existing or prospective entrepreneurs with disability

- programs that mentor a group of people with disability to scope and establish entrepreneurship

- events or forums to promote the capabilities of people with disability in entrepreneurship

- furthering social enterprises and co-operative ventures that are established and operated by people with disability.

Other – other innovative projects to increase employment of people with disability

4.1.2   Stream 2 Social and Community Participation

For this round, the arts and culture, and sport and recreation sectors are being targeted. This means you must apply to deliver projects within these sectors.

Types of social and community participation activities that this grant round will fund include, but are not limited to the following:

- Activities that foster and encourage the development and creation of bespoke adaptive equipment. These activities must solve a specific identified need and be co-produced alongside the person with disability. The activities should result in solutions that enhance the autonomy, access and quality of life of people with disability, thereby enabling improved participation within the workplace or community. Proposals that incorporate open source solutions and promote pro bono and volunteer engagement are encouraged. Please note that the purchase of adaptive equipment is not permitted within the ILC policy

and applicants will need to delineate between the development and the costs associated with the manufacture of the equipment.

- Contextualising educational resources and program delivery approaches so that the targeted sector improves its understanding of disability (social model) and prospects for increasing opportunity and inclusive practices.

- Piloting and growing pathways to involvement in civic participation and leadership.

- Programs of work that enhance the capacity of local communities to improve inclusive approaches.

- Community awareness raising to improve the community's response to supporting and including people with disability.[7]

- Training for volunteers to enable them to better work alongside people with disability, including co-design and redesign of activities to better enable inclusion.

- Development of capacity building modules and opportunities for staff in business or community facilities.

- Establishment of governance structures centred on facilitating opportunities for people with disability to influence decision making (e.g. disability consumer representative committees).

- Establishing and maintaining inclusive playgroups for children with developmental delays that enable community participation.

- Coordination of a regional peer group for people with disability participating in cultural and recreational placement programs.

- Other innovative projects to increase the social and cultural participation of people with disability.

4.2 Eligible expenditure

You can only spend the grant to pay for the following:

- Staff salaries and on-costs that can be directly attributed to the provision of the project as per the grant agreement.

- The portion of operating and administration expenses directly related to the project as per the grant agreement, such as:

    - Communications (telephone / internet / captioning)

    - facility hire / rental

    - Information technology (computer / website / software)

    - insurance

    - utilities

    - postage

    - stationery and printing

    - accounting and auditing

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[7] Must be different to activities funded through International Day of People with Disability

- domestic travel/accommodation costs

- assets as defined in the grant agreement terms and conditions that can be reasonably attributed to meeting agreement deliverables.

- Larger requests for funding should allocate a proportion of the grant funding to for evaluation of the project to demonstrate delivery of outcomes.

- Use of external consultants to support development of resources is eligible but should be short term. The applicant must clearly describe in the application how the use of the consultant will result in a transfer of skill development (e.g. use of a consultant to design and deliver a train the trainer model) with subsequent training facilitated by the organisation.

Successful applicants can only spend grant funds on eligible grant activities as defined in their grant agreement.

4.3   What the grant money cannot be used for

Applicants cannot direct the ILC grant funding towards:

- costs incurred from activities delivered prior to the ILC funding being approved (retrospective costs)

- costs incurred in the preparation of a grant application or related documentation

- the purchase of land, major capital expenditure or major construction/capital works

- overseas travel

- activities subsequently funded from another funding source for the same purpose

- activities that are the role of peak body activities such as policy advice, advocacy or research

- projects that provide individual advocacy or systemic advocacy

- activities and supports that would be deemed reasonable and necessary for participants and funded under an NDIS Plan. Funds cannot be provided directly to individuals

- activities that other Commonwealth, state, territory or local government bodies have responsibility for ensuring access and inclusion of people with disability. For example:

    - Employment – ILC grants cannot be used to fund activities that are the responsibility of the Disability Employment Services 'Employment Assistance Fund', which provides financial support for work-related equipment, modifications and services such as adjustments to the workplace to suit employees with disability and disability awareness training

    - Education – ILC grants cannot be used to pay for the cost of teachers or childcare workers to undertake disability inclusion training or to fund activities that are the responsibility of the National Disability Coordination Officer (NDCO) program that works strategically to assist people with disability access and participate in tertiary education and subsequent employment

    - Transport – ILC grants cannot be used to fund capital works to make a transport facility more accessible

    - Health – ILC grants cannot be used to pay for the installation of adjustable examination tables or lifting equipment

- activities to fulfil the obligations of the organisation under the disability discrimination legislation to be accessible, inclusive and meet the needs of people with disability, such as a reasonable adjustment under the *Disability Discrimination Act 1992* (Cth) (e.g. general inclusion or disability awareness training for staff)

- activities that can be more appropriately provided by other mechanisms or support services such as "reasonable adjustment" under the *Disability Discrimination Act 1992* (Cth)

- activities that are considered by the NDIA as being eligible for funding support through a more appropriate source

- activities that duplicate previous ILC grant funded projects **except where** the applicant can demonstrate that the need being addressed still exists, and must explain how the continuation of the project will contribute to achievement of ILC outcomes

- activities that are funded, or are eligible to be funded, under other government initiatives

- activities that duplicate the activities undertaken by NDIS Partners in the Community (Local Area Coordination and/or Early Childhood Early Intervention) organisations

- activities that involve travel to international or national conferences

- activities that involve contributions to fundraising and/or marketing of any supports if the applicant is also registered as a Provider of NDIS Support

- activities that involve contributions to capital development

- activities that involve costs associated with registration or maintenance of registration as a Provider of NDIS Support and its associated quality assurance activities

- activities that involve staff development for NDIS Providers

- activities that involve government fees, charges or taxes

- activities that would most appropriately be funded through other ILC programs such as information products and websites, which may be funded through the ILC National Information Program.

We cannot provide a grant if you receive funding from another government source for the same purpose.

4.4   Accessibility

We require all successful grant recipients to consider the accessibility and inclusivity of any information resources that will be developed. A guide to accessible and inclusive documentation can be found here: Accessibility and inclusivity or Make content accessible - Digital Standards.

Likewise, all web-based material generated under or in connection with the project, must be fully compliant with WCAG Web Content Accessibility Guidelines.

5.   Assessment criteria

You must address the following assessment criteria in your application. Each criterion below is weighted equally.

The application form includes character limits – up to **6000 characters** (approx. 900 words) for all selection criteria. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

Criterion 1 – Need and Suitability of the Economic and/or Social and Community Participation activity

Describe the Economic Participation activities and/or the Social and Community Participation activities that you intend to deliver and why these are needed in the proposed location.

In your response you should:

- describe the activities you seek to deliver (*what will you do?*)

- describe the people that the activities are expected to support (*who will you assist?*)

- describe where you seek to deliver the activities and explain why these activities are needed in the proposed location/s (*where will you work and why those areas?*)

- describe how the proposed activities **directly** benefit people with disability; (*how will it help?*)

- describe how the activity will be developed and delivered in collaboration with people with disability (*who will you work with and how will you work with them?*)

Criterion 2 - Contribution to ILC outcomes

Describe how you expect the activities you intend to deliver will help to achieve the following outcomes:

- Increased understanding of community personnel about disability and inclusion

- Improved inclusive behaviour in community activities

- Improved individual attitudes and community culture

In your response, you should:

- describe the current capacity of organisations you will target through your project

- describe how and why the proposed activities will address the above outcomes for employers and community organisations and people with disability

- describe any additional evaluation activities (beyond those stipulated by ILC) that you intend to use to monitor the progress of the project and the people who participate.

Criterion 3 - Capability of the organisation to deliver

Describe how you will implement and manage the activities.

In your response, you should describe:

- the top six key milestones or stages of your Project Plan

- how you plan to engage people with disability in the planning and delivery of the project (including employment)

- who will manage the project and the role of your board/committee in oversight of the activities

- partnerships or collaborations you intend to undertake

- how you will implement and manage the activities.

6. How to apply

Before applying, you must read, understand and familiarise yourself with a number of key documents.

These include:

- Grant Opportunity Guidelines
- *Information, Linkages and Capacity Building Program (ILC) Economic and Community Participation Grant Opportunity 2019-2020 Guidance document*
- *Information, Linkages and Capacity Building Program (ILC) Program Guidelines 2019-20 to 2021-22*
- Terms and conditions
- Questions and answers.

Grant round documents are found at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda[8] will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

6.1 Number of applications

When submitting your application/s, the following will apply:

- Applicants can only submit **ONE** application __except__ where they are either:
  - o a lead organisation of a consortium (see below)
  - o an auspicor for one or more organisations (see below).
- If an applicant is a lead organisation of a consortium they can submit up to **TWO** applications:
  - o One application on behalf of their organisation
  - o One application as the lead organisation of a consortium.
- An applicant cannot submit more than one application as a lead organisation of consortium or on behalf of their organisation. If an applicant lodges more than one application, the application received closest to the closing date and time will be accepted and assessed. Where an applicant applies as an auspicor for one or more organisations or as a non-lead member of one or more consortia, those applications do not count towards the number of applications that the applicant can submit as described above.

6.2 Application requirements

To apply you must:

- complete the online application form on [GrantConnect](#) or [Community Grants Hub](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 11.00PM AEDT on Monday 21 October 2019.

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[8] Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 or email support@communitygrants.gov.au.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application and no additional information, which would materially change your application, will be taken into consideration after the closing date and time. For further information on late applications please refer to Section 6.5 below. You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application. Please keep a record of your application ID to assist with any follow up information or enquiries you may have in relation to your application.

6.3   Request for assistance in submitting application

If you are unable to prepare and submit your application using the online form because the form is not fully accessible to you, you can request assistance by emailing the Community Grants Hub at support@communitygrants.gov.au or calling the Community Grants Hub hotline on 1800 020 283.

Please state the reason the online application is not fully accessible to you. Allow up to five full business days for the Community Grants Hub to provide you with a response about what assistance can be provided.

6.4   Attachments to the application

All of the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment. Templates are provided for your use with the grant opportunity documents as specified:

- Project Indicative Budget (template available on the GrantConnect and Community Grants Hub websites)

- Activity Project Plan (template available on the GrantConnect and Community Grants Hub websites)

- Copy of your most recently audited financial statements or accepted alternative documentation, if audited financial statements are not available.

- Completed Auspice Authorisation form (only for organisations to authorise another organisation to apply on their behalf) (template available on the GrantConnect and Community Grants Hub websites)

- Signed trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.

- If an Aboriginal and/or Torres Strait Islander organisation is registered with ORIC, a copy of their Certificate of ORIC registration.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not requested.

IMPORTANT: There is a 2mb limit for each attachment. Please ensure that you are aware of the size of any attachments well in advance of the closing date for this grant round.

6.5 Timing of grant opportunity processes

You must submit an application by the closing date and time.

Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable

- beyond the applicant's control

- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub via support@communitygrants.gov.au.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing date and time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

Late application requests will only be accepted within three days after the grant opportunity has closed.

The NDIA[9] will determine whether a late application will be accepted. The decision of the NDIA will be final and not be subject to a review or appeals process.

Once the outcome of the late application request is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

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[9] This will be a relevant NDIA staff member at the EL2 level or above.

Expected timing for this grant opportunity

Anticipated timeframes for this ECP grant are contained below. Whilst every effort will be made to adhere to the indicated timeframes, applicants should note that the timeframes provided are indicative only and may be subject to change.

Table 1: Anticipated timing for this grant opportunity

Activity	Timeframe	Date
Open grant round	6 weeks	9 September 2019
Last submission time for questions	Monday 5:00PM AEDT (1 week from closing date)	14 October 2019
Closing date and time	Monday 11:00pm AEDT	21 October 2019
Assessment of applications	12 weeks	24 October 2019 – 9 January 2020
Approval of outcomes of selection process	2 weeks	January 2020 – February 2020
Announcement and notification to successful and unsuccessful applicants	1 day	February 2020
Negotiations and award of grant agreements	Up to 6 weeks	February 2020
Earliest start date of grant activity	Up to 2 weeks from signing	March 2020
End date of grant activity	Up to three years	February 2023

6.6   Questions during the application process

If you have any questions during the application period, contact the Community Grants Hub on 1800 020 283 or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within five working days. Answers to questions are posted on the GrantConnect and Community Grants Hub websites.

The question period will close at 5:00PM AEDT on Monday 14 October 2019. Following this time, only questions about using and/or submitting the application form will be answered.

7.   The grant selection process

7.1   Assessment of grant applications

The Assessment Centre will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see Section 5) and against other applications. We will consider your application on its merits, based on how:

- well it meets the criteria
- it compares to other applications.

A Selection Advisory Panel will consider whether it provides value with relevant money[10]. When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel will have regard to the following:

- the overall objective/s to be achieved in providing the grant

- whether the proposed project is in scope of the ILC policy

- the relative value of the grant sought

- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the ILC Strategy and this grant round

- Where organisations who represent similar cohorts of people in different jurisdictions (e.g. various state / territory based organisations representing people with sensory, physical or cognitive impairments) it is preferable that a single consortia application is submitted. Where a single consortia application is received, the Selection Advisory Panel reserves the right to give it preference over applications targeting the same cohort/s in a single jurisdiction.

- the extent to which the applicant demonstrates a commitment to the social model of disability

- how the grant activities will target groups or individuals

- the risks, financial and other, that the applicant or project poses for the NDIA.

The NDIA will also consider potential duplication of funding across multiple consortia applications involving the same organisation (i.e. will consider whether applicants are receiving multiple streams of funding for delivering the same or similar services or projects through multiple consortia). Where duplication of funding is considered to be likely, the Selection Advisory Panel may, in its discretion, exclude an application from further consideration.

7.2 Financial viability

Applicants will be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- establishing whether relevant persons have any adverse business history (for example current or past bankruptcy)

- assessment of the financial health of an entity.

7.3 Who will assess and select applications?

Applications will be assessed based on the eligibility and assessment criteria as set out in these ECP grant guidelines by the DSS Assessment Centre, the NDIA, the Selection Advisory Panel and any relevant and necessary experts or advisors.

The Assessment Centre will be made up of Community Grants Hub and NDIA staff who will undertake training to ensure consistent assessment of all applications.

The Selection Advisory Panel will inform the assessment process and provides recommendations to the decision maker (NDIA Delegate) on which applications to approve for a grant. The Selection Advisory Panel may include a mix of people with disability, employees of the NDIA, Commonwealth Government, and people of specialist relevant expertise.

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[10] See glossary for an explanation of 'value with relevant money'.

The Selection Advisory Panel may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The Assessment Centre may also consider information about you or your application that is available through the normal course of business. This may include obtaining the opinion of an expert or advisor relevant to the particular matter under consideration by the Selection Advisory Panel and/or Assessment Centre. Any expert/advisor who is not a Commonwealth Official will be required/expected to perform their duties in accordance with the CGRGs.

7.4 Who will approve grants?

Based on the value of the grant round, and in line with the NDIA Financial Delegations, the NDIA Board will be the Delegate for this round. The NDIA Delegate (decision maker) decides which grants to approve based on the recommendations of the Selection Advisory Panel, taking into consideration any further information that may become known, including the:

- use of additional expert or advisory opinion; and/or

- availability of grant funds for the purposes of the grant program

prior to the NDIA Delegate making a decision.

The NDIA Delegate's decision is final in all matters, including the:

- approval of the grant

- grant funding amount to be awarded

- terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

8. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

A Feedback Summary will be published on the Community Grants Hub website to provide all organisations with easy to access to information about the grant selection process and the main strengths and areas for improving applications. Individual feedback will not be available for this grant round.

8.1 Further grant opportunities

The NDIA expects to offer further funding opportunities to the sector as part of the ILC Investment Strategy. Applying for this grant round will not exclude you from being able to apply for future ILC funding opportunities (including applications for activities that were unsuccessful in this grant round). If your application is successful, you will still be able to apply for future funding opportunities as long as the proposals do not duplicate existing activities that have already received funding.

Please subscribe to the ILC mailing list to receive updates on future ILC funding opportunities.

9.   Successful grant applications

9.1   The grant agreement

You must enter into a legally binding grant agreement with the National Disability Insurance Agency (NDIA).

An NDIA Simple Grant Agreement will be used. Payment and reporting requirements will be dependent upon the associated risks and complexity of your grant activities.

Each agreement has general/standard grant conditions that cannot be changed. We will use a schedule to outline the specific grant requirements.

You will likely have ten (10) business days from the date of a written offer to sign and return this grant agreement. The agreement is not considered to be executed until both you and the NDIA have signed the agreement. During this time, we will work with you to finalise details.

The NDIA will negotiate agreements with successful applicants. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn.

The offer may lapse if both parties do not sign the grant agreement within the required timeframe. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

The NDIA executes a grant agreement with you before the NDIA can make any payments. The NDIA is not responsible for any of your expenditure until a grant agreement is executed. Applicants should not make financial commitments related to this grant, until a grant agreement has been executed by the NDIA.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the NDIA Delegate. These will be identified in the agreement.

The NDIA may recover grant funds if there is a breach of the grant agreement.

9.2   Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the NDIA considers the grant is for:

- services directly to children; or
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the NDIA considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant terms and conditions published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

9.3　Multicultural Access and Equity

The Australian Government's *Multicultural Access and Equity Policy* obliges Australian government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners - are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications.

9.4　How the NDIA pays the grant

The grant agreement will state the maximum grant amount to be paid.

The NDIA will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

The grant will be paid via Electronic Funds Transfer (EFT) into the bank account nominated by the applicant in the application form. No other forms of payment (e.g. cheque) are available.

The NDIA will make an initial payment on execution of the grant agreement. We will make subsequent payments progressively based on the progress reports and the eligible expenditure.

9.5　Grant payments and GST

Payments will be made as set out in the grant agreement. If the successful applicant has indicated that it is registered for Goods and Services Tax (GST), a GST payment of 10% of the value of the grant will be added to the grant amount requested. Where applicable, we will add GST to your grant payment and issue you with a Recipient Created Tax Invoice.

Organisations that are not registered for GST at the time of signing the grant agreement will not be paid a GST component.

It is the responsibility of the applicant to manage its obligations for registration for GST as set by the Australian Taxation Office. This includes registering for GST if the organisation's income as a result of success in a grant round exceed the thresholds set by the Australian Taxation Office (ATO). Note that organisations need to be registered for GST if their total turnover thresholds reaches and exceeds $75,000 as an individual or $150,000 as a not-for profit. Total GST turnover also includes grant funding.

The GST status of the organisation at the time of execution of the grant agreement will hold throughout the term of the grant. The NDIA is not obligated to pay a GST component to applicants who have registered for GST following execution of the grant agreement.

If an applicant receives a grant, they should consider speaking to a tax advisor about the effect of receiving a grant before they enter into a grant agreement. Applicants can also visit the Australian Taxation Office (ATO) website for more information.

10　Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the CGRGs. Your grant will also be listed on the NDIA website, following formal notification.

11   How we monitor your grant activity

As part of the ILC Investment Strategy, the NDIA has established an ILC Monitoring and Evaluation Framework. This Framework defines various measures and associated indicators that align with the ILC Outcomes Framework and the National Disability Strategy.

There is a requirement to comply with the specific requirements for your project as defined in your grant agreement. These requirements do not preclude any self-directed or self-commissioned monitoring and evaluation activities and we encourage you to consider additional activities to enhance your own knowledge of your project and its impact.

Various tools may be utilised to support the Monitoring and Evaluation Framework these may include the following:

1. Activity Work Plans including progress reports.

2. Surveys, questionnaires or similar tools provided or sent to project participants for completion as scheduled (generally bi-annually).

3. Other monitoring and evaluation tools and/or activities as required and agreed upon by both parties.

Please note that failure to comply with these requirements may result in the delay of funding instalments.

11.1   Keeping us informed

You should let us know if anything is likely to affect your grant project, services or organisation.

We need to know of any changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due because of these changes.

You must also inform us of any changes to your:

▪ name

▪ addresses

▪ nominated contact details

▪ bank account details.

If you become aware of a breach of the terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant as set out in your grant agreement.

11.2   Reporting

As part of the grant agreement negotiations, the NDIA will provide successful applicants with an Activity Work Plan template. The Activity Work Plan documents planned deliverables, milestones and outputs for the funded project.

Successful applicants' progress and outcomes against the Activity Work Plan will be monitored throughout the grant through regular reports.

The grant agreement will specify the type and frequency of reports the grant recipient will be required to submit. Grant recipients are required to have organisational processes and systems in place to allow them to meet their reporting obligations outlined in their grant agreement and Activity Work Plan.

Successful applicants must submit reports in the timeframes stated in the grant agreement. The NDIA will provide templates for these reports to enable them to report on:

- progress against agreed project milestones and outcomes

- eligible expenditure of grant funds.

Successful applicants will also be required to access project participants or people utilising the funded activities. Through tools such as surveys or other information gathering devices, this will allow the NDIA to determine the outcomes of the project in relation to the particular measures and indicators within the ILC Monitoring and Evaluation Framework.

Grant recipients will be required to provide reports every six months on the number of people utilising their products, as well as noting the barriers and enablers relative to their project.

Grant recipients will need to maintain a record of users (or have a method of reaching users) of their programs. They will be required to provide a request for a survey to these people every six months.

11.3   Performance indicators

Grant recipients will be required to report on outputs, outcomes and process measures as defined by the NDIA in accordance with the ILC Monitoring and Evaluation Framework. These will be defined and documented through the Activity Work Plan. Further information and guidance will be provided to grant applicants, if successful, regarding specific indicators.

Specific performance indicators will be documented in your grant agreement and the Activity Work Plan. This will enable the impact of individual activities funded through the ILC programs as well as the impact of the ILC Program overall, to be tracked.

The NDIA will provide templates to successful grant applicants for reporting purposes and which grant recipients are expected to use.

11.4   Financial declaration

At the end of your grant agreement, you will be required to provide a declaration in a format determined by the NDIA that the grant money was spent in accordance with the grant agreement, and to report on any underspend of the grant money.

11.5   Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager, NDIA.

You should not assume that a variation request will be successful. The NDIA will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

11.6   Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

11.7   Record keeping

We may also inspect the records you are required to keep under the grant agreement.

11.8 Evaluation

The ILC Investment Strategy released in December 2018 outlines a key component of the investment strategy as "a strengthened approach to Monitoring and Evaluation with an early focus on developing system capability, and the integration of ILC with established data management and reporting frameworks". All four program grant funding rounds, including the ECP Program, will be subject to this approach.

Information about what you will be required to deliver in addition to your grant activity deliverables, if successful in your grant application, is detailed in Section 11.2 and will be included in the grant agreement. By submitting your application, you agree to implement the monitoring and evaluation requirements required by the NDIA.

Please note that failure to comply with these requirements may result in the delay of funding instalments to deliver your activity.

The ILC Monitoring and Evaluation Framework includes indicators for each of the new programs that cover outputs, outcomes and process measures. The indicators relevant to the ECP Program include:

Specific outcomes for the ECP Program include:

- increased understanding of community personnel about disability and inclusion
- increased inclusive behaviour in community activities
- improved individual attitudes and community culture

Specific indicators for ECP are:

- number of community personnel engaged in capacity building activity (output)
- percentage of individuals reporting increased access to/use of community services and activities (outcome)
- percentage of individuals reporting increased social or economic participation (outcome)
- percentage of involvement of people with disability in service or activity improvement (outcome)
- identification of organisational and project barriers and enablers (process measure).

Each program also assesses outcomes under the Leading, Shaping and Influencing measure.

These indicators are applied solely to individuals:

- percentage of individuals who feel their contribution is valued (outcome)
- percentage of individuals who have increased leadership and influencing opportunities (outcome)
- percentage of individuals who feel they have a say on issues that are important to them. (outcome).

We will evaluate the grant activity against these indicators and measures to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to three years after you finish your grant for more information to assist with this evaluation.

11.9   Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the NDIA by saying:

'NDIA ILC Economic and Community Participation Program – an Australian Government initiative'.

12   Probity

The NDIA will make sure that the grant opportunity process is fair, according to the published guidelines available on the GrantConnect and Community Grants Hub websites. These probity arrangements will incorporate appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and ensure compliance with the CGRGs.

Probity advice throughout the grant process will be provided by the Community Grants Hub probity advisors, and where relevant the NDIA's probity advisors.

These guidelines may be changed by the NDIA. When this happens, the revised guidelines are published on GrantConnect and the Community Grants Hub websites.

12.1   Enquiries and feedback

Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub's service(s) or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the online complaints form on the Department of Social Services website, by phone or mail.

Phone: 1800 634 035

Mail: Complaints
              GPO Box 9820
              Canberra ACT 2601

Complaints about this program

The ILC Branch within the NDIA handles complaints about the Program. All complaints about the Program must be lodged in writing and sent to ILC@ndis.gov.au. Any questions you have about grant decisions for the Program should also be sent to ILC@ndis.gov.au.

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or NDIA has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or NDIA.

The Commonwealth Ombudsman can be contacted on:

       Phone (Toll free): 1300 362 072
       Email: ombudsman@ombudsman.gov.au
       Website: www.ombudsman.gov.au

12.2   Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the NDIA or the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian government officer

- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently

- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later think there is an actual, apparent, or perceived conflict of interest, you must inform the NDIA and the Community Grants Hub in writing immediately.

Conflicts of interest for Australian government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the Community Grants Hub website.

12.3   Privacy: confidentiality and protection of personal information

We handle your personal information in accordance with law, including the Australian Privacy Principles under the *Privacy Act 1988* and the *National Disability Insurance Scheme Act 2013*. This includes letting you know:

- what personal information we collect

- why we collect your personal information

- who we give your personal information to.

Further information about how we handle your personal information is found in our Privacy Policy.

Applicants are required to declare their ability to comply with the *Privacy Act 1988* and the *National Disability Insurance Scheme Act 2013* and impose the same privacy obligations on any subcontractors they engage to assist with the activity, and this will be part of their agreement obligations.

The NDIA may also use and disclose information about grant applicants and grant recipients under the Program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may disclose information to:

- the Selection Advisory Panel and other NDIA employees and contractors to help us manage the program effectively

- employees and contractors of the NDIA so they can research, assess, monitor and analyse our programs and activities

- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery

- other Commonwealth, state, territory or local government agencies in program reports and consultations

- the Auditor-General, Ombudsman or Privacy Commissioner

- the responsible Minister or Parliamentary Secretary

- a House or a Committee of the Australian Parliament.

We may share the information applicants provide us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- *National Disability Insurance Scheme Act 2013*

- *Public Service Act 1999*

- *Public Service Regulations 1999*

- *Public Governance, Performance and Accountability Act 2013*

- *Privacy Act 1988*

- *Crimes Act 1914*

- *Criminal Code Act 1995*.

We will treat the information given to us as confidential if it meets all of the four conditions below:

1. The applicant clearly identify the information as confidential and explain why we should treat it as confidential;

2. The information is commercially sensitive;

3. Disclosing the information would cause unreasonable harm to you or someone else; and

4. The applicant provides the information with an understanding that it will stay confidential.

The grant agreement will include any specific requirements about special categories of information collected, created or held under the grant agreement.

12.4   Freedom of information

All documents that the Australian government has and its agencies have, including those about this grant opportunity, are subject to the *Freedom of Information Act 1982* (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian government and its organisations. Under the FOI Act, people can ask for documents the Australian government has. This right of access is limited only by the exceptions and exemptions necessary for the protection of essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Team
                Government and Executive Services Branch
                Department of Social Services (DSS)
                GPO Box 9820
                Canberra ACT 2601

By email: foi@dss.gov.au

13   Glossary

Term	Definition
Auspice	An organisation who manages grant funding on behalf of another organisation.
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
opening date	the expected start date for the grant activity.
closing date	the expected date that the grant activity must be completed and the grant spent by.
consortium	an association or companies or organisations coming together for a common cause.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth[11] entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
decision maker	the person who makes a decision to award a grant.
Economic and Community Participation	A funding program under ILC that will improve the economic and community participation of people with disability across Australia.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.

Term	Definition
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money[12] or other Consolidated Revenue Fund (CRF) money[13] is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grant recipient is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
GrantConnect	is the Australian government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grant opportunity	refers to the specific grant round or process where a grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grant applicant	an interested party that meets the eligibility and assessment criteria of a grant opportunity and is able to meet the requirements of the grant.
ILC	Refers to Information Linkages and Capacity Building is a funding program delivered by the National Disability Insurance Agency (NDIA).
grant recipient	The successful organisation that has been selected to receive a grant.
Portfolio Budget Statement (PBS) Program	described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide

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[12] Relevant money is defined in the PGPA Act. See section 8, Dictionary.

[13] Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
	transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant Programs. A PBS Program may have more than one grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grant applicants. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
selection advisory panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
value with relevant money	refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations. When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the: • quality of the project proposal and activities; • fit for purpose of the proposal in contributing to government objectives; • absence of a grant is likely to prevent the grantee and government's outcomes being achieved • potential grantee's relevant experience and performance history.