



## *Mainstream Capacity Building (MCB) Grant Round 2019-2020*

### Grant Opportunity Guidelines

<b>Opening date:</b>	9 September 2019
<b>Closing date and time:</b>	11.00PM AEDT on Monday 21 October 2019
<b>Commonwealth policy entity:</b>	National Disability Insurance Agency (NDIA)
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5.00PM AEDT on Monday 14 October 2019
<b>Type of grant opportunity:</b>	Open competitive

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# 1 Information, Linkages and Capacity Building (ILC): Mainstream Capacity Building (MCB) Grant Round 2019-2020

The objective of the **Mainstream Capacity Building (MCB) Program** is to support improvements in the delivery of accessible and inclusive mainstream health services to meet the needs of people with disability, families and carers. This grant opportunity is targeting mainstream health interface areas to systematically build the capability of other service systems, delivered through joint stewardship with all levels of Government and other stakeholders.

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.



## **The grant opportunity opens**

We publish the grant guidelines on [GrantConnect](#) and [Community Grants Hub](#) websites.



## **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 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.



### Evaluation of the Information, Linkages and Capacity Building (ILC) - Mainstream Capacity Building (MCB) Grant Round 2019-2020

The NDIA evaluates your specific grant activity and *the Information, Linkages and Capacity Building (ILC) Mainstream Capacity Building (MCB) Grant Round 2019-2020* as a whole. We base this on information you provide us and information 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 *Mainstream Capacity Building (MCB) 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 the [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 Mainstream Capacity Building (MCB) Program grant opportunity

The aim of the Mainstream Capacity Building (MCB) Program is to stimulate and encourage practice change in the delivery of mainstream services through the development and trialling of new approaches that are more inclusive and welcoming for people with disability. The emphasis of these catalytic investments is to enable universal service systems to be more accessible and aware of people with disability, building the capacity of these services to more effectively meet their obligations rather than replacing this essential effort.

The program outcome is that people with disability use and benefit from the same mainstream services as everyone else. This program also seeks to prevent, reduce or delay the need for people with disabilities to access specialist disability services by ensuring that they are able to access the supports they need from mainstream services when they need it.

This first Mainstream Capacity Building (MCB) grant round will focus on the health sector. The NDIA will determine annual priorities for mainstream capacity building based upon evidence and the lived experiences of people with disability, their families and carers.

This grant round will support improvements in the delivery of accessible and inclusive mainstream health services so as to meet the needs of people with disability, families and carers. This grant opportunity is targeting mainstream health providers to undertake pilot and demonstration projects, delivered through joint stewardship with Government and other relevant stakeholders. An NDIS participant with physical disability recently described their experience with the health system by highlighting the additional barriers and challenges faced in maintaining good health:

*Just going to those specialist type of appointments - there is a lot of them because of the disability. I would have probably 10 to 15 (appointments) a year - just reviews. And even things down to levels of podiatry and stocking, lymphedema clinic, and then the normal sort of health things like dental and neurology - and all of those I have to first make sure I can access and get into the building. And then I've got to check on the attitudes of the staff, their mainstream health staff, allied health staff. Are they around things - disability and my particular condition other than their speciality? And what physically do I need to do if I've got to transfer for a test or for a scan or for some other thing - how we physically go about transferring me onto the examination table or*

*something like that? So, sometimes there had to be really complex arrangements with the GPs and the specialists just to get an examination done because they had to get done at a hospital instead of a normal clinic - and they need a team, they need specialist radiologists or blah, blah, blah.*

*I tend to find that making sure I can access health is important because it's my health and my wellbeing, and the maintenance of my health and all that prevention stuff to make sure I don't get unwell and land in hospital for a few months with anything. So, the prevention bit's strong but to do that I've got to deal with a lot of different allied health providers and I've got to check that they're all up to speed with disability.*

It is the aim of the grant round to fund projects that will lead to the production of improved practice approaches in the health service system that enable:

- people with disability to use and benefit from the same mainstream health services as everyone else
- improved access to, and utilisation of, mainstream health services by people with disability.

### 2.1.1 Grant activity categories

This grant opportunity is an open, competitive selection process. The grant opportunity can fund activities that align with the following **ILC activity type**:

**Mainstream Capacity Building (MCB)** - which are activities that build the capacity of mainstream organisations (in this case health organisations and services), by making sure they have the knowledge and skills they need to meet the needs of people with disability.

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+)<sup>1</sup> cohort
- communities living in rural and remote areas.

## 2.2 Grant period, amounts and funding available

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

The NDIA has allocated a total of \$64 million (GST exclusive) funding for the Mainstream Capacity Building Grant Program over three years.

A total of \$32 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).

Maximum funding amount that applicants can apply for is \$750,000 per year (or \$2.250 million over three years).

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<sup>1</sup> The '+' acknowledges that no single acronym can capture the full and rich diversity of people's lives and identities.

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. Applicants should be aware that the amount of funding applied for will be taken into account when determining whether or not an application represents value with relevant money.

### **2.3 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 (decision maker) will ultimately determine 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 MCB Program will be available in subsequent years.

### **2.4 Geographical location**

The MCB 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

### **2.5 Outcomes and performance indicators**

The intended outcomes of the MCB activities are:

- increased understanding of mainstream personnel about disability and inclusion
- improved inclusive, relevant, high quality health services
- improved individual attitudes and service culture in the health service system.

Progress against these outcomes will be measured through grant recipients reporting against the following indicators:

- Number of service staff engaged in capacity building activity.
- Percentage of individuals reporting increased access to/utilisation of mainstream services.
- Percentage of individuals reporting increased relevance or inclusiveness of services.
- Percentage of people with disability involved in service improvement.
- Identification of organisational and project barriers and enablers.



Grant recipients will be required to report on both outputs and outcomes that have been documented and agreed through the Activity Work Plans.

Further information and guidance will be provided to successful grant applicants regarding suitable indicators during the development of their Activity Work Plans.

Performance indicators will be documented in grant agreements and the Activity Work Plans. This will enable the impact of individual activities funded through the MCB Program as well as the impact of the ILC Program overall to be tracked.

Some projects may require specific reporting which will be defined on an individual project basis. The NDIA will provide templates for reporting which grant recipients are expected to use.

## 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 auspitors (in the case of grant rounds) must 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.
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.

Entity type	Description
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 are religious or educational institutions that 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 <sup>2</sup>	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 <sup>3</sup>	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.
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.

<sup>2</sup> 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.

<sup>3</sup> 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
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 Section 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 Sections 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 auspicings 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 must complete the template provided on the GrantConnect or 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 organisation is the appropriate body to be auspicings the application.

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

### **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. 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 programs that may be open concurrently with this MCB 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 eligibility criteria in Sections 3.1 and 3.2 and is 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.

Mainstream Capacity Building funding priorities for this grant round have been identified in consultation with state and territory governments and with reference to the relevant state or territory Disability Action Plan.

The main funding priorities identified in relation to people with disability accessing mainstream health services are outlined in the table below.

**IMPORTANT:** Applications must address at least one of the funding priorities detailed below for the relevant jurisdiction/s they are proposing to deliver the activity, and no more than three.

Applications proposing to deliver the project across multiple jurisdictions must address at least one of the funding priorities in one of the jurisdictions they are planning to deliver the project.

National projects, or projects that are proposing to be delivered in New South Wales and/or Northern Territory, **MUST** address at least one of the national priorities.

All applicants have the option to address national priorities, regardless of which jurisdiction/s they are planning to deliver the activity in.

<b>Funding Priority Category</b>	<b>Relevant Jurisdiction</b>	<b>Disability Type/Cohort</b>	<b>Funding Priority</b>
Accessibility	<b>Australian Capital Territory</b>	Psychosocial disability	Activities which improve the identification of NDIS access requirements targeted at primary health care professionals.
	<b>Victoria</b>	Deaf or Hard of Hearing	Activities which enhance the awareness of hospital staff in regard to inclusive and accessibility practice, including communication, to ensure deaf or hard of hearing people are well supported in hospitals and health centres.
	<b>Victoria</b>	Autism	Activities which improve the access of people with autism to health and mental health services where access is impeded due to sensory sensitivities and communication issues
	<b>Western Australia</b>	All people with disability	Activities which increase the numbers of visiting health professionals/specialists to rural, regional and remote Western Australia to provide services and supports to people with disability
Best Practice	<b>South Australia</b>	All people with disability	Document/trial best practice services delivery framework, development and documentation of associated policy or procedures and/or embedding these changes.
	<b>National</b>	All people with disability	Activities which work across government service agencies to improve accessibility for people with disability to ensure they have access to universal services, and complements supports people with disability receive through other services, such as the NDIS.
	<b>Tasmania</b>	All people with disability	Activities which ensure health services are designed to meet the needs of people with disability  Activities which are designed to ensure key public health strategies meet the needs of people with disability
Collaboration	<b>Australian Capital Territory</b>	All people with disability	Activities which aim to develop networks of Health Professional who specialise in disability.
	<b>Australian Capital Territory</b>	Mental Health and Intellectual Disability	Activities which enhance the understanding and training in currently unaligned services areas (including acute) in relation to both Mental Health and Intellectual Disability

<b>Funding Priority Category</b>	<b>Relevant Jurisdiction</b>	<b>Disability Type/Cohort</b>	<b>Funding Priority</b>
	<b>South Australia</b>	All people with disability	Activities that enhance supported decision making framework within public health services, which can include development of policy and process documentation; training modules etc.
	<b>South Australia</b>	All people with disability	Activities which work to join up different sectors needed to drive changes in services and practices.
Communication	<b>Australian Capital Territory</b>	All people with disability	Activities which develop inclusive communication boards.
	<b>Western Australia</b>	Children with disability	Activities with the aim to define the scope, pathways and communication between Early Childhood Early Intervention (ECEI) Partners and state agencies.
	<b>National</b>	All people with disability	Activities which improve the communication between people with disabilities, and health providers and take into account the needs of disability groups with specific communication needs.
Cultural	<b>Queensland</b>	Culturally and linguistically diverse people with a disability	Activities which aim to educate and develop resources for public sector and non-government sector health staff to create greater understanding of support needs for people with disability, from culturally and linguistically diverse backgrounds.
	<b>Queensland</b>	Aboriginal and Torres Strait Islander people with disability	Activities which support culturally safe environments and services to assist Aboriginal and Torres Strait Islander people with disabilities in their community.
Knowledge	<b>Queensland</b>	Intellectual disability, developmental delay and psychosocial disability	Activities which aim to educate and develop resources for public sector and non-government sector health staff to create greater understanding of support needs for people with disability, particularly intellectual disability, developmental delay and psychosocial disability, when interacting with health services.
	<b>Victoria</b>	All people with disability	Activities that aim to educate health professionals about disability.
	<b>National</b>	All people with disability	Activities which build the knowledge of public and non-government sector health staff and general practitioners about supports available to people with disability post discharge.

Funding Priority Category	Relevant Jurisdiction	Disability Type/Cohort	Funding Priority
	<b>Western Australia</b>	People with vision impairment and/or hearing loss	Activities which support organisations to provide information about health services and information through accessible formats to people living with vision impairment or hearing loss and/or to carers, families and related professionals.
Organisational Capacity Building	<b>Queensland</b>	Aboriginal and Torres Strait Islander people with disability	Activities that support Aboriginal controlled health services with resources and tools to assist Aboriginal and Torres Strait Islander people with disabilities in their community.
	<b>Tasmania</b>	All people with disability	Activities aimed at the development and capacity building of universal health care providers to diagnose and treat the health conditions of people with disability.
Transition	<b>Western Australia</b>	Psycho-social	Activities which aid the transition for people with disability from acute medical to community setting (particularly psycho-social).
	<b>Western Australia</b>	All people with disability	Activities which address delays to safe discharge with the aim to ensure a coordinated response to planning for hospital discharge and minimise extended lengths of stay.

## 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
  - 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 be used for evaluation of the funded 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 bodies such as policy advice, systemic 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 could 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 all of the following assessment criteria in the application. Each criterion below is weighted equally.

The application form includes character limits – up to 6000 characters (approx. 900 words) for Selection Criterion 1, and 3500 characters (approx. 525 words) each for Selection Criteria 2 and 3. 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 Mainstream Capacity Building activity

Describe the Mainstream Capacity Building activities you intend to deliver and why these are needed in the proposed location/s.

The response should cover:

- the activities to be delivered and how they relate to the relevant jurisdiction and/or national funding priorities (*what will you do?*)
- the people that the activities are expected to support (*who will you assist?*)
- where you seek to deliver the activities and why these are needed in the proposed location/s (*where will you work and why those areas?*)
- how the proposed activities **directly** benefit people with disability (*how will it help?*)
- how you will develop and deliver the activity 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 Mainstream Capacity Building activities will help to achieve the following outcomes:

- Increased understanding of mainstream personnel about disability and inclusion.
- Improved inclusive, relevant, high quality health services.
- Improved individual attitudes and service culture in the health service system.

In your response, you should describe:

- the current capacity of targeted mainstream health organisations
- how and why the proposed activities will address the above outcomes for mainstream health organisations and people with disability
- any additional evaluation activities (beyond those stipulated by ILC) intended to being used 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) Program Guidelines 2019-20 to 2021-22*
- Terms and conditions
- Questions and answers.

All grant round documents are found at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda<sup>4</sup> 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:
  - a lead organisation of a consortium (see below)
  - an auspisor for one or more organisations (see below).
- If an applicant is a lead organisation of a consortium they can submit up to **TWO** applications:
  - One application on behalf of their organisation
  - 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 auspisor 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

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<sup>4</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents

- submit your application/s to the Community Grants Hub by 11.00PM AEDT on Monday 21 October 2019 (**closing date and time**).

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](mailto: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](mailto: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 should 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 should 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](mailto:support@communitygrants.gov.au).

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time 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<sup>5</sup> 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.

### Expected timing for this grant opportunity

Anticipated timeframes for this MCB 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.

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<sup>5</sup> This will be a relevant NDIA staff member at the EL2 level or above.

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 before closing)	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](mailto: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.<sup>6</sup> When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel will have regard to the following:

- The project's alignment with state/territory funding priorities identified at Section 4.1.
- The overall objective/s to be achieved in providing the grant.
- Whether the proposed project is in scope of the ILC policy.
- Needs of the ILC Priority Cohorts for the round.
- The relative value of the grant sought.
- 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 evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the ILC Strategy and this grant round.
- 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 may 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 MCB 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.

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<sup>6</sup> See glossary for an explanation of 'value with relevant money'.



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.

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
- 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 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
- 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 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 decided by us that the grant money was spent in accordance with the grant agreement, and to report on any underspends 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 MCB 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 MCB Program include:

### **Specific outcomes for the Mainstream Capacity Building Program include:**

- increasing understanding of mainstream personnel about disability and inclusion
- driving inclusive, relevant, high quality services
- improving individual attitudes and service culture.

### **Specific indicators for Mainstream Capacity Building are:**

- number of service staff engaged in capacity building activity
- percentage of individuals reporting increased access to/utilisation of mainstream services
- percentage of individuals reporting increased relevance or inclusiveness of services
- percentage of people with disability involved in service improvement
- identification of organisational and project barriers and enablers.

**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 Mainstream Capacity Building 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](mailto:ILC@ndis.gov.au). Any questions you have about grant decisions for the program should also be sent to [ILC@ndis.gov.au](mailto: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](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://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](mailto:foi@dss.gov.au)

## 13 Glossary

Term	Definition
auspicator	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	organisations working together to deliver a project.
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.
<a href="#"><u>Commonwealth Grants Rules and Guidelines (CGRGs)</u></a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth <sup>7</sup> 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.
eligibility criteria	refers 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	<p>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:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>8</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>9</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
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.
<a href="#">GrantConnect</a>	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 & 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.

<sup>8</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>9</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Mainstream capacity building	An initiative to support improvements in the delivery of accessible and inclusive mainstream health services to meet the needs of people with disability, families and carers.
Portfolio Budget Statement (PBS) Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide 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	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• quality of the project proposal and activities;</li> <li>• fit for purpose of the proposal in contributing to government objectives;</li> <li>• absence of a grant is likely to prevent the grantee and government's outcomes being achieved</li> <li>• potential grantee's relevant experience and performance history.</li> </ul>