

# Individual Capacity Building (ICB) Program Grant Opportunity 2019-2020

## Grant Opportunity Guidelines

Easy English version



## How to use this document



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

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



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



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



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

There is a list of these words on page 78.

We've also included a list of acronyms on page 82.



This Easy English document is a summary of the *Individual Capacity Building (ICB) Program Grant Opportunity 2019-2020 Guidelines*.



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



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

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



**1800 0200 283**



For people with hearing or speech loss

TTY - 1800 555 677



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

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## About these Guidelines



These Grant Opportunity Guidelines explain how organisations can apply for grants.



A **grant** is money from the government for important work that can help others.



You should read these Guidelines before you apply for a grant.

You should also read the full grant guidelines.

You must:



- fill out every section of the application form



- give us all the information we ask for.



People from 2 organisations will look at the applications.

The organisations are:



- The National Disability Insurance Agency (NDIA)



- Community Grants Hub.



They will treat all applications fairly.

## About this round of grants



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



These grants are for the CICD Program.



The CICD Program funds the Information Linkages and Capacity Building part of the NDIS. We usually call it ILC.



Your **capacity** is:

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

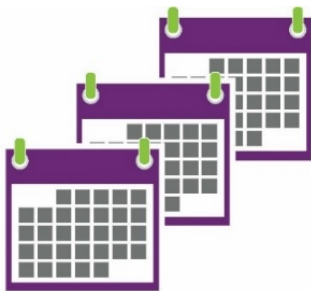
## ILC:



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



- enables people with disability to live an ordinary life



- makes sure the NDIS can keep working well for a long time.



Last year, we wrote a new plan for ILC.



An important part of that plan is Individual Capacity Building.



We call it ICB.



ICB is about helping people to develop the skills they need to be **independent**.



Being independent means you can do things for yourself.



ICB is a national program.

It will support:



- people with disability



- families and carers.



ICB is offered by different organisations.



It will:



- build people's skills and independence



- build people's confidence



- help people take part in the community.

## Who can apply for a grant?

Only 2 types of organisations can apply for these grants:



- Disabled Peoples Organisations and Families Organisations – we call these DPO/FOs



- Priority Cohort Led Organisations – we call these PCLs.

We explain each of these types of organisations on the following pages.



These organisations are:

- all over Australia
- the only ones who can apply for this grant.

## Disabled Peoples Organisations and Families Organisations (DPO/FO)



DPO/FOs are run by people with disability or their families.



DPO/FOs are run for people with disability.

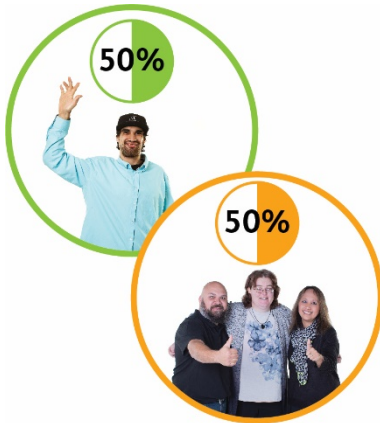
DPO/FOs make sure people with disability can:



- live an ordinary life



- find and use the services they need.



If a DPO/FO wants to apply for a grant, at least half of the people who work there or are on the Board must be:

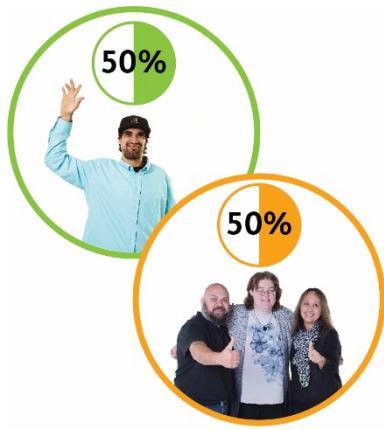
- people with disability
- family members or carers of people with disability.



Some organisations are run by **volunteers**.



These are people who work without getting paid, so that they can help others and build their skills.



If a DPO/FO with no paid staff wants to apply for a grant, at least half of the people who volunteer there must be:

- people with disability
- family members or carers of people with disability.

## Priority Cohort Led Organisations (PCL)



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

For this round of grants, these groups are:



- Aboriginal and Torres Strait Islander communities



- Culturally and Linguistically Diverse communities



- Lesbian, Gay, Transgender, Intersex, Queer/Questioning, Asexual and Plus (LGBTIQ+) communities.



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



If a PCL wants to apply for a grant, people from one or more of these Communities must make up at least half of the people who:

- work there  
and/or
- are on the board.



# What are these grants for?

These grants are for 2 important areas:



1. Individual Capacity Building



2. Organisational Capacity Building.

## 1. Individual Capacity Building



Individual Capacity Building activities are for people with disability.

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



- be independent



- take part in the community



- build relationships



- work and earn money.



You build your capacity by:

- learning new skills
- growing your confidence.



When you have capacity, you can:

- set goals for yourself
- reach those goals.



Everyone who applies must apply for grants in this area.

### Priority Cohort Led group



Priority Cohort Led groups can only apply for grants in this area.

### Examples of Individual Capacity Building activities

Individual Capacity Building activities might include:



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



- **mentoring** – when someone guides you so you can do things well on your own



- skill building programs



- activities that teach you how to speak up for yourself



- support groups for carers, parents and siblings of people with disability



- learning how to be a leader or develop work skills



- building skills for using the NDIS



- helping people connect to their community.

Connecting people to their community might include activities like:



- creating microboards or circles of support – when a group of people who get together to support a person with disability



- using accessible communication



- helping people with disability to start volunteering.



## 2. Organisational Capacity Building



Only DPO/FOs can apply for grants in this area.



Organisational Capacity Building activities make DPO/FOs work better.

These activities might include:



- training people who work for the DPO/FO



- working together with other organisations



- using good systems that make things run smoothly





- supporting the people who lead the DPO/FOs



- finding more ways for people with disability to take part



- planning and getting ready for the future



- finding new ways to earn money.

## What types of organisations can apply?

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



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



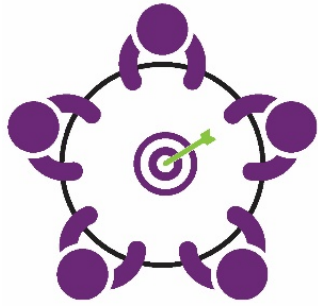
- incorporated associations – organisations that have Association, Incorporated or Inc. in their legal name



- cooperatives – organisations that have Cooperative in their legal name



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



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



- trustees on behalf of a trust



- organisations established under Commonwealth, state or territory laws



- local governments



- companies.

You also need to:



- have an **ABN** – an Australian Business Number



- an Australian bank account



- be willing to register for **GST** – the Goods and Services Tax



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



Indigenous corporations can show us their ORIC Registration.

## How many times can an organisation apply?



An organisation can apply once on their own.



An organisation can also apply with a group of other organisations.

We call this a **consortium**.

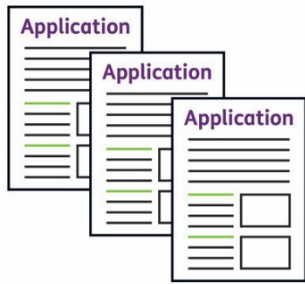


An organisation can only apply once as the leader of a consortium.



An organisation can apply 2 times in total:

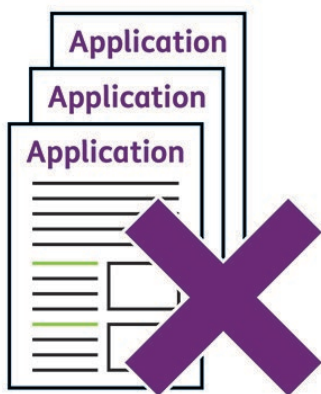
- once as a leader of a consortium
- once as an individual organisation.



An organisation can apply many times as a member of a consortium as long as they are not the leader.



If your organisation applies as the leader of a consortium more than once, only your first application will have a chance of getting a grant.



Any other applications you make won't count.

Your organisation and the other members of your consortium will miss out on the chance to get a grant.



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

We call this an **auspice arrangement**.





An **auspicor** is the person who applies for you under an auspice arrangement.



They will:

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



You can only apply once if you use an auspicor.



Auspicators can work on lots of applications for many other organisations though.

## Where can a grant be used?



Your grant can be used for activities that run:

- across Australia
- in one state
- in more than one state
- in your local area.

When you apply, you must tell us:



- how well you know the community you work in



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

## How much are the grants worth?

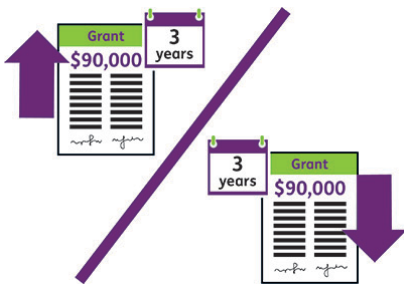


There is up to \$100 million available in this round of grants.

That amount does not include GST.



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



We've split the grant money into 2 sections:

- grants for \$90,000 or more over 3 years
- grants for less than \$90,000 over 3 years.



**Grants for \$90,000 or more over 3 years**



DPO/FOs can apply for up to \$650,000 per year over 3 years.



PCLs can apply for up to \$600,000 per year over 3 years.



**Grants for less than \$90,000 over 3 years**



DPO/FOs and PCLs can apply for up to \$30,000 per year over 3 years.



If you are applying for this type of grant, you only need to answer 2 of the selection criteria.

We explain the selection criteria in more detail on page 35.

When we read the grant applications,  
we will think about:



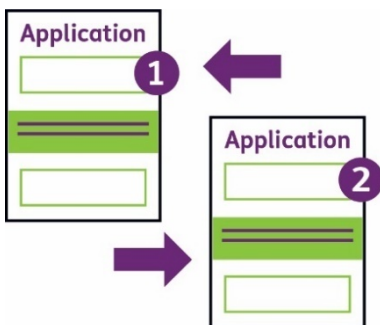
- how much you have asked for



- whether it offers good value for money



- how well you have answered  
the questions



- how it compares with other applications.

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



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

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



But you can't apply for a project that has already been done, or is currently being worked on.



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



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

These are the answers your application must include.



Even if your project meets all the selection criteria, you may not get a grant.



We have 3 selection criteria:



- Criterion 1: Building individual capacity



- Criterion 2: Expected results from the individual capacity building activities



- Criterion 3: Your organisation's capability

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



You can use 900 words to tell us how you will meet Criteria 1.



And you can use 525 words each to tell us how you will meet Criteria 2 and 3.



We will read your answers.



Each answer will be given the same level of importance.



We won't consider your application if it doesn't meet each of the selection criteria.

## Criterion 1

### Building individual capacity

To answer this criterion, you need to tell us:



- what activities you plan to do



- who you will help



- where you will work and why you want to work in those areas



- how your activities will help people with disability



- who you will work with and how you will work with them.



Please explain how you will include people with disability in the activities.

## Criterion 2

### Expected results from the individual capacity building activities

You need to tell us how you will:



- build people's knowledge and skills



- help people feel motivated



- help people feel more confident.

We need to know:



- the capacity that people have now



- how you will improve their capacity



- how you are going to check to make sure that people are building their capacity.

## Criterion 3

### Your organisation's capability



This criterion is about how you will manage your activities.



If you are a DPO/FO or PLC who is applying for \$30,000 per year or less, you don't need to answer this criterion.

If you are answering this criterion, you need to tell us:



- how you plan to deliver the activities



- how you will include people with disability when you are doing the activities – including if you will employ any people with disability



- who will run the activities



- what the senior leaders of your organisation or the Board will do to run the project



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



## How long do the grants last?



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



We expect that the activities will start in February 2020.



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



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



We will give you an Activity Work Plan template.



You will need to complete that template and report to us at the agreed times.



You will also need to tell us about the people who are using the activities:



- how many people are using the activities



- how the activities are going.

## Surveying the people you are supporting



You will need to be able to send a survey to the people that you are supporting every 6 months.



The results of the survey will come to us and we will share them with you.

It's important that we understand the number of people who have:



- taken part in or used the activities you want to provide



- said that their skills or knowledge have improved because of the activities



- said that they feel more motivated or confident because of the activities.

We want to know that individual people:



- feel that they are valued



- can take part in the activities



- be a leader if that's right for them



- feel like they can have a say.



We also need to understand any barriers or issues that your organisation has faced when running the activities.

## Spending your grant



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



We will make one payment at the beginning.



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



You must use the grant money to do what you said you would do in your application.

You can use the grant to pay for things like:



- staff wages during your project



- the costs of carrying out the project



- operating costs such as:
  - phones
  - rent
  - computers and ICT
  - websites
  - insurance
  - printing and stationery



- working out if the project has been a success





- paying people to come and work at your organisation, such as a consultant.

Note that you should only use consultants for a short time. Their work should be based on improving skills in your organisation.



Remember, you can only use grant money for things that are in your Grant Agreement.



You need to spend the grant money by the end date in your Grant Agreement.

We explain the Grant Agreement on page 63.

## Grant payments and GST



**GST** is the Goods and Services Tax.



If your organisation is set up for GST, your grant payment will include GST.



If your organisation is not set up for GST, your grant payment will not include GST.



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

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



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

They include:



- activities you did before we gave you the grant



- the cost of writing your application for the grant



- things your DPO/FO or PCL would usually pay for itself



- travel outside Australia



- buying land or property



- building projects



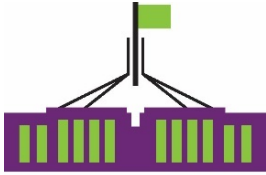
- activities your DPO/FO or PCL already gets funding for



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



- activities in someone's NDIS plan



- things that should be paid for by
  - the Commonwealth government
  - state or territory governments
  - local governments
- activities that the *Disability Discrimination Act* says should be done
- activities that can be funded in a better way
- activities that have already been given a grant at another time
- activities that our Partners in the Community already do.

Our Partners in the Community include:



- Local Area Coordinators



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



This funding can be used to pay for activities that help people speak up for themselves.



This is called self-advocacy.



But the funding can't be used for:



- **systemic advocacy** – when a person or group speaks up for a group of people

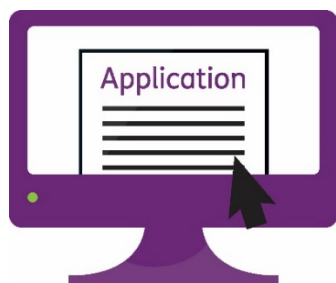


- **individual advocacy** – when someone speaks up for another person.

## Applying for a grant



You need to send us your grant application by 11:00 pm AEST on Monday 30 September 2019.



You must use the online application form on the Community Grants Hub website.



You can ask for help if the online application is not fully accessible to you.



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

You must:



- fill out every section of the application form



- give us all the information we ask for.

Your application needs to tell us:



- about your organisation



- how you will meet each of the selection criteria.

When you tell us about your DPO/FO or PCL, we want to know:



- what makes you a DPO/FO or PCL



- what your DPO/FO or PCL's goals are



- how big your DPO/FO or PCL is



- what activities your DPO/FO or PCL already does

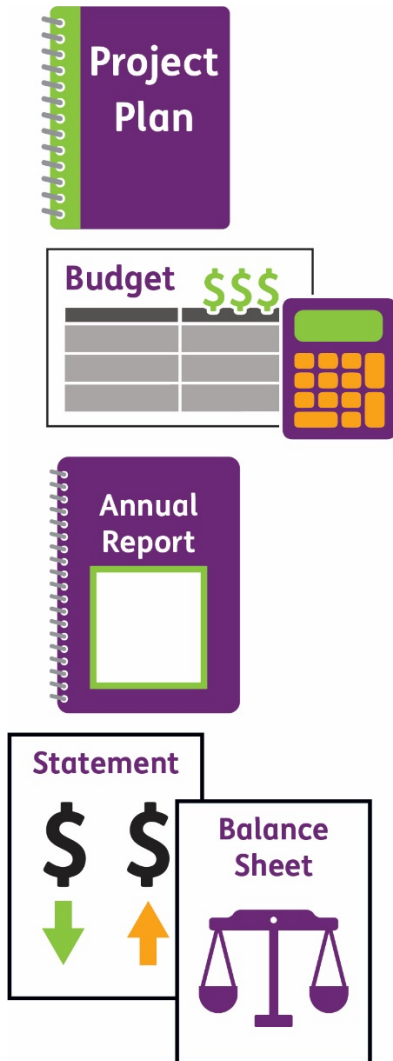


- who your DPO/FO or PCL works with and how you make their lives better



- what other organisations your DPO/FO or PCL has connections with.

Your application needs to include:



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



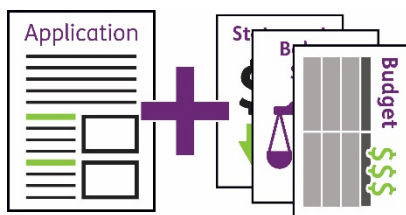
If you are an Indigenous corporation you may send us a copy of your ORIC registration.



If you are part of an auspice agreement, you must complete the auspice declaration.

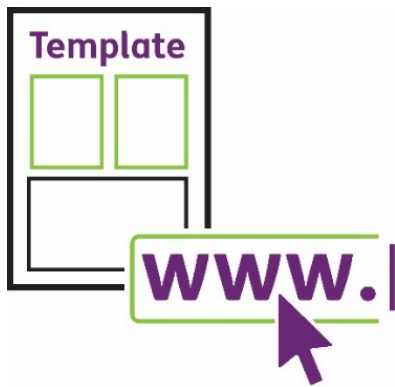


If you are part of a trust, you must send us the Trust Deed.



You must send these documents as attachments to your application form. Attachments can't be bigger than 2MB. The application form explains how to do this.





There are templates you need to use on the Community Grants Hub website.

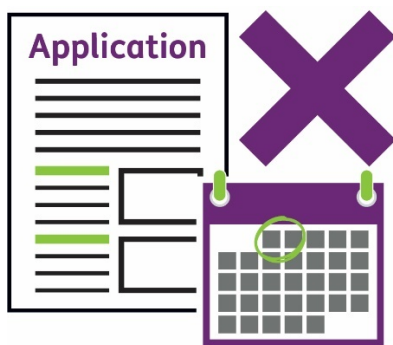
[www.communitygrants.gov.au](http://www.communitygrants.gov.au)



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



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



We won't accept any late applications unless there is an extreme situation.



If something happens to stop you from submitting your application on time, please email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)

We will only accept late applications if:



- you have an exceptional reason



- you can send it to us within 3 days of the closing time



- the Community Grants Hub and the NDIA decide whether to accept your late application.



We won't accept applications sent by fax or mail.



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



They will report their results to the Selection Advisory Panel.

The Selection Advisory Panel might include:



- people who work for the NDIA
- people who work for Commonwealth, state or territory governments
- people with disability
- people who are experts and specialise in disability.



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



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

The NDIA board is a group of people who watch over everything the NDIA does.

## Successful grant applications



We will let you know in writing if your application is:

- successful
- unsuccessful.



We plan to do this in December 2019.



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

# Grant Agreements



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

Your Grant Agreement:



- is a legal document



- explains all the rules you need to follow



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



You will have 10 business days to sign and return the Grant Agreement to us.



Your Grant Agreement will also tell you:

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



You will also need to write an Activity Work Plan.

We will send you a template to use.



If your grant application includes working with children, there will be rules about the way you work.



These rules are about keeping children safe.



They will be included in the Grant Agreement.



## Things you need to do

If we give you a grant, you must:



- send us all of the reports we ask for in the Grant Agreement



- follow the rules of the Grant Agreement



- keep good records for the project



- let us know if your details change



- take part in an evaluation of the project.



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



Over time, you can ask us to change your Grant Agreement.



To do this, you will need to contact your Funding Arrangement Manager at the NDIA.

## Things we need to do



It is our job to watch over the CICD Program.

The things we need to do also include:



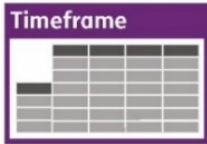
- choosing the right DPO/FOs and PCLs to give grants to



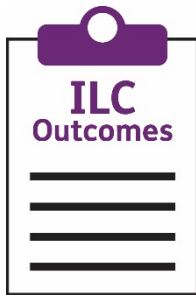
- making sure the applications we get match these guidelines



- running the CICD Program in a way that works well



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



- making sure the projects we fund achieve ILC outcomes



- publishing information about which applications have been successful on the NDIS website



- staying up-to-date with how the projects are going by reading the reports we are given



- evaluating the CICD Program to make sure it is achieving all its goals and outcomes.

## Fairness and honesty

The NDIA, the Community Grants Hub and GrantConnect will make sure everything is done:



- fairly



- honestly



- legally.

## Making a complaint

If you wish to make a complaint about any part of the application process, you can contact the Community Grants Hub.



**1800 634 035**



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



Community Grants Hub Complaints

GPO Box 9820

Canberra Business Centre

ACT 2610



If you want to make a complaint about the program, you can contact the NDIA.



The email address to use is **[ILC@ndis.gov.au](mailto:ILC@ndis.gov.au)**



If you are not happy with the way your complaint has been managed, you can talk to the Commonwealth Ombudsman.

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)



## Conflict of interest



A **conflict of interest** is when someone:

- could affect a decision so the result is better for them



- has a relationship with a person or organisation:

- that could stop a project from being fair and independent
- will be good for them if the project gets funding.



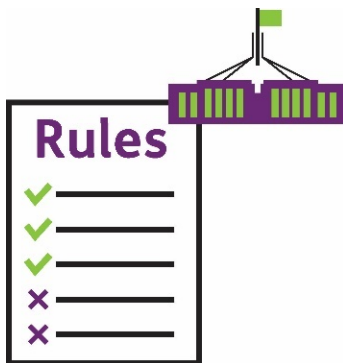
A **perceived conflict of interest** is when it seems like there is a conflict of interest.



In your application, you need to tell us whether there could be a conflict of interest.



If there turns out to be a conflict of interest, you need to tell us in writing straight away.



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

## Protecting your privacy

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



- the *Privacy Act 1988*

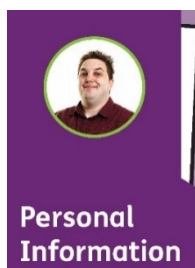


- the *National Disability Insurance Scheme Act 2013*.

We will tell you:

<b>Name:</b> _____ _____
<b>Address:</b> _____ _____ _____
<b>Phone:</b> _____

- what personal information we collect



- why we collect your personal information



- who we share your personal information with.

We might share your personal information with:



- the Selection Advisory Panel
- people who work for the NDIA
- people who work for governments across Australia.



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

You can find it on the NDIS website.

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



You can ask us to keep some information private.

If you want us to keep your information private, it needs to meet 4 conditions:



- you have told us to keep it private and your reasons why



- the information is about your business and needs to be kept secure



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



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



Sometimes, under the law, we must share information.



This might be even if you have asked us to keep it private.

## Freedom of information



All the information and documents we have are covered by the *Freedom of Information Act 1982* (FoI Act).



The FoI Act gives people the right to access information kept by the Australian Government.



If someone asks us to show them a document we have, the FoI Act tells us we have to show it to them.



This might include the information you have asked us to keep private.



You need to cooperate with us if someone asks us to show them a document related to your grant or your project.



Freedom of Information requests need to go through the Freedom of Information team. You can send them an email. [foi@dss.gov.au](mailto:foi@dss.gov.au)

## Word list



### **ABN**

Australian Business Number



### **Auspice agreement**

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

They will:

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



### **Auspicer**

Your **auspicer** is the person who applies for you under an auspice arrangement.



### **Capacity**

Your **capacity** is:

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





## Capability

People with disability can achieve their goals.



## Conflict of interest

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



## Consortium

A group of organisations working together.



## Grant

Money from the government for important work that helps others.



## GST

The Goods and Services Tax.



## **Independent**

You can do things for yourself.



## **Individual advocacy**

When someone speaks up for another person.



## **Mentoring**

When someone guides you so you can do things well on your own.



## **NDIA board**

The NDIA board is a group of people who watch over everything the NDIA does.



## **Opportunity**

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



## **Public liability insurance**

Insurance that protects you if something bad happens to someone who uses your organisation.



## **Self-determination**

You control your own life.



## **Selection criteria**

The things your application must include.



## **Systemic advocacy**

When a person or group speaks up for a group of people.



## **Volunteering**

When people work without getting paid so that they can help others and build their skills.

## Guide to acronyms



### **CICD**

Community Inclusion and Capacity  
Development Program



### **DPO/FO**

Disabled Peoples Organisations and  
Families Organisations



### **ICB**

Individual Capacity Building



### **ILC**

Information, Linkages and Capacity Building



**NDIA**

National Disability Insurance Agency



**NDIS**

National Disability Insurance Scheme



**PCL**

Priority Cohort Led organisation

## More information

If you have any questions during the application period, please contact the Community Grants Hub:



**1800 020 283**



For people with hearing or speech loss

TTY - 1800 555 677



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



The Community Grants Hub will respond to emailed questions within 5 working days.

Answers to questions people have asked will be put on:



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



The question and answer period will close at 5:00 pm AEST on Monday 23 September 2019.



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



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