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

Opening date:	19 August 2019
Closing date and time:	11.00PM AEST on Monday 30 September 2019
Commonwealth policy entity:	National Disability Insurance Agency (NDIA)
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: support@communitygrants.gov.au Questions should be sent no later than 5.00PM AEST on Monday 23 September 2019
Date guidelines released:	19 August 2019
Type of grant opportunity:	Open competitive

Contents

1 Information, Linkages and Capacity Building (ILC): Individual Capacity Building (ICB) Grant Round 2019-2020

The objective of the **Individual Capacity Building (ICB) Program** – is to enable systematic, nationwide access to peer support, mentoring and other skills building for people with disability, carers and families, primarily delivered through a national network of Disabled Peoples Organisations / Families Organisations (DPO/FOs) and Priority Cohort Led (PCL) Organisations.

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 will be administered in partnership between the Department of Social Services (DSS) Community Grants Hub and the NDIA.

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The grant opportunity opens

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

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You complete and submit a grant application

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

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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.

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We make grant recommendations

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

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Grant decisions are made

The decision maker decides which applications are successful.

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We notify you of the outcome

We advise you of the outcome of your application.

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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.

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

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

1.1   Introduction

These Grant Opportunity Guidelines contain information for the first grant round under the *Individual Capacity Building (ICB) Program*. Applicants **must** read this document before filling out an application**.**

Applicants **should** also read both the new *[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 Community Grants Hub website.

2   About the ILC Program

The National Disability Insurance Agency (NDIA) delivers its Information, Linkages and Capacity Building (ILC) Program under *Program 1.2 – Community Inclusion and Capacity Development (CICD)* grants (Refer Department of Social Services (DSS) [Portfolio Budget Statements](#) (PBS)).

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

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

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

The new *ILC Strategy* is funded under the CICD 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 Individual Capacity Building (ICB) Program grant opportunity

The aim of the ICB Program is to provide people with disability the skills and confidence to participate and contribute to the community and protect their rights. The ICB Program will achieve this by enabling systematic access to peer support, mentoring and other skills building for people with disability, carers and families, to develop their individual capacity. This could include activities that empower a person to be independent and to engage in social, economic and community life.

Building off the interim Disabled Peoples and Families Organisations (DPO/FO) – ILC Readiness Grant Round 2018-19 announced earlier in 2019, the ICB Program will also continue to strengthen and build the capacity of Disabled Peoples and Families Organisations (DPO/FOs) across Australia through funding organisational capacity building activities.

This grant opportunity is an open, competitive selection process, for eligible organisations. **Only organisations that meet the definition of a DPO/FO and/or a Priority Cohort Led Organisation (PCL) are eligible to apply (Section 3).**

2.1.1   Grant activity categories

The grant opportunity can fund activities that align with the following **two activity types**:

Activity type 1: Individual Capacity Building (ICB), which are activities that build the capacity of people with disability by ensuring that they have the knowledge, skills and confidence they need to set and achieve their goals. Proposed activities **must** be for the primary and direct benefit of people with disability, and developed and delivered in collaboration with people with disability.

Activity type 2: Organisational Capacity Building (OCB), which are activities that improve the ability of DPO/FOs to deliver their organisational mission and to deliver ILC in the community.

Only applicants that meet the DPO/FO criteria can apply to deliver OCB activities. Further, DPO/FO applicants cannot apply to deliver only OCB activities. DPO/FO applicants must also apply to deliver ICB activities.

2.2   Grant period, amounts and funding available

The ICB Program grant opportunity be open from 19 August 2019 to 11.00PM AEST on Monday 30 September 2019.

A total of $100 million (GST Excl.) or $110 million (GST Incl.) is available for up to three years for this Individual Capacity Building grant opportunity.

The below table outlines how much is available and the duration of the grants for the different organisation types that can apply.

Organisation type	Indicative total funding amount available (GST Excl.)	Duration of grants	Activity types that can be applied for	Maximum funding that can be applied per application (GST Excl.)	Selection (aka Assessment) criteria to address
Disabled Peoples and Families Organisations (DPO/FOs)	$80 million	Up to 3 years	ICB only **OR** OCB **AND** ICB	ICB: $600,000 per year (maximum of $1.8 million over three years) OCB: $50,000 per year (maximum of $150,000 over 3 years) Total: $1.95 million over 3 years if applying for ICB and OCB	3 x criteria: 1. Individual Capacity Building 2. Expected outcomes 3. Your organisation's capability

Organisation type	Indicative total funding amount available (GST Excl.)	Duration of grants	Activity types that can be applied for	Maximum funding that can be applied per application (GST Excl.)	Selection (aka Assessment) criteria to address
Priority Cohort Led organisations (PCLs)	$20 million	Up to 3 years	ICB only	$600,000 per year (maximum of $1.8 million over three years)	3 x criteria: 1. Individual Capacity Building 2. Expected outcomes 3. Organisational capability
Small grants for smaller organisations using a streamlined application process – under $90,000 (GST excl.) for life of grant					
Disabled Peoples and Families Organisations (DPO/FOs)	Funded from DPO/FO allocation detailed above	Up to 3 years	ICB only **OR** OCB **AND** ICB	$30,000 per year, therefore $90,000 in total over 3 years $30,000 per year, combined for both activities in total over 3 years	2 x criteria 1. Individual Capacity Building 2. Expected outcomes
Priority Cohort Led organisations (PCLs)	Funded from PCL allocation detailed above	Up to 3 years	ICB only	$30,000 per year, therefore $90,000 in total over 3 years	2 x criteria 1. Individual Capacity Building 2. Expected outcomes

The NDIA reserves the right to increase or decrease the overall amount of funding available in this funding round and change the funding split between organisation types in the above table 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 individual application represents value with relevant money.

2.3 Applications for funding under $90,000 over total grant period

Applicants who apply for total funding under $90,000 (GST Excl.) over the total life of the grant do not need to respond to selection criterion 3 in the application form. These projects are likely to be based in local communities. Below are some examples of projects under $90,000:

- Supporting **existing peer led groups** for the maintenance and support of the group such as venue hire, assistance with interpreting, and other costs associated with running the group.

- Small scale projects or pilot projects that contribute to building the capacity of people with disability in the local community.

- Building capacity of a place-based community or community of interest while also strengthening the infrastructure of the group to further its mission.

2.4 Other considerations

During a competitive selection process, applications that are found to be suitable will be subject to a comparative assessment. Regardless of the selection process adopted, if the NDIA considers that the applications received through a funding round are unlikely to:

- meet the NDIA and ILC Program objectives

- 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; or the NDIA may decide to conduct a new and/or different selection process for that funding round. For all funding rounds or opportunities, the NDIA delegate will ultimately determine 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 Individual Capacity Building Program will be available in subsequent financial years.

2.5 Geographical location

This grant round will be a national round with a spread of grants across all jurisdictions. Applicants can apply to deliver activities nationally, across multiple jurisdictions, state-based or in particular regions or local areas.

2.6 Outcomes and performance indicators

The intended outcomes of the ICB activities are:

- increased skills and capacity of individuals

- increased motivation, confidence and empowerment to act

- increased participation in and contribution to community.

The intended outcome for the OCB activities is to build the capability of Disabled Peoples and Families Organisations (DPO/FOs) to improve their delivery of current and future ILC activities.

Grant Recipients will be required to report on both outputs and outcomes that have been documented and agreed to in the Activity Work Plan.

Further information and guidance will be provided to successful grant applicants regarding suitable indicators.

Agreed performance indicators will be documented in grant agreements and the Activity Work Plan. This will enable the impact of individual activities funded through the CICD Program as well as the impact of the CICD 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 that grant recipients are to use for reporting.

3　Eligibility criteria

3.1　DPO/FOs and PCL criteria

The following organisation types can apply for this grant opportunity. Applications from the types of organisations defined below will be considered and compared to other applications submitted by the same applicant type. For example, applicants that meet the DPO/FO criteria will be assessed and compared with other DPO/FO applications.

1.a) Disabled Peoples Organisations and Family Organisations (DPO/FOs) with paid staff and a Board, who **meet both** of the eligibility criteria outlined below:

- Actively evidence and demonstrate their commitment to the Social Model of Disability[1], which seeks to remove barriers for people with disability to access mainstream services and live an ordinary life; **and**

- Are run by and for people with disability and/or their families which is supported by evidence of a minimum of 50% of people with a disability and/or their families making up the organisation's board or staff (or both).

1.b) Disabled Peoples Organisations and Family Organisations (DPO/FOs) with no paid staff, that meet both of the **criteria** outlined below:

- Actively demonstrate their commitment to the Social Model of Disability, which seeks to remove barriers for people with disability to access mainstream services and live an ordinary life; **and**

- Are run by and for people with disability and/or their families, which is supported by a minimum membership of 50% of people with a disability and/or their families making up the organisation's volunteers.

2. **Priority Cohort Led Organisations (PCLs)** - these organisations **must** have a minimum of 50% representation of the relevant cohort group on their board or staff and represent one or more of the following cohorts:

- Aboriginal and Torres Strait Islander communities; and/or organisations that are eligible to be registered with the Office of the Registrar of Indigenous Corporations (ORIC); **and/or**

- Culturally and Linguistically Diverse (CALD) communities; **and/or**

- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Asexual and Plus Cohort (LGBTIQA+)[2].

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[1] The social model of disability proposes that what makes someone disabled is not their medical condition, but the attitudes and structures of society.

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

3.2 Eligible entity types

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

Entity Type	Description
Indigenous Corporation	A Corporation incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 – CATSI Act.
Corporate Commonwealth Entity	A Corporate Commonwealth Entity is a Commonwealth entity that is a body corporate. It is legally separate to the Commonwealth and has the capacity to enter into contracts in its own right. It is a body corporate established under Commonwealth legislation.
Non-corporate Commonwealth Entity	A Non-corporate Commonwealth Entity is a Commonwealth entity that is part of the Commonwealth and which represents and acts on behalf of the Commonwealth. They are Commonwealth Departments i.e. a Department of State, as recognised by the Administrative Arrangements Orders, or a Parliamentary Department.
Non-corporate Commonwealth Statutory Authority	A Commonwealth Non-corporate Statutory Authority is an entity that is separate to the Commonwealth but is not strictly a body corporate for example it may be a commission, a commissioner, an authority, or other statutory position to which a person or persons may be appointed. It is established by Commonwealth legislation.
Commonwealth Company	A Commonwealth Company is a company incorporated under the Corporations Act 2001, owned or controlled by the Commonwealth.
Corporate State or Territory Entity	Corporate State or Territory Entities are State or Territory entities that are a body corporate. They are legally separate to the relevant State or Territory and have the capacity to enter into contracts in their own right. They are body corporates established under State or Territory legislation.
Non-corporate State or Territory Entity	A Non-corporate State or Territory Entity is a State or Territory entity that is part of the State or Territory. It represents and acts on behalf of the State or Territory. It is not legally separate to the State or Territory. Known as Departments of State in South Australia and Directorates in the ACT.
Non-corporate State or Territory Statutory Authority	A State or Territory Non-corporate Statutory Authority is an entity that is separate to the State or Territory but is not strictly a body corporate, for example it may be a commission, a commissioner, an authority, or other statutory position to which a person or persons may be appointed. It is established by State or Territory legislation.
Cooperative	A Cooperative is an entity of that name which has been established and/or registered as a cooperative under the relevant legislation in the State or Territory in which they formed. Sometimes this is under the incorporated associations' legislation.

Entity Type	Description
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[3]	A Partnership is an agreement by legal persons 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 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[4]	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.
Company	A Company is a company incorporated under the Corporations Act 2001 (Cth).

3.3 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; and

- have Public Liability Insurance coverage for the duration of the project
  [Note: applicants may be asked for a copy of their Public Liability Insurance].

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

[4] 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

3.4   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.

3.5   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 3.2 and Section 3.3 (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.

3.6   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 meet the DPO/FO eligibility criteria at Section 3.1 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 DPO/FOs unwilling or unable to take on the responsibilities of grant management. The proposed budget to be included with the application should clearly indicate any auspicing or management fees that will be charged by the auspicor.

The auspicor can be any organisation that is a legal entity (Section 3.2) and capable of satisfying the additional requirements outlined in Section 3.3.

The auspicee must complete the template provided on the Community Grants Hub website 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 auspice organisation is the appropriate body to be auspicing the application.

If the grant 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 auspicing, including a template Auspice Agreement.

3.7 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 cannot apply for 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.

3.8 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 ICB 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.

3.9 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.

3.10 Applicants that are NDIA registered providers of support

If an applicant meets the definition of a DPO/FO or PCL 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.

3.11 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 **not** eligible to apply in their own right or as a lead organisation of a consortium. They can apply as an auspicor of an organisation.

3.12 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 Commission's website at www.ndiscommission.gov.au.

4   What the grant money can be used for

4.1   Eligible grant activities

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

4.1.1   Activity category 1 - Individual Capacity Building (ICB)

Types of individual capacity building activities that this grant round will fund include, but are not limited to the following:

- **Peer-led support groups for people with disability** – which could involve developing and running new or existing peer-to-peer programs, including peer groups in-person, online, and/or via phone/teleconference for people with disability.

- **Peer-led support groups for parents, carers and siblings of people with disability -** this includes developing and running new or existing peer-to-peer programs, including peer groups in-person, online, or via phone/teleconference. The purpose of these activities is to enable these people to reach their own potential and gain skills and knowledge to effectively contribute to the wellbeing and increased capacity of the people with disability in their lives.

- **Capacity building activities that enable people to speak up for themselves -** which could involve delivering a peer training program that enables people with disability to build their capacity to voice their concerns, access information or resolve issues.

- **Leadership and professional development activities (individual or group based)** – which could involve developing and delivering programs for mentoring or building individual capacity in engaging with, shaping and leading in civic and community life.

- Skill building activities relevant to the NDIS environment - led by people with disability including:

    i.   **Self-management of plans and supports** (e.g. peer-mentors for service navigation, peer-led capacity building for self-management of plans).

    ii.   **Improving awareness of quality service provision** and supporting people to check and report on the quality of services.

    iii.   **Building autonomy over one's life** including developing and enjoying choice making and pursuit of active citizenship.

    iv.   **Building connection to community** (both place based and communities of interest) through improved understanding and development of knowledge and skills in the following areas: respectful relationships, social connectedness, circles of support, microboards, communication accessibility, volunteerism or development of other personal skills in this area.

- **Other activities to develop the capacity of individuals with disability -** which could involve the establishment or piloting new or innovative supports or services led by people with disability, for people with disability. This may include capacity building activities that provide skills and knowledge to people with disability and their families / carers in areas such as evidence-based support practices, self-management, supportive decision making, establishing and maintaining circles of support, innovative living options, or inclusive work practices.

- **Scaling and extending previously ILC funded individual capacity building activities -** where these activities have been evaluated and can demonstrate effective outcomes for people with disability.

4.1.2 Activity category 2 - Organisational Capacity Building (OCB)

Types of organisational capacity building activities eligible under this grant include, but are not limited to:

- upskilling, training or developing existing or potential staff, volunteers or committee/board members to improve their leadership, skills and capability (e.g. leadership training for staff, board members and/or volunteers with disability)

- developing and delivering strategies and activities to strengthen the involvement of people with disability and/or families and carers in organisational decision making (e.g. recruiting and supporting staff and/or volunteers with disability, or supporting leaders with disability to operate effectively on boards and management committees)

- developing and delivering strategies and activities to support knowledge and skill transfer between board members with and without disability

- establishing and maintaining partnerships to collaborate with other organisations (e.g. developing formal or informal cooperative agreements to share resources or partner in program delivery)

- improving organisational systems or processes to deliver organisational efficiencies (e.g. purchasing and installing a new member communication system)

- strengthening the quality of organisational activities (e.g. commissioning a risk management framework)

- developing and implementing strategies to upskill the organisation (or parts of the organisation) to better function

- developing organisational strategy and future outlook (e.g. conducting needs analysis to better understand emerging priorities of the constituent group)

- scoping and developing a business case for revenue generating services that lead towards financial independence (e.g. developing a new social enterprise).

NOTE: Organisations that meet the DPO/FOs criteria can also apply for funding for organisational capacity development (OCB) activities.

Applicants may apply for **no more than three OCB activities**.

Organisations that apply to deliver OCB activities must also apply to deliver ICB activities.

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

- – 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

  - – systemic advocacy typically builds upon the outcomes of research, inquiries and reviews and seeks to improve understanding of an issue and initiate change for a group of people

  - – individual advocacy is when someone advocates on behalf of someone else

  - – neither of the above advocacy activities are eligible for funding in this grant round

  - – self-advocacy activities **can be** funded through this grant round (e.g. activities that support people with disability to increase their capacity to exercise their rights by helping people to build confidence to voice their concerns, access information, resolve issues or improve their ability to make choices.

- activities and supports that would be deemed reasonable and necessary for participants and funded under an NDIS Plan. Funds may not 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 to adjust the workplace to suit employees with disability or Disability Awareness Training see https://www.jobaccess.gov.au/employment-assistance-fund-eaf.
  - 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 DPO/FO 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: https://guides.service.gov.au/content-guide/accessibility-inclusivity/ or https://www.vic.gov.au/make-content-accessible

Likewise, all web-based material generated under or in connection with the project, must be fully compliant with WCAG Web Content Accessibility Guidelines (www.w3c.org).

5   Assessment criteria

You must address the following assessment criteria relevant to your application as outlined above in the table under Section 2.2. Each criterion below (if relevant to your application) is weighted equally.

The application form includes character limits – up to **6000 characters limit** (approx. 900 words) for Selection criterion 1, and **3500 character limit** (approx. 525 words) for criteria 2 and 3. The application form will not accept characters beyond these limits. Please note spaces are included in the character limit.

Criterion 1 - Building individual capacity

Describe the individual capacity building activities that you intend to deliver and why these are needed in the proposed location.

In your response you should:

- Describe the individual capacity building activities you seek to deliver; (*what will you do?*)

- Describe the people that the individual capacity building activities are expected to support; (*who will you assist?*)

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

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

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

Criterion 2 - Expected results from the individual capacity building activities

Describe how the Individual Capacity Building activities you intend to deliver will achieve the following outcomes:

- Improve knowledge and skills of people with disability; and

- Improve motivation and confidence of people with disability

In your response, you should:

- Describe the current capacity of individuals you will target through your project

- Describe how and why the proposed activities will address the above outcomes for people with a disability

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

Criterion 3 - Your organisation's capability

Describe how you will implement and manage the activities.

In your response, you should describe:

- Your project plan including key milestones or stages
- 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.

When addressing the criterion strong applicants will:

- Describe a project plan or intention to develop a plan, and outline key project stages
- Describe processes or structures for how people with disability will be engaged in the design and delivery of user-led activities
- Describe organisation's connection with community or activity participants
- Describe structures for governance and oversight and relevant skill sets in project management
- List stakeholders involved and describes how they will be involved - e.g. partnerships, alliances or collaborations that will be used to maximise the effectiveness of the proposal.

6 How to apply

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

- these Grant Opportunity Guidelines
- *Information, Linkages and Capacity Building Program (ILC) Program Guidelines 2019-20 to 2021-22*
- the terms and conditions
- questions and answers.

Grant round documents are found at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda[5] 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:

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

- Applicants cannot lodge two applications on behalf of their own organisation.

- Applicants cannot lodge two applications as the lead organisation of a consortium. If an applicant lodges more than one application as the lead of a consortium, the second and all subsequent applications will be considered ineligible for both you and the consortium members.

- Applicants can submit a maximum of two applications ONLY when they apply once in their own right and in the second application as the lead of a consortium. Otherwise, applicants can only submit one application, either on behalf of their own organisation or as the lead organisation of a consortium.

- Applicants can apply as the auspicor of another organisation. Acting as an auspicor does not count towards the number of applications that an organisation is eligible to submit.

6.2 Consortia

The lead organisation of the consortium is the applicant. Applicants can participate in additional applications as non-lead members of consortia.

The Individual Capacity Building Program 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.

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.

6.3 Multiple applications

Where an organisation submits multiple applications that exceed the allowable number of applications as outlined in Section 6.1, only the application/s received closest to the closing date will be accepted and assessed.

6.4 Application requirements

To apply you must:

- complete the online application form on GrantConnect or Community Grants Hub

- provide all the information requested

- address all eligibility criteria and assessment criteria

- include all necessary attachments

- submit your application/s to the Community Grants Hub by 11.00PM AEST on Monday 30 September 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.

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 6.7 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.

6.5   Request for assistance in submitting application

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

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

6.6   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 Community Grants Hub website)

- Activity Project Plan

- If seeking $100,000 or more (GST exclusive), applicants **must** include a copy of their organisation's **most recent** audited financial statements (or accepted alternative documentation), if audited financial statements are not available.

- Completed Auspice Declaration (only for organisations to authorise another organisation to apply on their behalf) (template available on the Community Grants Hub website).

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

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

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

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

6.7 Timing of grant opportunity processes

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

Late applications

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

- reasonably unforeseeable

- beyond the applicant's control

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

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

How to lodge a late application

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

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing 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 Delegate or their appointed representative[6] will determine whether a late application will be accepted. The decision of the delegate 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 ICB grant are contained below. Whilst every effort will be made to adhere to the indicated timeframes, applicants should note that the timeframes provided are indicative only and may be subject to change.

Table 1: Anticipated timing for this grant opportunity

Activity	Timeframe	Date
Open grant round	6 weeks	19 August 2019
Closing date and time	Monday 11:00PM AEST	30 September 2019

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[6] This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

Activity	Timeframe	Date
Assessment of applications	4 weeks	October - November 2019
Approval of outcomes of selection process	2 weeks	December 2019
Announcement	1 day	December 2019
Notification to successful and unsuccessful applicants	2 weeks	December 2019
Negotiations and award of grant agreements	Up to 6 weeks	January – February 2020
Earliest start date of grant activity	Up to 2 weeks from signing	February 2020
End date of grant activity	Up to three years	February 2023

6.8   Questions during the application process

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

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

The question period will close at 5:00PM AEST on Monday 23 September 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 set out above at Section 3. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process with DPO/FOs being assessed against other DPO/FO applications and PCLs assessed against other PCL applications.

If eligible, we will then assess your application against the assessment criteria (see Section 5.) and against other applications with DPO/FOs being assessed against other DPO/FO applications and PCLs assessed against other PCL applications. We will consider your application on, based on how:

- well it meets the criteria
- it compares to other applications, as outlined above.

A Selection Advisory Panel will consider whether it provides value with relevant money.[7]

When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel will have regard to the following:

- The overall objective/s to be achieved in providing the grant.
- Whether the proposed project is in scope of the ILC policy.
- The needs of the ILC Priority Cohorts for the round.
- The relative value of the grant sought.

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

- Where organisations are representing 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 and alignment with the organisational definition of a DPO/FO or PCL.

- 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 ICB Grant Opportunity Guidelines by the DSS Assessment Centre, the NDIA, the Selection Advisory Panel and any relevant and necessary experts or advisors.

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

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

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 decides which grants to approve based on the recommendations of the Selection Advisory Panel, taking into consideration any further information that may become known, including the:

- use of additional expert or advisory opinion, and

- 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.

8.1 Feedback on your application

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

8.2 Further grant opportunities

The NDIA expects to offer further funding opportunities to the sector with longer funding terms as part of the new 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.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

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 issued. 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. Sample grant agreements are available on GrantConnect and Community Grants Hub websites as part of the grant documentation. 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.

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

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

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

9.2 Commonwealth Child Safe Framework

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

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

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

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

The successful applicant will be required to comply with all child safety obligations included in the grant agreement 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 we pay the grant

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

We 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, $150,000 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:

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 activity, 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 or likely 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.

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. Tools such as surveys or other information gathering devices 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 reporting each 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 participants (or have a method of reaching users) of their programs. They will be required to provide a request for a survey to these people every six months.

11.3   Performance indicators

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

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

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

11.4   Financial declaration

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

11.5   Grant agreement variations

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

You should not assume that a request for variation will be successful. We 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 or to gain greater insights on the activity. 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 grant streams, including the ICB 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 ICB Program include:

Specific outcomes for the ICB Program related to ICB include:

- increased skills and capacity of individuals

- increased motivation, confidence and empowerment to act

- increased participation in and contribution to community.

Specific indicators for Individual Capacity Building are:

- Number of individuals engaged in capacity building activities

- Percentage reporting improved knowledge or skills

- Percentage reporting improved motivation and confidence

- Percentage of organisations with strengthened organisational capacity

- 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:

- A percentage feel their contribution valued (outcome)

- A percentage have increased leadership and influencing opportunities (outcome)

- A percentage that 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 Individual Capacity Building Program – an Australian Government initiative'.

12 Probity

The Australian government 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 guidelines 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, O'Connor Marsden, and where relevant the NDIA's probity advisors, Maddocks.

These guidelines may be changed by the NDIA. When this happens, the revised guidelines are published on the GrantConnect and 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 complaints form on the Department of Social Services website, by phone or mail.

Phone: 1800 634 035

Mail: Complaints
             GPO Box 9820
             Canberra ACT 2601

Complaints about this program

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

Complaints to the Ombudsman

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

The Commonwealth Ombudsman can be contacted on:

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

12.2   Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if 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*.

12.4   Freedom of information

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

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

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

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

By email: foi@dss.gov.au

13   Glossary

Term	Definition
accountable authority	see subsection 12(2) of the *Public Governance, Performance and Accountability Act 2013*
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.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth[8] 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.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.

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[8] The NDIA AAI's provide that the NDIA adhere to the CGR&Gs.

Term	Definition
grant agreement manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money[9] or other Consolidated Revenue Fund (CRF) money[10] is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant

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

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

Term	Definition
Portfolio Budget Statement (PBS) Program	described within the entity's Portfolio Budget Statement, 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 grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
value with relevant money	refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations. When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the: • quality of the project proposal and activities; • fit for purpose of the proposal in contributing to government objectives; • absence of a grant is likely to prevent the grantee and government's outcomes being achieved • potential grantee's relevant experience and performance history.