Information, Linkages and Capacity Building (ILC) Individual Capacity Building (ICB) Program Grant Opportunity 2019-2020

Questions and Answers (Q&As)

(**Note** – This questions and answers document does not, in any way, replace or override information provided in the *Grant Opportunity Guidelines* for *Information, Linkages and Capacity Building (ILC) Individual Capacity Building (ICB) Program Grant Opportunity 2019-2020*, or the application pack).

Funding Details

1. **How much funding is available in the ILC Individual Capacity Building Program Grant Opportunity 2019-2020?**

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.

2. **What is the minimum or maximum funding amount available for the ILC Individual Capacity Building Program Grant Opportunity 2019-2020?**

There is no minimum grant amount for this round.

For Disabled Peoples Organisations and Family Organisations (DPO/FOs), the maximum grant amount (GST Excl.) for Individual Capacity Building (ICB) is $600,000 per year (maximum of $1.8 million over three years), and for Organisational Capacity Building (OCB) activities the maximum grant amount (GST Excl.) is $50,000 per year (maximum of $150,000 over three years). A total allowable amount of $1.95 million (GST Excl.) over three years if applying for ICB and OCB.

For Priority Cohort Led organisations (PCLs), the maximum grant amount (GST Excl.) for Individual Capacity Building (ICB) is $600,000 per year (maximum of $1.8 million over three years).

Grants under $90,000 over three years:

- To be eligible for the more streamlined application process, proposals must be under $90,000 in total over three years (maximum of $30,000 per year). This includes DPO/FOs that apply for both Individual Capacity Building (ICB) and Organisational Capacity Building (OCB) activities.

3. **Is the funding ongoing?**

No. The maximum grant period is three years, likely commencing from February 2020.

4. **Does the application form allow participants to identify other funding sourced for the activity and the status of that additional funding source?**

Yes. The online application form asks whether the activity relies on any contributions other than the ILC funds being applied for, the source of the funding, the amount and the status of the application.

5. **Will the National Disability Insurance Agency (NDIA) consider part-funding of an application?**

If some of the elements within a funding proposal do not meet the grant round purpose or provide value for money, the NDIA may consider funding part of an application.

6. **Will there be more Individual Capacity Building funding available after this round is completed?**

Yes. There will be another ICB round during 2020, where up to $87 million will be available.

Grant conditions and eligibility

7. **What are the grant conditions for the ILC Individual Capacity Building Program Grant Opportunity 2019-2020?**

A copy of the Grant Conditions and Supplementary Terms for the ILC Individual Capacity Building Program Grant Opportunity 2019-2020 are included as part of the grant opportunity documents available on the Community Grants Hub and GrantConnect websites.

8. **How do I know if my organisation is eligible to apply?**

To be eligible to apply, your organisation must meet one of the following organisation criteria:

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**

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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.

- 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) should be registered prior to submitting an application; **and/or**
- Culturally and Linguistically Diverse (CALD) communities; **and/or**
- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Asexual and Plus cohort (LGBTIQA+)[2].

Organisations applying, must also be:
- an eligible legal entity – (see Grant Opportunity Guidelines Section 3.2)
- able to satisfy other grant round requirements – such as public liability insurance and having an Australian bank account (see Grant Opportunity Guidelines Section 3.3).

9. **Does the priority cohort led organisation need to have 50% of people with a disability and/or their families making up the organisation's board or staff (or both) or minimum membership of 50% of people with a disability and/or their families making up the organisation's volunteers?**

No. We expect organisations applying as a priority cohort led organisation to be led by and for the community they work with and therefore have a minimum of 50% representation of the relevant cohort group on their board or staff and represent one or more of the cohorts listed in Section 3.1.

Applications from these organisations must propose activities that demonstrate a clear, direct benefit to people with disability.

10. **My organisation works with other marginalised people (such as people experiencing homelessness). Is that also a priority population?**

No. This grant round only funds DPO/FOs or PCL organisations led by one of the three priority cohort groups listed in the Grant Opportunity Guidelines at Section 3.1.

11. **What is the definition of Culturally and Linguistically Diverse (CALD) for the purposes of this grant round?**

The definition of Culturally and Linguistically Diverse (CALD) is consistent with the definition used by the National Disability Insurance Agency (NDIA) in the [NDIS CALD Strategy](#):

'culturally and linguistically diverse' is defined as: country of birth that is not Australia, New Zealand, the United Kingdom, the United States of America, Canada or South Africa; or primary language spoken at home is not English.

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

12. How can I apply if I am unincorporated?

If your group or organisation is a Disabled Peoples Organisations and Family Organisations (DPO/FOs) which meets the eligibility requirements of Section 3.1 (a) or (b) of the Grant Opportunity Guidelines, but doesn't meet the eligible entity types (see Section 3.2), then you can approach any eligible legal entity that satisfies the requirements of Section 3.2 and 3.3 of the Grant Opportunity Guidelines to act as your auspicor for their application.

"To 'auspice' means to provide support, sponsorship or guidance. The group or individual requiring support is known as the 'auspicee' and the incorporated organisation that auspices the group or individual is known as the 'auspicor'. When using an auspice arrangement, the relationship is often described as one where the auspicee will be carrying out the project 'under the auspices of' the incorporated organisation – the auspicor. The auspicor receives funding or enters into relevant agreements for the auspicee." – [Not-for-Profit Law](#)

13. Can I apply for the Individual Capacity Building grant round if I am already a grant recipient from a previous ILC grant round?

Yes, you can apply if you are currently a recipient of another ILC grant. However, the current level of ILC funding and what it is being directed towards will be a consideration during assessment.

14. Can I apply for the Individual Capacity Building grant round if I am also applying for other current ILC grant rounds?

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.

15. Can I apply for the Individual Capacity Building grant round if I am an organisation 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?

No, you are **not eligible to apply** in your own right or as a lead organisation of a consortium. You can apply as an auspicor of an organisation.

Activity details

16. Can you give an example of what kinds of projects you will fund?

This grant has two activity components:

1. **Individual Capacity Building** – these are activities for people with disability to strengthen an individual's knowledge, skills and confidence to set, self-manage and achieve personal goals and to participate in social, economic and civic life.

2. **Organisational Capacity Building** – these are activities that focus on improving the organisation's functions such as strategy, improving the effectiveness of governance (such as effectively enabling people with disability to be strong leaders and decisions makers), improving culture, processes/systems, people management or building the skills and capability of its people (particularly building the capability of staff, volunteers and/or board members with disability).

Examples of the types of activities that could be considered for funding under these categories are outlined at Section 4.1 of the Grant Opportunity Guidelines.

Organisations that meet the DPO/FOs criteria can also apply for funding for organisational capacity development (OCB) activities. The maximum number of **OCB activities that can be applied for is three**. DPO/FOs that apply to deliver OCB activities must also apply to deliver ICB activities.

17. Can organisations apply to deliver an activity across multiple jurisdictions?

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.

18. Regarding geographic locations, how do I identify coverage areas?

In the online application form applicants will need to select the jurisdiction (State/Territory) where they would provide the proposed activity. You will also need to identify the locations where you will deliver your project in the text box provided in the application form. You will be asked to enter the details of each suburb and postcode of where you intend to deliver the activity/project.

Application accessibility and assistance

19. What if I am having issues accessing or completing the online application?

Please contact the Community Grants Hub if you are having difficulty accessing the form on 1800 020 283 or email support@communitygrants.gov.au.

20. Where should I go for further information regarding the grant funding round and application process?

Please email your enquiries to the Community Grants Hubs at support@communitygrants.gov.au or call 1800 020 283 or TTY 1800 555 677.

21. Where can I find more information to help me get ready?

Potential ILC grant applicants **should** 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. You can also look at previously funded ILC grants to get an idea of what we have funded through other grant rounds.

Application details

22. How long do I have to submit my application?

You will have six weeks to submit your application, commencing Monday 19 August 2019 and ending **11:00 PM AEST Monday 30 September 2019**.

23. When does the grant round close?

As noted above, the application form must be submitted by **11:00 PM AEST on Monday 30 September 2019**. It is recommended that you submit your application well before the closing time and date. Late applications will only be accepted in accordance with conditions outlined in the Grant Opportunity Guidelines (Section 6.7).

24. Will you contact me if there are problems/questions about my application?

If you find a mistake in your application after it has been submitted, you should immediately contact the Community Grants Hub by phone on 1800 020 283 or by email at support@communitygrants.gov.au.

The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub does not have to accept any additional information or requests from applicants to correct applications after the closing date and time.

25. If I am not able to submit my application by the due date, can I get an extension?

Extensions will not be provided.

Late applications will only be accepted in accordance with conditions outlined in the Section 6.7 of the Grant Opportunity Guidelines.

26. Are the individual selection criteria weighted?

No weighting has been applied to the selection criteria. Responses to the three selection criteria grants of $90,000 or more, and the two selection criteria for grants under $90,000 for this grant opportunity are considered equally in weighting. Applications will be assessed on their merits against the selection criteria and DPO/FOs will be assessed against other DPO/FO applications and PCLs assessed against other PCL applications.

27. What happens if any of the selection criteria are not addressed in the application form?

The online application form requires a response to each selection criterion. Each question contributes to the overall assessment of the application.

28. Is there a word limit for the selection criteria?

The application form has an approx. 900 word (6000 character) limit for criterion 1 and approx. 525 word (3500 character) limit for criteria 2 and 3. The application form will not accept characters beyond these limits. Please note spaces are included in the character limit.

29. What is the 'brief summary of your project'?
Applicants are required to provide a clear summary of their project activity. The applicants will be asked to also provide greater detail in the selection criteria questions. The response should include a summary of what your project will deliver, how it will be delivered, where it will be delivered, as well as what will be achieved for people with disability.

30. What attachments do I need to include in my application?
Section 6.6 of the Grant Opportunity Guidelines outlines the attachments required. It is important to note that if the templates provided are not used, the application will be considered non-compliant.

The following documents should be included with the application:

- 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.
- Certificate of ORIC registration if applying as an ILC Priority Cohort ATSI Organisation.

31. How many applications can I make?
- 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.

Section 6.1 of the Grant Opportunity Guidelines sets out the number of applications an applicant may make.

32. If an organisation is a member of a consortium that has submitted one application, is this counted as an application for the consortium member?

Applications submitted by a consortium only count towards the lead member's total number of applications. For other non-lead members of a consortium, an application submitted as part of a consortium will not count towards the total number of applications that can be submitted. Section 6.1 of the Grant Opportunity Guidelines sets out the number of applications an applicant may make.

33. What is a lead organisation?

If you submit a joint application as a consortium, you must nominate a lead organisation for the application. The lead organisation for the project will, if your application is successful, sign the grant agreement, receive the funding and assume legal responsibility for performing the activities and meeting the outcomes under the grant agreement.

34. I'm applying on behalf of a consortium. How many members can I identify in the application form?

The application form allows applicants to identify up to 10 consortium members only. If you are applying on behalf of a consortium that has more than 10 members, please send an email to support@communitygrants.gov.au that includes the:

- details of all consortium members, including the 10 members that you have identified in your application form. For each additional member, please provide the same details that are requested in the application form
- name of the grant opportunity that you are applying for
- **Submission Reference ID** of your application form.

A lead organisation must be a legal entity as listed in Section 3.2 of the Grant Opportunity Guidelines.

Questions and Answers added 21 August 2019

35. Can a Disabled Person or Family Organisation (DPFO) apply under our auspice and if they are successful, transfer the funds/activities into their own organisation once they incorporate?

If applying as an auspice, the application would be assessed as an auspice application and if successful the agreement would be signed as an auspice agreement. Therefore, if the DPFO apply under your auspice and if successful, you would be required to continue to auspice the organisation throughout the entire funding period.

Grant assessment

36. Who is undertaking the assessment of applications?

Section 7 of the Grant Opportunity Guidelines sets out the assessment process.

The NDIA is partnering with the Community Grants Hub to administer the application process for this round. The Community Grants Hub assess the applications and reports this to the NDIA.

The Community Grants Hub and the NDIA will provide advice to a Selection Advisory Panel on the outcomes of the assessment undertaken by the Assessment Team and other matters, including risk and alignment to ILC. The Selection Advisory Panel considers the overall value for relevant money of proposals and provides list of recommended projects to fund to the NDIA Delegate for final decision.

37. Who is involved in the Selection Advisory Panel?

The Selection Advisory Panel may include a mix of employees of the NDIA, Commonwealth Government, people with disability, and people of specialist relevant expertise.

38. Are the grant applications assessed against other applications?

Yes. Grant applications are assessed on how well they address the selection criteria, if it represents *value for relevant money*, and how it compares to other applications. As noted previously, in this grant round, DPO/FOs will be assessed against other DPO/FO applications and PCLs assessed against other PCL applications.

39. Can I appeal the decision in relation to the outcome of a selection process?

No. In accordance with Section 7.4 of the Grant Opportunity Guidelines, there is no appeal mechanism for decisions to approve or not approve a grant.

Feedback

40. When will I know the outcome of my application?

Applicants will be notified of the outcome of their application in writing at the end of the selection process. This is likely to be no later than December 2019.

41. What feedback will be available for this funding round?

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.

42. How can my organisation get updates about ILC?

Organisations and individuals can register to receive updates on ILC by signing up to the [ILC mailing list](#).

Additional Questions and Answers (Questions 43 to 55) added 25 September 2019

43. With reference to criteria 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.

Could you please confirm what is considered a direct benefit to people with disability versus a secondary outcome?

Any application targeting carers or siblings must be able to demonstrate how the project will increase the knowledge, skills and confidence of people with disability so they can set and achieve their goals. The project must benefit both carers or siblings, and people with disability. A direct benefit would be, for example, a carer or sibling attending a peer support group which enables them to be better informed about their family member's disability and so able to assist them access appropriate supports in their community.

44. Would it be possible to reduce the requirement of family/people with disability to 30% for organisations who look after people who are disabled due to their neurological condition? This would be much more manageable.

Section 3 of the Grant Opportunity Guidelines states the eligibility criteria for this grant round. The requirement for this grant round is 50% and still stands.

45. We believe we meet the profile of the Family Organisation eligibility requirements described in the grant guidelines in order to apply for the grant. In terms of this element of the eligibility for DFO/FO what types of evidence are you seeking that would demonstrate this?

In the application form there is a question "Tell us about your organisation" This question asks the applicant to provide details about the organisation that would deliver the grant and, if applicable, how it meets the DPO/FO and PCL criteria. This response is used by NDIA and the Hub to determine whether the applicant meets the DPO/FO or PCL criteria (section 3).

Include in the answer a description of:

- how the organisation meets the definition of a DPO/FO or an organisation led by ILC Priority cohorts groups (where relevant)
- the organisation's mission/purpose
- the size of the organisation (including volunteers) and the number of people or members with disability it supports
- the day to day activities or services that the organisation delivers
- the people the organisation works with and how this work contributes to changing their lives
- any relationships or partnerships that the organisation has that will support the delivery of the activities.

46. **I would like to know what the definition of 'family' is? Is it only direct family or can it be extended and how does an organisation gather this information?**

The definition of "family" in this instance are people with a strong and close bond to a person with disability, which is not necessarily measured directly by the closeness of those familial ties.

47. **I am seeking clarification on the eligibility criteria for the ILC Grant Opportunities. The following criteria apply: 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).**

   ###### regularly recruits board members whose loved one has passed from Parkinson's Disease. ###### considers these community members vital - they understand the social and economic impact on the individual and family, and the barriers faced in leading a full life with condition. They are often driven to support change (having supported and advocated with their loved one for many years) and are able to dedicate time to our mission.

   My question is – do these board members meet the definition of 'families'?

If a family member of a board member has passed away, they do meet the definition of 'families'. These board members will have had lived experience of a family member with disability whilst they were alive.

48. **In Section 3.1 of the ILC Program Guidelines it states: Organisations that are not DPOs/FOs may also be funded, however, they will be a secondary priority. Typically this occurs where there may not be a DPO/FO that can support a specific community, such as people from culturally and linguistically diverse backgrounds. This may also apply for specific disability cohorts.**

   Can you please advise where and how this might be applied?

The ILC Program Guidelines detail the strategic intent of the overall ILC program and therefore the following paragraph refers to the overall Individual Capacity Building Program and not specifically to the Individual Capacity Building grant round currently open.

Section 3.1 of the ILC Program Guidelines states:

- Organisations that are not DPOs/FOs may also be funded, however, they will be a secondary priority. Typically this occurs where there may not be a DPO/FO that can support a specific community, such as people from culturally and linguistically diverse backgrounds. This may also apply for specific disability cohorts.

Section 3.1 of the Grant Opportunity Guidelines for the current Individual Capacity Building grant round details the organisational Eligibility Criteria. Priority Cohort Led Organisations are eligible to apply for this grant round, even if they do not meet the DPO/FO criteria. The criteria for Priority Cohort Led Organisations is outlined below:

- 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:

   o Aboriginal and Torres Strait Islander communities; and/or organisations registered with the Office of the Registrar of Indigenous Corporations (ORIC).

- o Culturally and Linguistically Diverse (CALD) communities.

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

49. If you are not a DPO/FO or PCL the application form will not let you progress with the application. How do Sibling and Carer-Led Organisations or a non-DPO/FO apply?

If you are a Sibling and Carer-Led Organisation or a non-DPO/FO please select the DPO/FO eligible radio button in *Under what Organisation type is this application being made?* and then indicate if you have paid or unpaid staff. Then in your response under *Service Delivery - Tell us about the organisation delivering this proposal and the people it supports*, please indicate whether you are a Sibling and Carer-Led organisation or non DPO/FO.

50. Should I be including all budget costs (both ICB and OCB items in the budget) or just ICB related activities?

All costs need to be included in the budget; both ICB and OCB.

51. If I am to include both, should I be identifying whether the item is ICB or OCB activity related?

There is no requirement to stipulate items as ICB or OCB, however if successful, we may ask for a breakdown at a later date.

52. Organisations with changing board members are unsure how to proceed should they become less than 50% or are planning on increasing above 50% within the near future

Organisations must meet the eligibility criteria as stated in Section 3 of the Grant Opportunity Guidelines at the time of submitting their application. If an organisation doesn't meet the eligibility criteria but are hoping to in the future after the round closes they are not eligible to apply. An organisation must meet eligibility requirements at the point in time when their application is submitted.

53. The eligibility line is not clear, applicants are reading it as meeting eligibility criteria Section 3.1 may exclude them?

- *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.*

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 but are not a legal entity may still be able to participate in the grant round if they are able to establish an auspice arrangement.

54. The form will not allow decimal points in the application. For example on the number of FTE of Board members

The amount is to be rounded up or down on FTE to allow a whole number, as there will be no effect on the budget.

55. If we are an Aboriginal Torres Strait Islander organisation and don't have ORIC registration are we able to apply?

Yes, Section 3 of the Individual Capacity Building Grant Opportunity Guidelines has been updated to:

> *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) should be registered, prior to submitting an application.*

The clause within the guidelines is not intended to exclude Aboriginal controlled entities operating through a range of other corporate structures. It is not mandatory or a requirement to be registered in order for applicants to apply for this grant round.