# Economic and Community Participation (ECP) Grant Round 2019–2020

## Grant Opportunity Guidelines

**Grant Round 2019–2020**

**Easy English version**

**Easy Read**

ndis.gov.au

# How to use this document

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

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

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

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

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

There is a list of these words on page 84.

We've also included a list of acronyms on page 89.

This Easy English document is a summary of the *Economic and Community Participation (ECP) Grant Round 2019–2020 Grant Opportunity Guidelines*

You can find the other document on the Community Grants Hub website at **www.communitygrants.gov.au**

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

- have any questions

- need help with the application form.

**1800 020 283**

For people with hearing or speech loss

TTY – 1800 555 677

**support@communitygrants.gov.au**

# What's in this document?

# About these Guidelines

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

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

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

You should also read the full grant guidelines.

You can find the full grant guidelines on the Community Grants Hub website at **www.communitygrants.gov.au**

You must:

- fill out every section of the application form

- give us all the information we ask for.

People from 2 organisations will look at the applications.

The organisations are:

- The National Disability Insurance Agency (NDIA)

- Community Grants Hub.

They will treat all applications fairly.

# About the CICD Program

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

These grants are for the CICD Program.

The CICD Program funds the Information Linkages and Capacity Building part of the NDIS.

We usually call it ILC.

Your **capacity** is:

- your ability to do something

- the skills you have

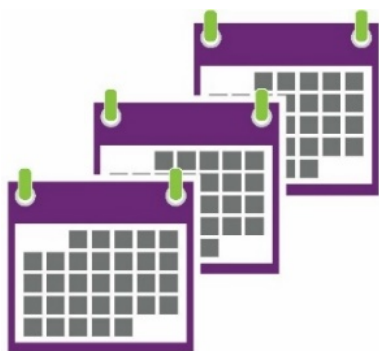- knowing the right people who can help you.

ILC:

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

- enables people with disability to live an ordinary life

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

# About this round of grants

This round of grants is for the **economic and community participation** of people with disability.

Our **economy** is the total amount of goods, services and money that Australia makes and uses.

**Participation** is when you take part.

Economic participation is when people take part in our economy by:

- working

- earning money.

At the moment, there are a low number of people with disability who take part in our economy by working.

Many people with disability can only find part-time work.

It can take a long time for people with disability to find a job.

These grants are for projects that find ways to include people with disability in **workplaces** around Australia.

Workplaces are any place you work, such as:

- an office

- a factory

- a shop.

Your **community** can include the people who:

- live in the same area as you

- share the same hobbies or interests as you.

Community participation is when people are involved in the everyday life of the place where they live.

It can also be enjoying:

- arts

- culture

- sports

- recreation.

Sometimes there are barriers for people with disability to take part in their community.

These grants are for projects that support people with disability to enjoy community life.

We are especially looking for projects that focus on:

- arts

- culture

- sports

- recreation.

We are looking for projects that have a range of **activities** to meet the needs of people with disability in different ways.

The activities are the the things your project will do.

# What can the grant money be used for?

## Economic participation

We will give grants for projects that:



- build the capacity of employers so they can give more jobs to people with disability



- teach people with disability work and job skills



- support people with disability to work for themselves.



We explain these 3 types of projects in more detail on the following pages.

## Build the capacity of employers

These projects can help employers:



- understand that people with disability could work for them



- learn how to work with people with disability



- work out the best ways to include people with disability in their workplace



- make sure people with disability are supported so they can do their job well.

These projects might:

- teach managers and staff how to better include people with disability

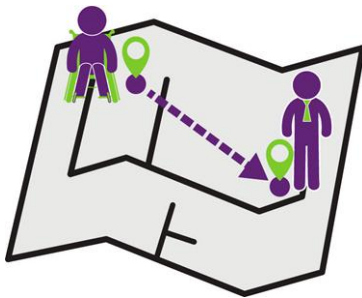- connect organisations that could work together to include people with disability

- create and share good information about giving jobs to people with disability

- tell people with disability good things about your organisation so they want to work there

- explain a new way to create jobs for people with disability



- create a program to connect employers and people with disability.
  This program might be in 1 area or region.

**Teach people with disability work and job skills**



These projects can help people with disability:

- learn real work skills

- work in real workplaces.



These projects need to give people with disability a chance to practise using their new work skills.

This means the projects need to run for a while.

People with disability who take part in these projects will need:

- support

- **mentoring** – when someone guides you, so you can do things well.

Employers and people with disability will need to work together to make these projects work well.

And these projects need to be different from employment services for people with disability that already exist.

The activities might:



- Coach people with disability to help them find out what kind of work they want to do.



- Connect schools, training organisations and workplaces so they can support people with disability to get jobs.



- Build on government programs that already exist to help people with disability find work.



- Link organisations so people with disability can try working in different workplaces.



- Support people with disability living in regional areas by offering **apprenticeships** while they are at school.

  An apprenticeship is where you learn how to do a job. You go to a workplace.

- Offer support and training to people with disability when they're starting a new job.



- Set up **peer support** groups for people with disability who are working.

  Peer support is using your experience and knowledge to help other people in a similar situation.

**Support people with disability to work for themselves**

These projects can help people with disability:



- create their own work



- build their own small businesses



- become **social entrepreneurs**.

Social entrepreneurs work on projects where the goal is to change something for the better in the community.

Making money is not the only goal.

These projects should give people with disability:

- the support they need to run a small business

- the confidence they need to run a small business.

These projects could also help organisations and agencies:

- offer small business training and support

- break down the barriers that stop people with disability doing well

- run events where people with disability who want to start a business can learn together.

The activities might help people with disability who have their own businesses connect with each other.

The activities might offer mentoring to people with disability who have their own businesses.

The activities might include events that tell the community about:

- people with disability who have their own businesses

- what the community can do to support them.

# Community participation

To apply for a grant in this area your project needs to support people with disability to be involved in:

- the arts

- culture

- sports

- recreation.

We will give grants to projects that:

- think about and start developing special equipment that people with disability need to take part in the community

- help community organisations to understand more about living with disability so they can be more inclusive and welcoming

- support people with disability to be good leaders and citizens

- train volunteers so they understand how to work better with people with disability

- work with people who make decisions so they can include people with disability when they make decisions

- create inclusive playgrounds for children with special needs so all children can play together.

These are just ideas we are interested in.

You might have your own ideas of how to help people with disability take part in social and cultural life.

# Who can apply for a grant?

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

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

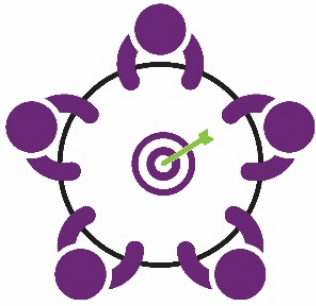- Incorporated associations – organisations that have Association, Incorporated or Inc. in their legal name.

- Cooperatives – organisations that have Cooperative in their legal name.

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

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

- **Trustees** on behalf of a **trust**.

  A trust is when 1 or more people manage money and property for another person or organisation. The people who manage the trust are called trustees.

- Organisations established under Commonwealth, state or territory laws.

- Local government areas, usually called local councils.

- A company.

You also need to have:

- an ABN – An Australian Business Number

- an Australian bank account

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

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

If you aren't registered for GST, you might need to register if you get a grant.

Indigenous corporations can show us their ORIC Registration.

## ILC's Priority Cohort Groups

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

For this round of grants, we want organisations that offer activities for these groups to apply:

- Aboriginal and Torres Strait Islander communities

- Culturally and Linguistically Diverse communities

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

- Groups who work in **rural** or **remote** areas.

Rural and remote areas are places that are far away from cities or towns.

To apply for a grant to work with these groups of people you must really know and understand:

- the people who belong to that group

- what the group needs.

# How many times can you apply?

An organisation can apply once on their own.

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

We call this a **consortium**.

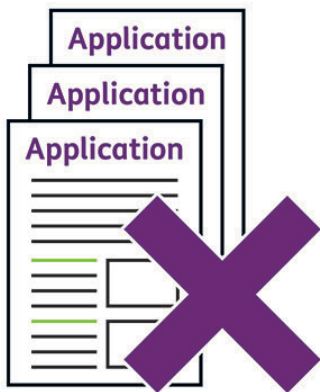An organisation can only apply once as the leader of a consortium.

An organisation can apply 2 times in total:

- once as a leader of a consortium

- once as an individual organisation.

If your organisation applies as the leader of a consortium more than once, only the application received closest to the closing date will be accepted and assessed.

Any other applications you make won't count.

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

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

We call this an **auspice arrangement**.

An **auspicor** is the organisation that applies for you under an auspice arrangement.

If successful, they will:

- be given the grant

- manage the money for you.

You can only apply once if you use an auspicor.

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

# Where can a grant be used?

We are looking for projects that will help people with disability in one or places like:

- their local area

- a part of a state or territory

- a whole state or territory

- multiple states or territories

- all parts of Australia.

When you apply, you must tell us:
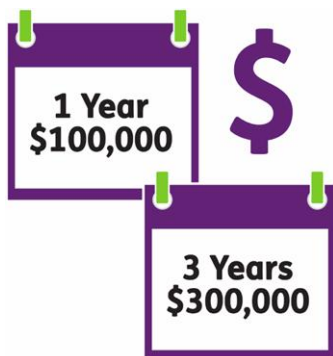
- how well you know the community you work in

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

# How much are the grants worth?

There is $30 million available in this round of grants over a period of 3 years.

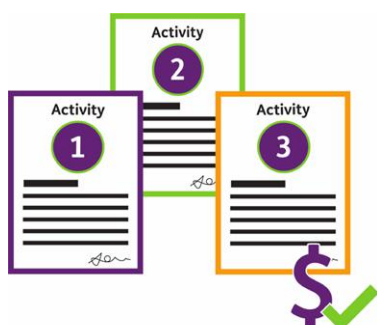The smallest amount you can apply for is $100,000 per year.

That's $300,000 over 3 years.

There is no limit to how much money you can apply for.

We might give more or less money in this round, depending on how many organisations apply and how good their applications are.

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

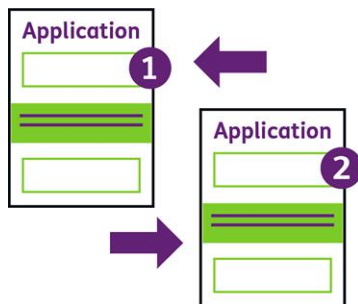When we read the grant applications we will think about:

- how much you have asked for

- whether it offers good value for money

- how well you have answered the questions

- how it compares with other applications

- how your organisation applies the **social model of disability**.

The social model of disability says that the barriers faced by people with disability are because society puts them there. They are not because of the disability.

# How do we choose who we give grants to?

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

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

But you must apply for a new project, not one you are already doing.

Organisations can apply for other ILC grants at the same time for the same activities.

There is more than one ILC grant opportunity open at the moment.

If you are successful, the same project can only be funded under one ILC grant opportunity.

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



If your organisation mainly supports the siblings or carers of people with disability you can still apply.



But you still also need to be directly helping people with disability.



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



Assessment means the way we judge your application and decide if it is successful.

The assessment criteria are the questions you must answer on your application.

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

Some organisations may like to work together to apply.

This is called a consortium application and we explain it in more detail on page 29.

We might only choose consortia applications for projects that work across different locations.

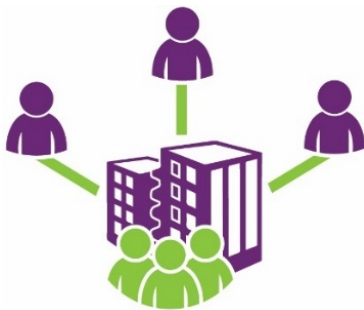# What are the assessment criteria?

We have 3 assessment criteria:

- Criterion 1: Demonstrate the need and suitability of the proposed activity

- Criterion 2: Contribution to ILC outcomes

- Criterion 3: Capability of the organisation to deliver

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

You can use 900 words to tell us how you will meet each criteria.

We will read your answers.

Each answer will be given the same level of importance.

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

# Criterion 1

## Demonstrate the need and suitability of the proposed activity

This criterion is about:

- the need or problem that your project will address

- why your project is important.

You need to explain:

- what activities you will do

- which people you will support

- where you will work

- why your project is needed in that place

- how you will work together with people with disability in your project.

# Criterion 2

## Contribution to ILC outcomes

This criterion is about how your project helps to meet our goals.

You need to show that your project:

- increases understanding about disability and the way that people with disability are included in the community

- helps to make sure that people with disability are included in community life

- helps to change attitudes in the community.

You need to explain:

- the current capacity of the organisations you will work with

- how your activities will achieve the results you want to achieve

- how you will tell if the project has been a success.

# Criterion 3

## Capability of the organisation to deliver

This criterion is about how you will manage your activities.

You need to tell us:

- What you plan to do.

  We need a project plan that has at least 6 stages.

- How you will include people with disability in the planning and running of the project.
  You also need to tell us if you will employ any people with disability.

- Who will manage the project

- What the senior leaders of your organisation or the Board will do to oversee the project.

- Who will work with you on the project and what they will do

- How you will run and manage the activities.

# How long do the grants last?

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

We expect that the activities will start in March 2020.

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

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

# Spending your grant

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

We will make one payment at the beginning.

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

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

You can use the grant to pay for things like:

- staff wages during your project

- the costs of carrying out the project

- operating costs such as:

    o phones

    o computers and ICT

    o websites

    o insurance

    o printing and stationery
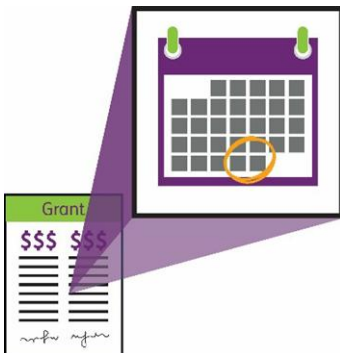
- working out if the project has been a success

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

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

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

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

We explain the Grant Agreement on page 64.

# Grant payments and GST



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



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



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



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

# Things you can't spend your grant money on

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

They include:

- activities you did before we gave you the grant

- the cost of writing your application for the grant

- things your organisation would usually pay for itself

- travel outside Australia

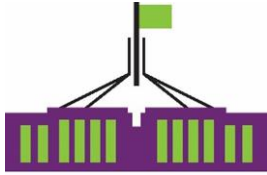- buying land or property



- building projects



- activities your organisation already gets funding for



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



- activities in someone's NDIS plan

- things that should be paid for by

    - the Commonwealth government

    - state or territory governments

    - local governments

- activities that the *Disability Discrimination Act* says should be done

- activities that can be funded in a better way

- activities that have already been given a grant at another time

- activities that our Partners in the Community already do.

Our Partners in the Community include:



- Local Area Coordinators



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



Money from this round of grants can't be used for activities that might get money from the Australian Government in another way.

This means activities that might get funding through:

- NDIS Participant Plans



- Disability Employment Services



- Australian Disability Enterprises.

## Applying for a grant



You need to send us your grant application by 11pm AEDT on Monday 21 October 2019.

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

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

Please email
**support@communitygrants.gov.au**

You must:

- fill out every section of the application form

- give us all the information we ask for.

Your application needs to tell us:



- about your organisation



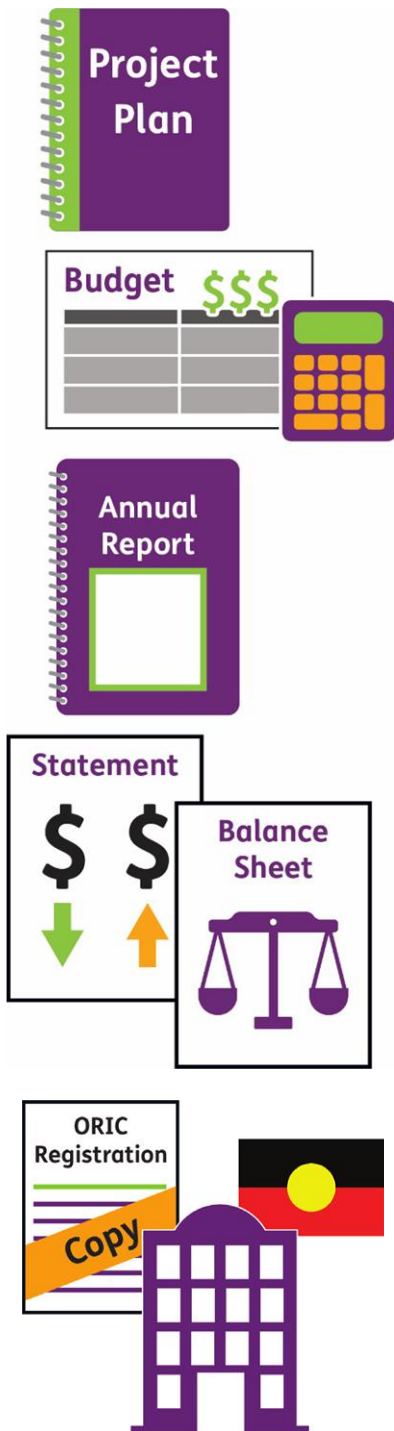- how you will meet each of the **selection criteria**.



The selection criteria is a combination of:

- whether or not your organisation can apply for this grant

- the way that you answer the assessment criteria.

We explain the assessment criteria in detail on page 38.

Your application needs to include:

- your project plan

- a budget for your activities

- your organisation's year-end

  financial statements:
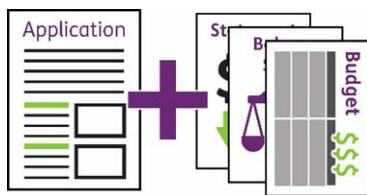
  - o Profit and Loss Statements

  - o Balance Sheet.

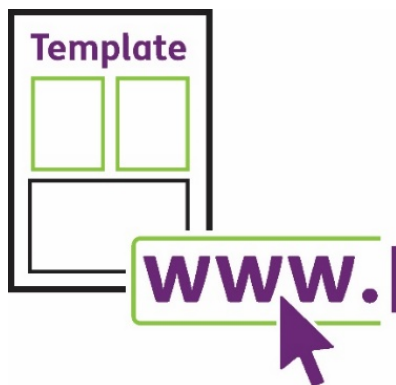If you are an Indigenous corporation you may send us a copy of your ORIC registration.

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

If your organisation is a trust, you must send us the Trust Deed.

You must send these documents as attachments to your application form.

Attachments can't be bigger than 2MB.

The application form explains how to do this.

There are templates you need to use on the Community Grants Hub website.
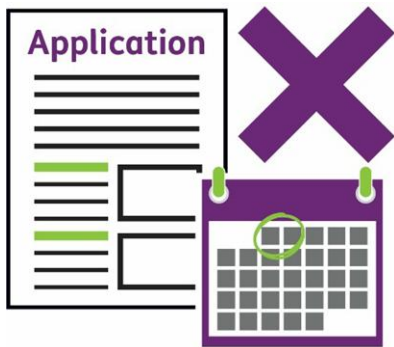
**www.communitygrants.gov.au**

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

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

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

If something happens to stop you from submitting your application on time, please email **support@communitygrants.gov.au**

We will only accept late applications if:

- you have an exceptional reason

- you send information about the extreme situation to us within 3 days of the closing time.

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

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

Staff from the Community Grants Hub will assess the applications.

They will report their results to the Selection Advisory Panel.

The Selection Advisory Panel might include:

- people who work for the NDIA

- people who work for Commonwealth, state or territory governments

- people with disability

- people who are experts and specialise in disability.

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

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

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

# Successful grant applications

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

- successful

- unsuccessful.

We plan to do this in February 2020.

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

# Grant Agreements

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

Your Grant Agreement:

- is a legal document

- explains all the rules you need to follow

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

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

Your Grant Agreement will also tell you:

- what types of reports you need to write

- when you need to write them.

You will also need to write an Activity Work Plan.

We will send you a template to use.

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

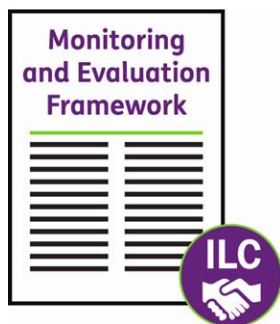These rules are about keeping children safe.

They will be included in the Grant Agreement.

# How will we know if the project is working well?

We have created a framework that we use to find out if the activities are going well.

We call it the ILC Monitoring and Evaluation Framework.

This framework says that you need to give us information at different stages of the project.

The information we need you to tell us is also explained in your Grant Agreement.

Your grant payments may be delayed if you don't give us the information we need by the due date.

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

We will give you an Activity Work Plan template.

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

The information we need may also include:

- Survey responses from the people you are working with.

- The progress of your project.

- What you are spending the grant money on.

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



- been trained so they can work better with people with disability



- said that they can take part in the community more because of the service you provide



- said they have a job because of your activities



- said they feel more welcome and included at work or in the community because of your activities.

We also want to know if there anything in your organisation that:

- acts as a barrier to your project goals?

- helps you achieve your project goals?

We might contact you up to 3 years after your project is finished.

This is so we can find out about the changes that happened over a long time.

# Things you need to do
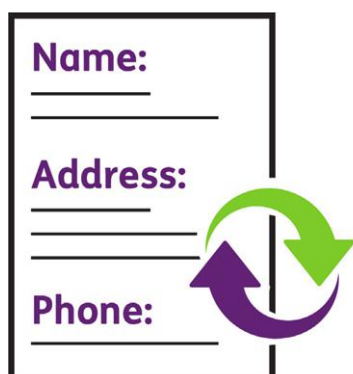
If we give you a grant, you must:



- send us reports according to what the Grant Agreement says



- follow the rules of the Grant Agreement



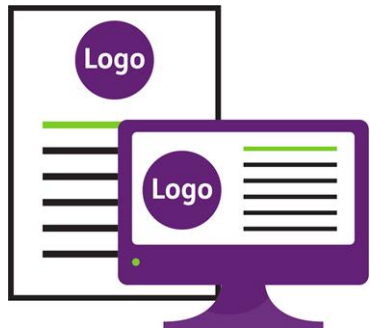- keep good records for the project



- let us know if your details change

- take part in an evaluation of the project

- make sure any written and online materials you write are inclusive and accessible.

All materials you create as part of the project must use the project logo.

When you use the logo, you also need to say:

*NDIA ILC Economic and Community Participation Program – an Australian Government Initiative.*

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



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



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

# Things we need to do

It is our job to watch over the CICD Program.

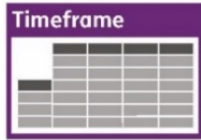The things we need to do also include:

- choosing the right organisations to give grants to

- making sure the applications we get match these guidelines

- running the CICD Program in a way that works well

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

- making sure the projects we give grants to are meet the goals of the ILC

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

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

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

# Fairness and honesty

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

- fairly

- honestly

- legally.

# Making a complaint

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

**1800 634 035**

**support@communitygrants.gov.au**

Community Grants Hub Complaints

PO Box 7576

Canberra Business Centre

ACT 2610

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

The email address to use is **ILC@ndis.gov.au**

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

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: **ombudsman@ombudsman.gov.au**

Website: **www.ombudsman.gov.au**

# Conflict of interest

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

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

- has a relationship with a person or organisation:
    - that could stop a project from being fair and independent
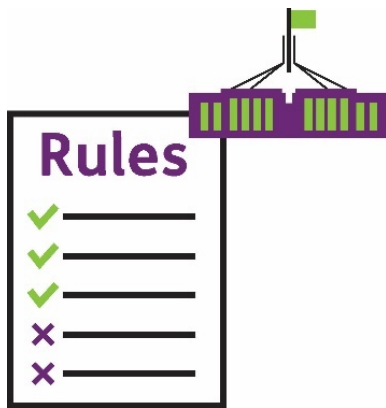    - will be good for them if the project gets funding.

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

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

If there turns out to be a conflict of interest, you need to tell us in writing straight away.
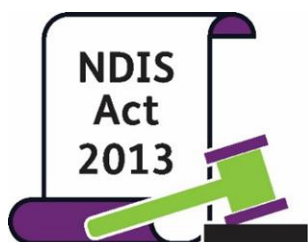
We will handle any conflicts of interest by following the rules set by the Australian Government.

## Protecting your privacy

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



- the *Privacy Act 1988*



- the *National Disability Insurance Scheme Act 2013.*

We will tell you:



- what personal information we collect



- why we collect your personal information



- who we share your personal information with.

We might share your personal information with:

- the Selection Advisory Panel

- people who work for the NDIA

- people who work for governments across Australia.

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

You can find it on the NDIS website.

**www.ndis.gov.au/privacy**

You can ask us to keep some information private.

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

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

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

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

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

Sometimes, under the law, we must share information.

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

# Freedom of information

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

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

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

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

Freedom of Information requests need to go through the Freedom of Information team.

You can send them an email. **foi@ndis.gov.au**

# Word list



**ABN**

Australian Business Number



**Activities**

The things your project will do. They will meet the needs of people with disability in different ways.



**Apprenticeship**

An apprenticeship is where you learn how to do a job. You go to a workplace.



**Assessment**

The way we judge your application and decide if it is successful.

**Assessment criteria**

The questions you must answer on your application.

**Auspice Arrangement**

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

They will:

- be given the grant

- manage the money for you.

**Auspicor**

Your **auspicor** is the organisation that applies for you under an auspice arrangement.

**Capacity**

Your **capacity** is:

- your ability to do something

- the skills you have

- knowing the right people who can help you.

### Capability

People with disability can achieve their goals.

### Conflict of interest

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

### Consortium

A group of organisations working together.

### Economy

Our economy is the total amount of goods, services and money that Australia makes and uses.

### Grant

Money from the government for important work that helps others.

**GST**

The Goods and Services Tax.



**Mentoring**

Someone guides you, so you can do things well.



**NDIA board**

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



**Opportunity**

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



**Peer support**

Peer support is using your experience and knowledge to help other people in a similar situation.



**Rural** or **remote**

Places that are far away from cities or towns.

**Selection criteria**

The things your application must include.



**Social entrepreneurs**

Social entrepreneurs work on projects where the goal is to change what the community:

- thinks

- does.

Making money is not the only goal.



# Trust

When 1 or more people manage money and property for another person or organisation.



**Trustees**

The people who manage a trust.



**Workplaces**

Workplaces are any place you work, such as:

- an office

- a factory

- a shop.

# Guide to acronyms

**CICD**

Community Inclusion and Capacity
Development Program

**ECP**

Economic and Community Participation

**ILC**

Information, Linkages and Capacity Building

**NDIA**

National Disability Insurance Agency

**NDIS**

National Disability Insurance Scheme

# More information

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

**1800 020 283**

For people with hearing or speech loss

TTY - 1800 555 677

**support@communitygrants.gov.au**

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

Answers to questions people have asked will be put on:



- GrantConnect

  **www.grants.gov.au**

- the Community Grants Hub website.

  **www.communitygrants.gov.au**



The question and answer period will close at 5pm AEDT on Monday 14 October 2019.



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



This Easy English document was created by the Information Access Group using stock photography and custom images.

The images may not be reused. For any enquiries, please visit **www.informationaccessgroup.com**  Quote job number 3291-C.