



Information Linkages and Capacity Building (ILC) Mainstream Capacity Building (MCB) Grant Round 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) Mainstream Capacity Building (MCB) Grant Round 2019-2020*, or the application pack.)

FUNDING DETAILS

1. How much funding is available in the ILC Mainstream Capacity Building (MCB) Grant Round 2019-2020?

A total of \$32 million (GST Excl.) is available over three years for this Mainstream Capacity Building grant opportunity.

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

Minimum funding available is \$100,000 per year (or \$300,000 over the three years). Maximum funding available \$750,000 per year (or \$2.25 million over three years).

3. Is the funding ongoing?

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

4. Does the application form allow applicants 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 NDIA consider part-funding of an application?

Yes, 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. Consideration will be at the NDIA's discretion.

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

The NDIA may run another grant round under the Mainstream Capacity Building program targeting other mainstream systems.

GRANT CONDITIONS AND ELIGIBILITY

1. What are the grant conditions for the ILC Mainstream Capacity Building (MCB) Grant Round 2019-2020?

A copy of the general grant conditions and supplementary terms for the Mainstream Capacity Building (MCB) Grant Opportunity 2019-2020 is included in the Community Grants Hub grant round documentation available on the [Community Grants Hub website](#) and [GrantConnect](#).

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

Eligibility criteria are outlined in Section 3 of the Mainstream Capacity Building Grant Opportunity Guidelines available on the Community Grants Hub website.

3. My organisation works with other marginalised people (such as people experiencing homelessness), is that also a priority population?

The NDIA encourages applications that focus on activities for specific cohorts who require cultural or other specific support and information. The **ILC Priority Cohort Groups** for this grant round include:

- Aboriginal and Torres Strait Islander communities
- Culturally and Linguistically Diverse communities
- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Asexual and Plus Cohort (LGBTIQA+)¹
- Communities living in rural and remote areas.

4. How can an unincorporated organisation apply?

If an organisation does not meet the eligible entity type outlined in Section 3.1 of the Grant Opportunity Guidelines they can apply under an auspice arrangement as outlined in Section 3.5 of the Grant Opportunity Guidelines.

5. Can an organisation apply for the Mainstream Capacity Building grant round opportunity if they are currently in receipt of funding from a previous ILC grant round?

Organisations who are currently ILC grant recipients can still apply for this Mainstream Capacity Building grant opportunity; however, the current level of ILC funding and what it is being directed towards will be a consideration during assessment as outlined in the Grant Opportunity Guidelines Section 3.6.

6. Can an organisation apply for the Mainstream Capacity Building grant round if they are also applying for other current ILC grant rounds?

Applicants can apply for other ILC grant programs open concurrently with this MCB grant round. However, if applicants apply for funding under other ILC grant rounds for the same activities, the applicant will only be eligible to receive funding under one program, if successful.

7. Can I apply for the Mainstream 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?

Yes. NDIS Partners in the Community are eligible to apply for the Mainstream capacity Building grant round. Refer to Section 3.10 of the Grant Opportunity Guidelines.

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

ACTIVITY DETAILS

1. How many funding priorities can an organisation address if applying to deliver a project in one jurisdiction?

Funding priorities for this grant round are listed in Section 4.1 of the Grant Opportunity Guidelines. Applicants applying to deliver in one jurisdiction must address at least one of the funding priorities for the relevant jurisdiction/s they are proposing to deliver the activity, and no more than three. Eligible grant activities must align with ILC policy.

2. How many funding priorities can an organisation address if applying to deliver a project in multiple jurisdictions?

Funding priorities for this grant round are listed in Section 4.1 of the Grant Opportunity Guidelines. Applicants applying to deliver in multiple jurisdictions must address at least one of the funding priorities in one of the jurisdictions they are planning to deliver the project. Eligible grant activities must align with ILC policy.

3. How many funding priorities can an organisation address if applying to deliver a project nationally?

Funding priorities for this grant round are listed in Section 4.1 of the Grant Opportunity Guidelines. Applicants applying to deliver National projects, or projects that are proposing to be delivered in New South Wales and/or Northern Territory, MUST address at least one of the national priorities. Eligible grant activities must align with ILC policy.

4. 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

1. 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.

2. 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.

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

Potential ILC grant applicants **should** read both the [Information Linkages and Capacity Building \(ILC\) Investment Strategy \(ILC Strategy\)](#), and the *Information, Linkages and Capacity Building Program (ILC) Program Guidelines 2019-20 to 2021-22*, which set the policy context for this grant round. Further information can be found on the ILC page on the NDIS website.

APPLICATION DETAILS

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

You will have six weeks to submit your application, commencing Monday 9 September 2019 and ending **11:00 PM AEDT Monday 21 October 2019**.

2. When does the grant round close?

As noted above, the application form must be submitted by **11:00 PM AEDT on Monday 21 October 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 Section 6.5 of the Grant Opportunity Guidelines.

3. 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.

4. 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 Section 6.5 of the Grant Opportunity Guidelines.

5. Are the individual selection criteria weighted?

No weighting has been applied to the selection criteria. Responses to the three selection criteria for this grant opportunity are considered equally in weighting. Applications will be assessed on their merits against the selection criteria.

6. 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.

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

The application form has a 6000 character limit (approx. 900 words) for criterion 1 and 3500 character limit (approx. 525 words) each for criteria 2 and 3.

8. 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.

9. What attachments do I need to include in my application?

Section 6.4 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 GrantConnect and Community Grants Hub websites)
- Activity Project Plan (template available on the GrantConnect and Community Grants Hub websites)
- Copy of your **most recent** audited financial statements or accepted alternative documentation, if audited financial statements are not available.
- Completed Auspice Authorisation form (only for organisations to authorise another organisation to apply on their behalf) (template available on the GrantConnect and Community Grants Hub websites)
- Signed trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.
- If an Aboriginal and/or Torres Strait Islander organisation is registered with ORIC, a copy of their Certificate of ORIC registration is required.

10. How many applications can I make?

When submitting your application/s, the following will apply:

- Applicants can only submit **ONE** application **except** where they are either:
 - a lead organisation of a consortium (see below)
 - an auspisor for one or more organisations (see below).
- If an applicant is a lead organisation of a consortium they can submit up to TWO applications:
 - One application on behalf of their organisation
 - One application as the lead organisation of a consortium.
- An applicant cannot submit more than one application as a lead organisation of consortium or on behalf of their organisation. If an Applicant lodges more than one application, the application received closest to the closing date and time will be accepted and assessed. Where an applicant applies as an auspisor for one or more organisations or as a non-lead member of one or more consortia, those applications do not count towards the number of applications that the applicant can submit as described above.

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

11. If an organisation is a non-lead 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.

12. 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.

13. I'm applying on behalf of a consortium. How many members can a lead organisation 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 3.1 of the Grant Opportunity Guidelines.

GRANT ASSESSMENT

1. Who is undertaking the assessment of applications?

The NDIA is partnering with the Community Grants Hub to administer this round. The Community Grants Hub and the NDIA will assess the applications.

The Community Grants Hub and the NDIA will provide advice to a Selection Advisory Panel on the outcomes of the assessment 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 a final decision.

2. 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.

3. 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.

4. 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

1. 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 February 2020.

2. 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.

3. 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

Question 1 added 27 September 2019

1. Is there a definition for a Health Organisation?

No, we do not have a defined view of a Health Organisation within the Mainstream and Capacity Building (MCB) Grant Round. This program is about enhancing outcomes for people with disability in mainstream health services.

Questions 2-4 added 3 October 2019

2. The Mainstream Capacity Building Grant guidance says “Applicants that are eligible to be registered with the Office of the Registrar of Indigenous Corporations (ORIC) should be registered prior to submitting an application” (page 11).

Can consideration be made to amend this to enable non-ORIC registered organisations to apply?

Section 3.2 of the Grant Opportunity Guidelines states “Applicants that are eligible to be registered with the Office of the Registrar of Indigenous Corporations (ORIC) should be registered prior to submitting an application.” 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.

3. This funding round targets the health sector. The priority mentions “access to universal services” rather than access to health services. Would you mind further clarifying this or maybe giving us an example? We would be very grateful if you could help us.

The aim of the MCB Program is to stimulate and encourage practice change in the delivery of mainstream services enabling services to be more accessible, aware of people with disability, build the capacity and effectiveness of the service systems. This grant opportunity is targeting mainstream health interface areas only to systematically build the capability of other service systems, delivered through joint stewardship with all levels of government and other stakeholders. The NDIA will determine annual priorities for mainstream capacity building based on evidence and lived experiences of people with disability, their families and carers. Refer to section 2.1 of the Grant Opportunity Guidelines.

4. I am looking at the Mainstream Capacity Building (MCB) Program guidelines and would like to clarify if this is for medical and health services like hospitals only?

This grant opportunity is targeting mainstream health providers to undertake pilot and demonstration projects, delivered through joint stewardship with Government and other stakeholders. Refer to section 2.1 of the Grant Opportunity Guidelines.

Questions 5-8 added 3 October 2019

5. Is there a limit on how many consortiums we can be part of, not as the lead?

No, organisations are able to be part of multiple consortia where another eligible entity is the lead of the consortium

6. Can you provide clarity on how the following would work:

Applicants can only submit one application except where they are an auspisor for one or more organisation. If an applicant lodges more than one application, the application received closest to the closing date and time will be accepted and assessed.

Where an applicant applies as an auspisor for one or more organisations or as a non-lead member of one or more consortia, those applications do not count towards the number of applications that the applicant can submit as described above.

Organisations are able to:

- Submit 1 (one) application on their own behalf AND/OR; Submit 1 (one) application as the lead of a consortium AND/OR; Submit multiple applications as the auspisor for one or more organisations AND/OR; Be part of multiple consortia where another eligible entity is the lead of the consortium.

Where multiple applications as a consortium lead and/or on an organisation's own behalf are received from a single entity, only the application received closest to the closing date and time will be accepted and assessed.

7. What is meant by 'post discharge' in a disability context?

In this instance the context regarding "post-discharge" is in relation to hospital discharge (or equivalent other healthcare settings).

8. How are the LGBTIQ+ as a priority populations needs met within the grant parameters? We are unable to see how inclusive practice that attends to access, equity, empowerment and high quality service delivery for our communities who face many service barriers is reflected?

Funding priorities for the Mainstream Capacity Building (MCB) grant round have been identified in consultation with state and territory governments and with reference to the relevant state or territory Disability Action Plan. The priorities outlined in section 4.1 of the Grant Opportunity Guidelines is not intended to exclude the LGBTIQ+ community.

Registered providers of support as per section 3.9 of the Grant Opportunity Guidelines, are eligible to apply for a grant under this funding opportunity to deliver activities which enhance outcomes for people with disability when accessing mainstream health services.

Questions 9 added 9 October 2019

- 9. Some of our project may involve partnerships with universities that often add a levy to any external grants. Is this allowed under the NDIS ILC grants as I could not find anything that excludes these levies in the general information.**

The Grant Opportunity Guidelines do not exclude fees arising from partnerships with universities.

Question 10 added 15 October 2019

- 10. Please provide a definition of the term ‘Mainstream Service’ and how it applies to allied health services? Some allied health practitioners work with both NDIS funded participants and also individuals not funded by the NDIS – are they still considered ‘mainstream services’?**

The aim of the Mainstream Capacity Building program is to stimulate and encourage practice change in the delivery of mainstream health services including primary and allied health providers. This program is looking to systematically build their capability therefore leading to enhanced outcomes for people with a disability. The vision of ILC is to increase inclusiveness for all people with a disability creating connections to the communities they live in, including those without NDIS plans.

Question 11-13 added 17 October 2019

- 11. Can funds budgeted for and received in the 2021-2022 year be expended until February 2023 in the 2022-2023 financial year?**

Yes, funds can be spent across the entire length of the project delivery timeframe regardless of which financial year they are received

- 12. In the application form, does the first column on the financial table refer to the first project year in the period 01/03/2020 – 28/02/2021?**

Please treat the first column as the first project year.

- 13. Is it mandatory to attach an annual report in the application?**

In accordance with section 6.4 of the Grant Opportunity Guidelines an annual report is not a required document. There is an option to provide an annual report as an attachment where one is available.

Question 14 and 15 added 21 October 2019

- 14. The Project Indicative Budget Template has “alignment/jumping” issue making it difficult to complete. How do I complete this accurately?**

Go to “view” tab and change to “Normal”.

- 15. In the Project Indicative Budget Template the formulas in columns E, I and M appear to not be functioning as intended. As you progress through to the excel sheet the totals change dependant on column F for all three financial years. However, this is only reflective of the first year. How do I ensure this I have correct figures for years 2 and 3?**

In column “I” change the formula in I9 to “=J9/\$J\$47” press enter, then highlight J9 to J46 and press CTL+D

In column “M” change the formula in M9 “=N9/\$N\$47” press enter, then highlight M9 to M46 and press CTL+D