



Australian Government  
Department of Social Services

# Individual Capacity Building (ICB) Grant Opportunity 2020-2021

## Grant Opportunity Guidelines

Easy Read version



## How to use these guidelines



The Australian Government Department of Social Services (DSS) wrote these guidelines. When you see the word 'we', it means DSS.



We wrote these guidelines in an easy to read way. We use pictures to explain some ideas.

Not bold  
**Bold**

We have written some words in **bold**. This means the letters are thicker and darker.



We explain what these words mean. There is a list of these words on page 37.



These Easy Read guidelines are a summary of other guidelines. This means they only include the most important ideas.



You can find more information on the **Community Grants Hub website**.



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

## **What in these guidelines?**

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## About these guidelines



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



A **grant** is money from the government to pay 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.

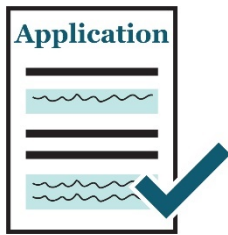


You have to send in a form to get a grant.



This is called an **application**.

You must:



- fill out every part of the application



- give us all the information we ask for.



People from 2 organisations will look at the applications.

The organisations are:

**NDIA**



- The National Disability Insurance Agency (NDIA)



- Community Grants Hub.



They will treat all applications fairly.

## About this grant opportunity



The Information Linkages and Capacity Building program is part of the National Disability Insurance Scheme (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.



The National Disability Insurance Agency used to be in charge of the ILC program.



In June 2020, the Department of Social Services (DSS) took over running the ILC program.



ILC grants help make our community:

- accessible – everyone can use it
- inclusive – everyone can take part.

ILC also:



- enables all people with disability to live an ordinary life
- makes sure the NDIS can keep working well for a long time.



Individual Capacity Building is an important part of the ILC program.

We call it ICB.



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



When you are independent, you can do things for yourself.



ICB aims to:

- build people's skills and independence
- build people's confidence
- help people take part in the community.

ICB grants help:

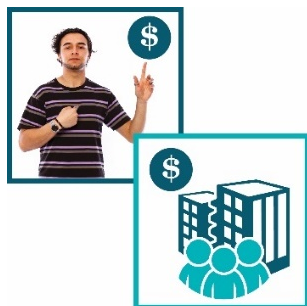


- people with disability gain the skills and confidence they need to take part in the community



- organisations that offer ICB to keep growing their services for people with disability.

## About this round of grants



There are 2 types of grants:

- Individual Capacity Building grants
- Organisational Capacity Building grants.



Individual Capacity Building activities are for people with disability.



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

- be independent
- take part in the community
- build relationships
- work and earn money.



Organisational Capacity Building activities are for organisations to help make them work better.

These activities might include:



- training people who work for the organisation
- working together with other organisations
- finding more ways for people with disability to take part
- planning and getting ready for the future.

## Who can apply for a grant

Only 2 types of organisations can apply for these grants:



- Disabled Peoples Organisations and Families Organisations
- Priority Cohort Led Organisations

We explain them both in more detail below.



These organisations are:

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

## Disabled Peoples Organisations and Families Organisations



We call these DPO/FOs.



DPO/FOs are run:

- by people with disability or their families
- for people with disability.



They make sure people with disability can:

- live an ordinary life
- find and use the services they need.

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



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

## Priority Cohort Led Organisations



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

For this round of grants, these groups are:



- Aboriginal and Torres Strait Islander communities
- culturally and linguistically diverse communities



- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Asexual and Plus (LGBTIQA+) communities
- children and young people under 24 years old
- people experiencing homelessness.



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

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



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

## Important parts of the application



There are 3 **Assessment Criterion** in the application form.



An Assessment Criterion is a question that you need to answer.

### Assessment Criterion 1

You need to tell us:



- what activities you plan to do



- who you will help



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

## Assessment Criterion 2

You need to tell us how you will:



- build people's knowledge and skills



- help people feel motivated



- help people feel more confident.

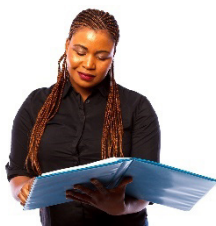
We need to know:



- the capacity that people have now



- how you will improve their capacity



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

## Assessment Criterion 3

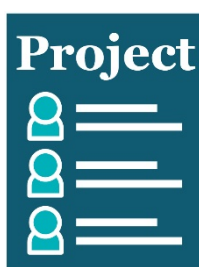
You need to tell us:



- how you plan to deliver the activities



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



- who you plan to work together with

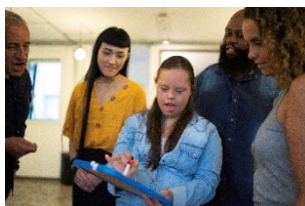


- how the project could continue after the funding finishes.

## How we choose who to give grants to



After an organisation sends in their application, a group of people read it carefully.



After this, another group of people reads the applications carefully.



This group is called the Selection Advisory Panel.

This Panel is made up of people:



- with disability
- who work for the National Disability Insurance Agency
- who work for DSS
- who work for state and territory governments
- from the Community Grants Hub.

They look at:



- how good the applications are



- if organisations can do what they say they will do in the application



- the evidence organisations give in their applications – this is the proof that something is true



- if the activities offer good value for money



- who the activities will support



- if organisations have strong finances to help them keep working into the future.



The Panel will give each application a score.

The Panel might also ask:



- organisations for more information about their applications
- an expert to look at part of an application.



The Panel will give their thoughts about the applications to DSS.



DSS can make a different decision to the Panel.

But if we do this, we need to tell the Panel why in writing.



DSS will make the final decisions about:

- who will be given grants
- how much funding they get.

## Successful grant applications



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

- successful
- unsuccessful.



We will write a list of all of the organisations that received grants.

This list will be published on the:



- GrantConnect website
- DSS website.

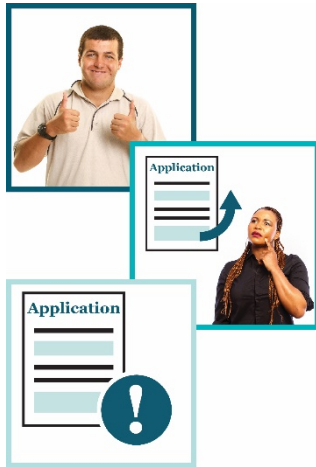


We will do this within 21 days after we give out the grants.



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

This feedback explains:



- what applications did well
- what applications could do better
- the important parts of the application.



You can find an Easy Read version of the feedback on the **Community Grants Hub website**.

# Grant Agreements



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

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.

## Things you need to do

If we give you a grant, you must:



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



- follow the rules of the Grant Agreement



- keep good records for the project



- let us know if your details change



- take part in an **evaluation** of the project.



An evaluation is when you look at what:

- went well
- could be better.



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



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



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

## Things we need to do



It is our job to make sure the ILC program is working well.

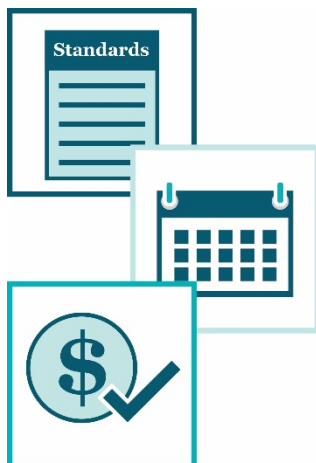
We will:



- choose the right organisations to give grants to



- make sure the applications we get match these guidelines



- work with people who get grants to make sure the ILC program meets its:
  - standards
  - timeframe
  - budget



- publish information about which applications have been successful on the GrantConnect website



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



- check the ILC program to make sure it is achieving all its goals.

## Fairness and honesty

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



- fairly

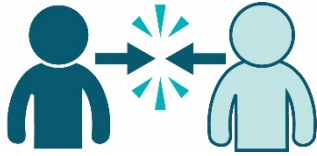


- honestly



- legally.

## Conflict of interest



A **conflict of interest** is when someone could affect a decision so the result is better for them.

This could include if someone has a relationship with a person or organisation:



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



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



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



If there turns out to be a conflict of interest later and your organisation gets the grant, you need to tell us in writing straight away.



The Australian Government has rules about how we must manage a conflict of interest.

## Protecting your privacy

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



- 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 DSS
- 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 DSS website.

[www.dss.gov.au/privacy-policy](http://www.dss.gov.au/privacy-policy)



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* (the Fol Act).



The Fol 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 Fol Act tells us we have to show it to them.



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



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



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



Freedom of Information Team

Government and Executive Services Branch

Department of Social Services (DSS)

GPO Box 9820

Canberra ACT 2601

## Making a complaint



When you make a **complaint**, you tell someone that something:

- has gone wrong
- isn't working well.



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



**1800 634 035**



Community Grants Hub Complaints  
GPO Box 9820  
Canberra Business Centre  
ACT 2610



You can also fill out a form on **the DSS website**.



**Commonwealth  
Ombudsman**

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

You can contact the Commonwealth Ombudsman:



- by calling  
**1300 362 072**



- by emailing  
**[ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)**



- on their website  
**[www.ombudsman.gov.au](http://www.ombudsman.gov.au)**

## Word list



### Application

An application is a form you have to send in to get a grant.



### Assessment Criterion

An Assessment Criterion is a question that you need to answer.



### Capacity

Your capacity is:

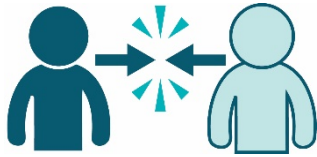
- your ability to do something
- the skills you have
- knowing the right people who can help you.



### Complaint

When you make a complaint, you tell someone that something:

- has gone wrong
- isn't working well.



### **Conflict of interest**

A conflict of interest is when someone could affect a decision so the result is better for them.



### **Evidence**

Evidence is proof that something is true.



### **Grant**

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



### **Independent**

When you are independent, you can do things for yourself.

## More information

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



**1800 020 283**



For people with hearing or speech loss:

TTY – 1800 555 677



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



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



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