



Australian Government  
Department of Social Services

# Economic and Community Participation (ECP) Program

**Economic Participation Grant Opportunity 2020-21**

**Grant Opportunity Guidelines**

*Easy Read version*



## How to use these guidelines



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



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 57.



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



It's a good idea to read these guidelines so you can understand how to apply for a grant.



This document is quite long. It includes a lot of information.



You don't need to read it all at once.



We have broken the document up into sections to make it easier to read.



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



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

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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.



If you have an idea for a project you think can help others, you might be able to get a grant.



You have to apply to get a grant.

There's a form you need to fill out.



This is called an **application**.



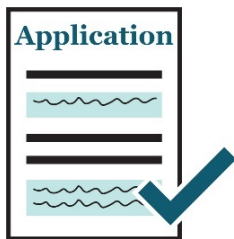
You should read these Guidelines before you apply.

You should also read the full Economic Participation Grant Opportunity guidelines.



You can find the full guidelines on the **Community Grants Hub website**.

You must:



- fill out every part of the application



- give us all the information we ask for.

You can find more information about applying for a grant on pages 24–25.

## Who reads the applications?



People from 2 parts of the department will read the applications.

These people are from the:



- Information, Linkages and Capacity Building (ILC) Branch



- Community Grants Hub.



They will treat all applications fairly.

# What is Information Linkages and Capacity building?



The Information Linkages and Capacity building program gives grants to organisations that support people with disability.

We usually call it ILC.



ILC grants help make our community:

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



Your **capacity** is:

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



ILC also helps all people with disability to live an ordinary life.

We have set 2 main goals for ILC:



1. To build the capacity of people with disability so they can achieve their goals



2. To create opportunities for people with disability so they are included in all aspects of community life, including work.



## About this round of grants



These guidelines are about the Economic Participation grant opportunity available now in 2020.



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



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



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.



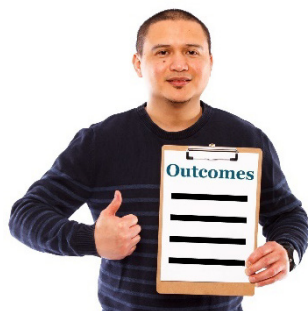
This year, we need to plan things differently because coronavirus has changed the way we:

- work
- use services.



Coronavirus is a virus that has affected many people around the world. It is also known as COVID-19.

## What can the grant money be used for?

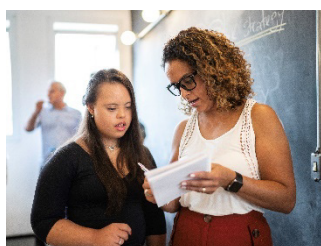


**Outcomes** are important results we want to achieve.



We will give grants to projects that meet 2 or more of our outcomes.

Our outcomes are to:



- teach people with disability work and job skills – this includes new skills for jobs that have changed because of coronavirus



- help people with disability to find support and places to work, including working in their own business



- encourage employers to hire more people with disability.

We explain the types of activities we are looking for in more detail on the following pages.

## Teaching people with disability work and job skills



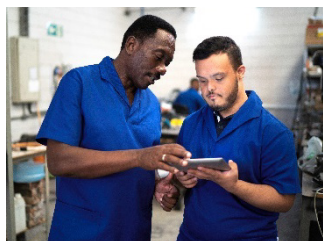
These projects can help people with disability:

- learn more work skills
- find or keep a job.



Your project might teach people with disability work and job skills for:

- all types of jobs
- 1 type of job.



Your project might be about work experience programs that lead to job opportunities.



Your project might include creating programs that connect people with disability with:

- **coaching** – when someone helps you be better at your job
- **mentoring** – when someone helps you work on your goals.



Coaching and mentoring should help people with disability to:

- build their confidence
- plan their **career** – the path you take in your work throughout your life.

## Helping people with disability to find support and places to work

These projects can help people with disability:

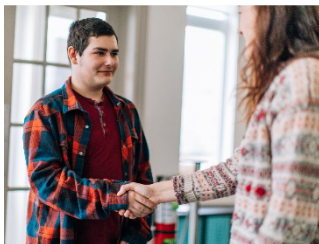


- connect with people who could help them find a job
- get support to find a job.



Your project might include **networking** programs to connect people with disability with employers.

Networking is when you:



- meet new people
- find out about them
- tell them about yourself.



These networking programs could be:

- online
- in person

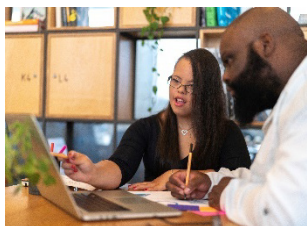


Your project might include creating groups that share good ways of finding a job.



## Encouraging employers to hire more people with disability

These projects can help employers:



- 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.

Your project might:



- teach staff about people with disability



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



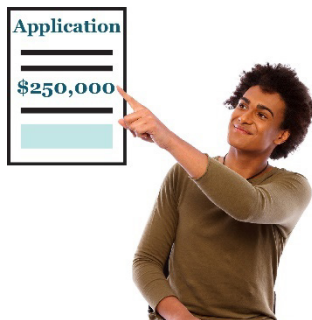
- teach organisations how to make their workplaces more accessible and inclusive.



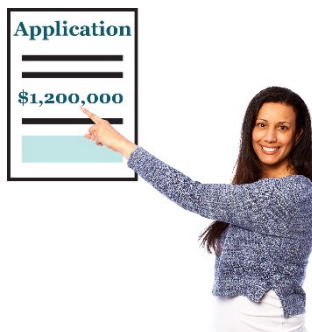
## How much are the grants worth?



There is over \$39 million available in this round of grants over 1 year starting in June 2021.



The smallest amount you can apply for is \$250,000.



The largest amount you can apply for is \$1,200,000.

We will:



- look at how much money you asked for
- work out if it is the right amount to spend on the project.



Sometimes, we give organisations less money than they asked for to do a project.



When you apply, you need to tell us why your project:

- is a good way for us to spend the money
- meets our outcomes.

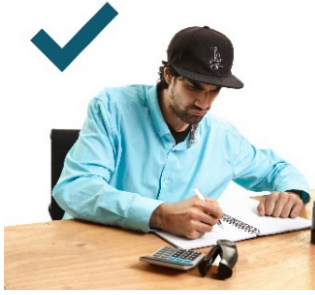
When we read the grant applications, we will think about:



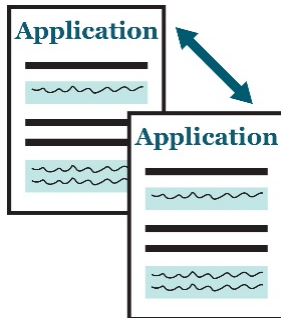
- how much you have asked for



- whether your project 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.

## What can you spend the grant money on?

You can spend the grant money on things like:



- staff wages during your project



- the costs of carrying out the project



- training for staff or volunteers at your organisation for your project



- operating costs such as phones, computers or insurance for your project



- working out if the project has been a success.

## What can't you spend the grant money on?

There are some things you can't spend your grant money on, including:



- activities you did before we gave you the grant



- things your organisation would usually pay for itself



- travel outside Australia



- buying land or property



- building projects



- things that should be paid for by the government



- activities that can be funded in a better way



- activities that are the same as an activity that has already been given a grant at another time



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

This includes activities the NDIS already offers.



# Applying for a grant



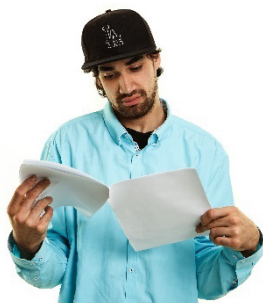
## What you need to know about applying for a grant



This grant opportunity closes at 11 pm on Tuesday 8 December 2020.



You need to send in your application before the closing date and time.



You should read these guidelines carefully before you send in your application.



On the following pages we explain:

- who can apply for a grant
- important parts of the application.



You should also read our Economic Participation stream *Grant Application Guide*.

The *Grant Application Guide* has information about how to apply, including:



- where to find the application form
- what information you need
- how to send in the application.



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

## Who can apply for a grant?

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



- Company



Cooperative

- Cooperative – an organisation that has Cooperative in their legal name.



- Organisation established under Commonwealth, state or territory laws,



inc.

- Incorporated association – an organisation that has Association, Incorporated or Inc. in their legal name.



- Indigenous corporation – an organisation that is incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*



- Local Government Area, usually called a local council



- 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.

You can also apply as a **trustee** 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.

If you are applying as a trustee on behalf of a trust, you must be one of the legal organisations listed above.

You also need to have:



- an **ABN – An Australian Business Number**

This is a number you need to have when you run a business or company in Australia.



- an Australian bank account.



You also need to be willing to register for GST – the Goods and Services Tax – if necessary

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

## Priority Cohorts



We know that people with disability from some groups in our community need extra help.



We call these groups **Priority Cohorts**.



We want to encourage organisations that help these Priority Cohorts to apply for grants.

For this round of grants, these groups are:



- Aboriginal and Torres Strait Islander communities
- culturally and linguistically diverse communities
- young people
- people living in **rural** or **remote** areas.





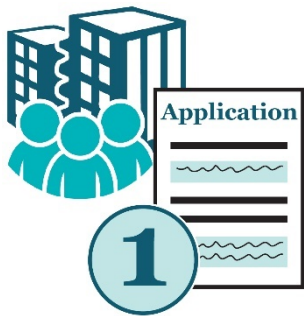
Rural and remote areas are places far away from cities or towns.



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

- the people who belong to that group
- what the group needs.

## How many times can you apply?

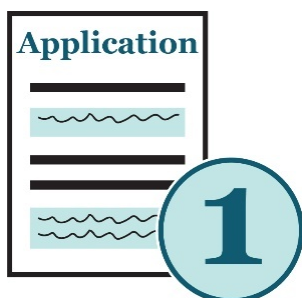


An organisation can apply once on their own.



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:

1. once as a leader of a consortium
2. once as an individual organisation.



If your organisation applies for itself more than once, only the application received closest to the closing date will be accepted and assessed.



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.

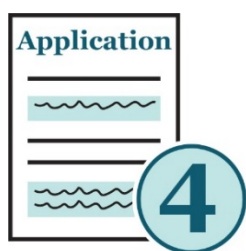
## Where can a grant be used?



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

- their local area
- a part of a state or territory
- a whole state or territory
- multiple states or territories
- all parts of Australia.

## Important parts of the application



There are 4 **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

You can find examples on pages 14–16.



- who you will help

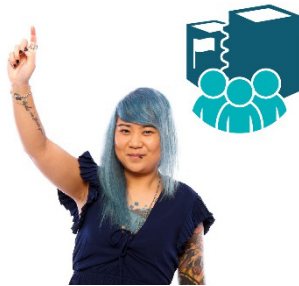


- how your activities will do things from at least 2 of our outcomes – we explain these on page 13



- where your activities will take place and why you want to work in those areas.

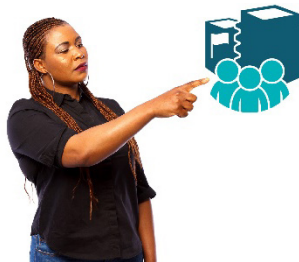
## Assessment Criterion 2



You need to tell us how you will support a Priority Cohort.

We explain Priority Cohorts on page 28.

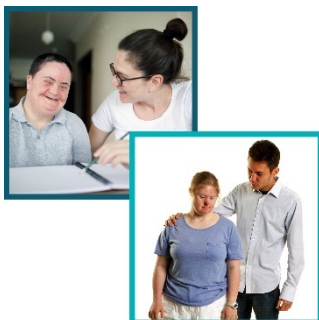
You need to tell us:



- which Priority Cohort you will support



- how your activities will support them.



You also need to show how you will:

- connect with these people
- support their needs.



If your activities won't support a Priority Cohort, you need to tell us:

- why
- who they will support instead.

### Assessment Criterion 3

You need to tell us about your organisation, including:



- your history
- who you support
- why this shows you can deliver your project.

You need to tell us how you will work with people with disability:



- to plan your project
- during your project.

You also need to tell us about the people who work with you, including:



- their skills
- their experience
- what they will do during the project.

## Assessment Criterion 4

You need to tell us how you will make sure the project goes well, including how you will:



- keep everyone safe
- plan for the way you will stop or deal with problems that might happen.

You also need to tell us:



- why your project will be good for the community
- how you can continue the project after the grant period
- how you will check to see how the activities are helping people with disability
- how you will **evaluate** the activities, including what you would consider a successful project.



When you evaluate something, you look at what:

- went well
- could be done better.



## How we choose who to give grants to



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



This group is called the Selection Advisory Panel.

This Panel is made up of people:



- with disability
- who work for the department
- who work for the National Disability Insurance Agency
- who work for state and territory governments.



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 proof that something is true



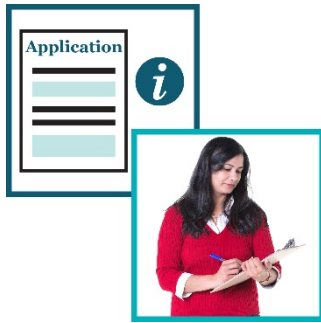
- if the activities offer good value for money



- who the activities will support

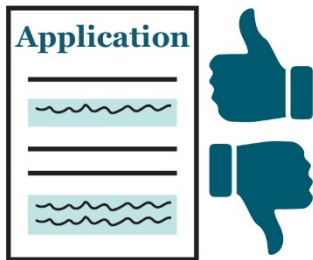


- if organisations have strong finances to help them keep working into the future.



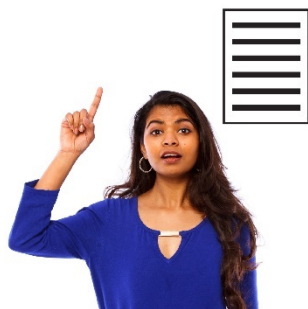
The Panel might also ask:

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



The Panel will give their thoughts about the applications to the Decision Maker.

The Decision Maker works for the department.



The Decision Maker can make a decision that is different to the advice of the Panel.

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

The Decision Maker will make the final decisions about:



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

# Successful applications

**Application**

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## Successful grant applications



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

- successful or
- unsuccessful.



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



This list will be published on the **GrantConnect website**.

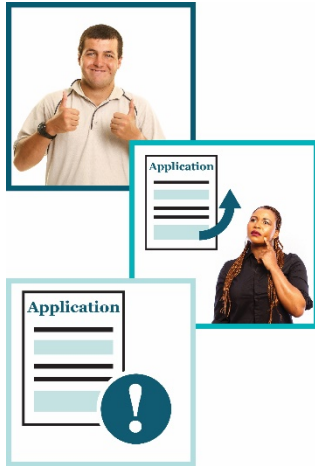


We will put this list this on GrantConnect within 21 days after we give out the grants.



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 the department.

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 20 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.





If you work with children, you need to tell us how you will keep them safe.



You can find out more about the rules for keeping children safe on [this website](#).



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



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



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

This is a person who helps us to manage the grant money.

## Things we need to do



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

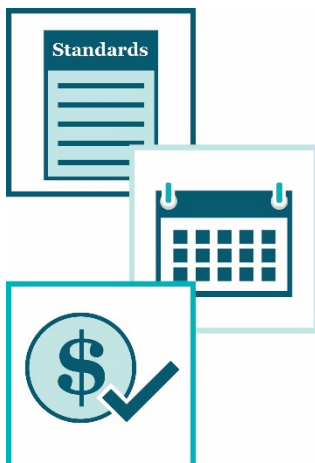
We will:



- 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 department, the Community Grants Hub and GrantConnect will make sure everything is:



- fair



- honest



- legal.

## 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 mean a project is not fair for everyone.



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.

# Complaints and privacy



## 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 **department's website**.





**Commonwealth  
Ombudsman**

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



The Commonwealth Ombudsman helps people if they have a problem dealing with the Australian Government.

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)**

## 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 the department
- 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 department's 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:



1. You have told us to keep it private and your reasons why.



2. The information is about your business and needs to be kept secure.



3. Sharing the information could cause harm to you or someone else.



4. 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.



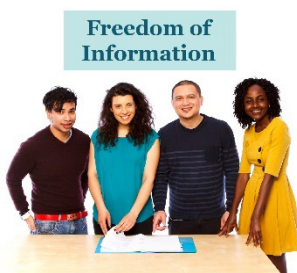
If someone asks us to show them a document we have, the Fol Act tells us we have to show it to them.



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 to [foi@dss.gov.au](mailto:foi@dss.gov.au)

Or you can send a letter to:



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

## Word list



### **ABN – Australian Business Number**

An ABN is a number you need to have when you run a business or company in Australia.



### **Accessible**

When something is accessible, everyone can use it.



### **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.





## Career

Your career is the path you take in your work throughout your life.



## Coaching

When someone coaches you, they help you be better at your job.



**Commonwealth  
Ombudsman**

## Commonwealth Ombudsman

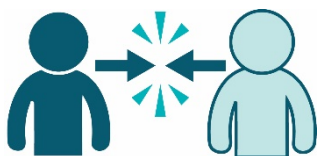
The Commonwealth Ombudsman helps people if they have a problem dealing with the Australian Government.



## 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.



## **Consortium**

A consortium is an organisation that applies with a group of other organisations.



## **Economy**

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



## **Evaluate**

When you evaluate something, you look at what:

- went well
- could be done better.



## **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.



## **Inclusive**

When something is inclusive, everyone can take part.

## **Goals**



## **Mentoring**

Mentoring is when someone helps you work on your goals.

## **Networking**



Networking is when you:

- meet new people
- find out about them
- tell them about yourself.



## **Outcomes**

Outcomes are important results we want to achieve.



## **Participation**

Participation is when you take part.



## **Priority Cohort**

A Priority Cohort is a group of people with disability in our community that needs extra help.



## Rural and remote areas

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



## 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.



## Trust

A trust is when 1 or more people manage money and property for another person or organisation.



## Trustee

A trustee is a person who manages a trust.



## Workplaces

Workplaces are any place you work, such as:

- an office
- a factory
- a shop.

## More information



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



You need to contact them before 5 pm on Tuesday 1 December 2020.



**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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