



Australian Government  
Department of Social Services

# Economic and Community Participation (ECP) Program

## Social and Community 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 56.



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 Social and Community 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 23–24.

## Who reads the applications?



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



They will tell us which projects they think should get a grant.

These people are from the:



- Information, Linkages and Capacity Building (ILC) Branch



- Community Grants Hub.



They will treat all applications fairly.

## What is ILC?



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 Social and Community Participation grant opportunity available now in 2020.



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

- live in the same area as you
- share the same hobbies or interests as you.



**Participation** is when you take part.



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 the 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.



This year, we need to plan things differently because some events have changed the way we take part in the community.

This includes:



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



- natural disasters, such as bushfires and floods.

This means this year we are also looking for projects that:



- have a range of activities to meet the needs of people with disability in different ways



- support people with disability to take part in the community



- encourage people with disability to take part in the community.

## What can the grant money be used for?



Your project needs to support people with disability to take part 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



- support children and young people with disability to take part in activities with other children their age



- support people with disability to be good leaders and citizens



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



- train people 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



- help businesses and community groups provide information in ways that suit the needs of people with disability – for example, Easy Read or Auslan



- help businesses and community groups provide services that are accessible





- support people with disability to use technology so they can take part in activities, including activities that have changed during coronavirus



- help remove the barriers people with disability face when they tried to use community services during coronavirus.



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 community life.



People with disability should:

- help your organisation plan the activities
- work with you to deliver these activities.

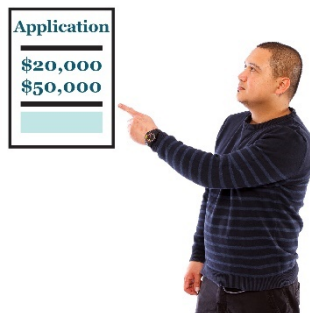


## How much are the grants worth?



There is around \$35 million available in this round of grants over 1 year.

You can apply for:



- a small grant between \$20,000 and \$50,000



- a large grant between \$100,000 to \$350,000.

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:



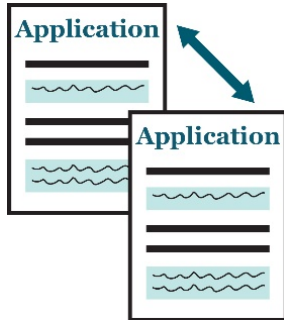
- how much you have asked for



- 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 submit 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 Social and Community 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



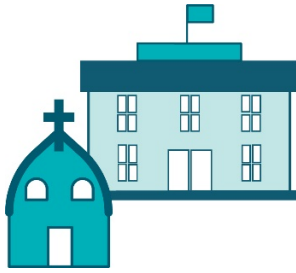
- Incorporated association – an organisation that has Association, Incorporated or Inc. in their legal name



- 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 Cohort Led Organisations



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 groups in our community to apply for grants.

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 living in **rural** or **remote** areas.





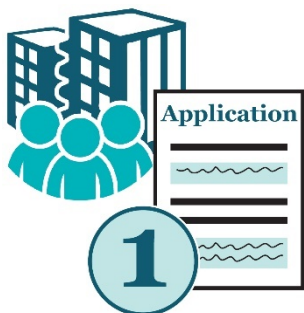
Rural and remote areas are places far away from cities or towns.



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?

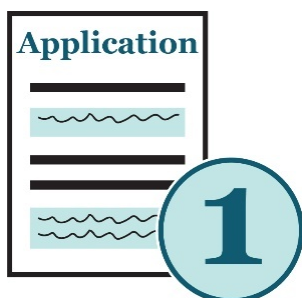


An organisation can apply once on their own.



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 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:

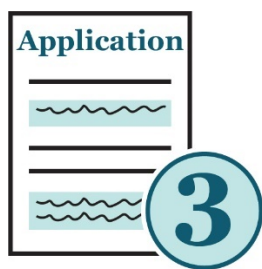


- how well you know the community you work in



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

## 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.



If you are applying for a small grant, you don't need to answer Assessment Criterion 3.

### 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 your activities will help people with disability take part in the community.

You can find examples of these activities on pages 14–16.

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.



We also need to know how the project could continue after the funding finishes.

## Assessment Criterion 3

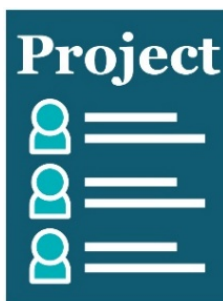
You need to tell us:



- 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



- if you plan to work together with another organisation.



## 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



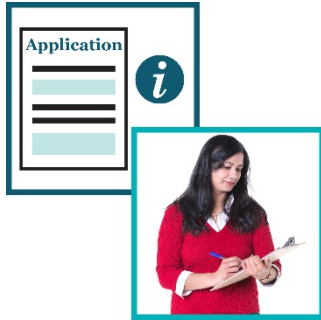
- if the activities offer good value for money



- who the activities will support

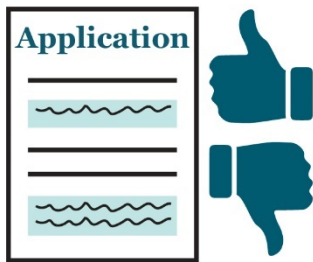


- if organisations have strong finances to help them keep working into the future.



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 different decision to the Panel's advice.

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



## 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**
- **Community Grants Hub website.**

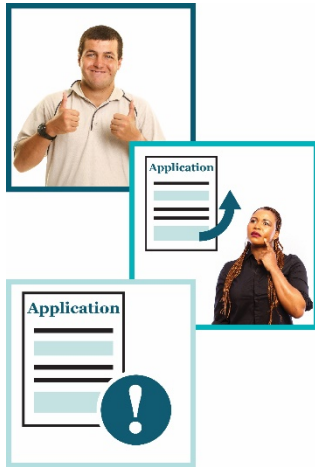


We will put this list on GrantConnect within 21 days after we give out the grants.



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.



An evaluation is when you look at what:

- went well
- could be done better.



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



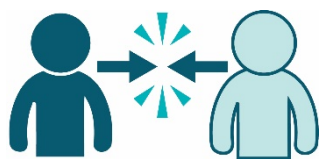
- honest



- legal.



## Conflict of interest



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



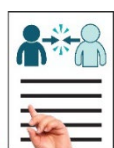
This could include if someone has a relationship with a person or organisation that could mean a project is not fair for everyone.



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**



Complaints  
GPO Box 9820  
Canberra Business Centre  
ACT 2601



If you have a complaint about anything else, you can 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:

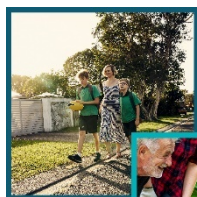
- your ability to do something
- the skills you have
- knowing the right people who can help you.



**Commonwealth  
Ombudsman**

## **Commonwealth Ombudsman**

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



## **Community**

Your community can include the people who:

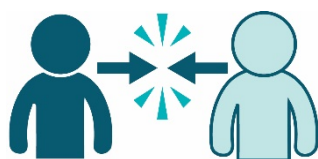
- live in the same area as you
- share the same hobbies or interests as you.



## **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.



## **Consortium**

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



## Evaluation

An evaluation is when 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.



## 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.



## 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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