



Australian Government
Department of Social Services

Economic and Community Participation (ECP) Program

Economic Participation Grant Opportunity 2020–21

Application Form Guide

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 59.



This Easy Read guide is a summary of another guide. This means it only includes the most important ideas.



It's a good idea to read this guide 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 this guide.
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**.

Other documents that may help you

You should read the *Social and Community Participation 2020–21 Grant Opportunity Guidelines*.

There's an Easy Read version of these Guidelines on the **Community Grants Hub website**.

You should also read the common questions and answers on the Community Grants Hub website.

We often update this document, so please make sure you read the latest version before you submit your application.

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About this guide

This Application Form Guide explains 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.

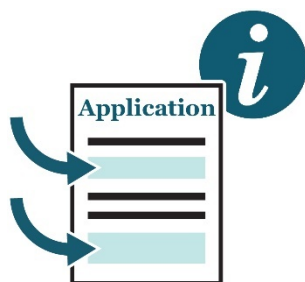


You have to apply to get a grant.

There's a form you need to fill out.



This is called an **application**.



You must:

- fill out every part of the application
- give us all the information we ask for.

Before you apply



Is your organisation eligible?



If your organisation is **eligible**, it means you meet our requirements.



To apply you need to show us you are a legal organisation.



You can find a list of these types of organisations on page 26 of the Easy Read *Grant Opportunity Guidelines* PDF on the **Community Grants Hub website**.



You should also think about whether you want to work with other organisations to deliver your project.



When an organisation applies with a group of other organisations, we call this a **consortium**.

Planning your project and activities



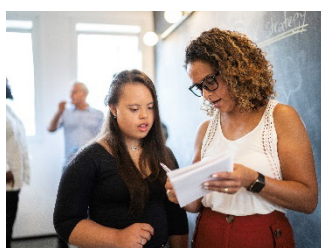
You should plan your project before you apply.

This includes what activities you want to do.

While you do this, you should think about whether:



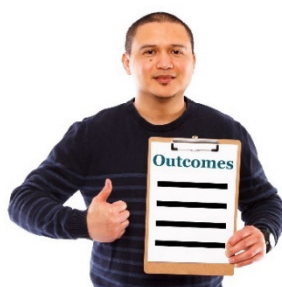
- your organisation has the right experience to deliver the project



- you will work with people with disability to deliver the project.



You should also think about how you will meet your **outcomes**.



Outcomes are important results you want to achieve.

What types of activities are you planning?



You should also think about whether your project has the type of activities we're looking for.



Your activities should meet 2 or more of our outcomes.



You can find examples of these activities on pages 13–16 of the Easy Read *Grant Opportunity Guidelines* PDF on the **Community Grants Hub website**.



We also wrote a list of what the grant money:

- can be used for
- can't be used for.



You can find this list on pages 20–22 of the Easy Read *Grant Opportunity Guidelines* PDF on the **Community Grants Hub website**.

How much funding will you ask for?



You should also think about how much grant money you need for the project.



You should make sure it's the right amount for the project.



You can apply for amounts between:

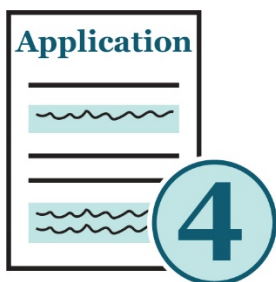
- \$250,000
- \$1,200,000.

Planning your answers to the Assessment Criteria



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

We explain the Assessment Criteria in more detail on pages 46–50.



You need to answer all 4 Assessment Criteria.

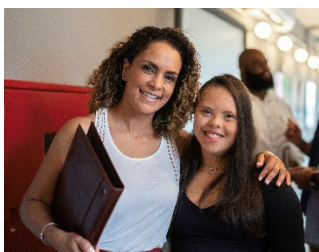
When you plan your answers, you should:



- make sure you answer all parts of the Assessment Criteria



- show why the community needs your project



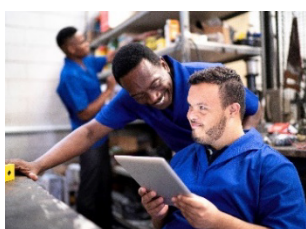
- show how your project will help people with disability find a job or learn job skills



- explain how your project meets 2 or more of the outcomes we want to achieve



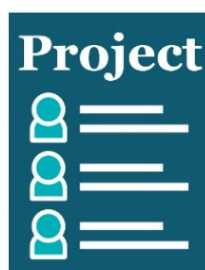
- explain why this grant opportunity is the best grant for your project



- explain how you understand the needs of the people with disability you want to work with



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



- tell us if you plan to work together with another organisation to deliver your project.

What you need to know about the application form

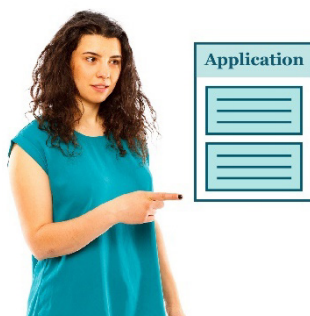
The application form has 2 ways to answer questions:

A diagram of a 'List' form element. It consists of a light blue header box with the word 'List' in bold. Below the header is a vertical list of four checkboxes, each followed by a horizontal line for an answer.

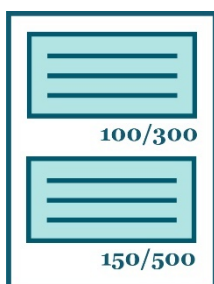
1. checkboxes where you select answers from a list



2. text boxes where you type your answers.

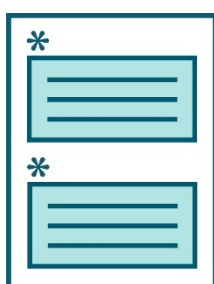


These text boxes have a word limit.

A diagram showing two text boxes. The top text box has three horizontal lines and the word limit '100/300' below it. The bottom text box also has three horizontal lines and the word limit '150/500' below it.

Underneath each text box we will tell you:

- what the word limit is for this text box
- how many words you have written.

A diagram showing two text boxes. Each text box has three horizontal lines and an asterisk (*) to its left, indicating that these are mandatory questions.

There are some questions that you must answer.
They have an asterisk next to the question.

When you fill out the application form, you need to:



Name:

Contact details:

- give us details about your organisation, such as your name and contact details



- write your answers to the Assessment Criteria



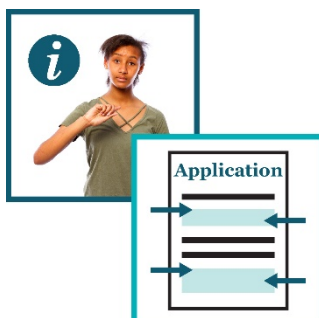
- upload any documents that we ask for.



You can upload up to 5 documents.



You should only upload the documents we ask for.
We won't look at any other documents.



On the following pages we explain each question in the application form, including:

- what information you need for each question
- key words on the application form.

Information to get ready before you start



You need to have a lot of information ready before you start filling out the form.

Here is a useful checklist:

Item	Description	Tick here
Legal entity name	This is the official name of your organisation. It is the name on the Australian Business Register.	<input type="checkbox"/>
Registered business name	You might have a different registered business name.	<input type="checkbox"/>
Entity type	This is what type of organisation you are. You can find examples on page 26 of the Easy Read <i>Grant Opportunity Guidelines</i> PDF on the Community Grants Hub website .	<input type="checkbox"/>
ABN	An ABN is a number you need to have when you run a business or company in Australia. It's also called an Australian Business Number.	<input type="checkbox"/>

Item	Description	Tick here
ACN/ARBN	An ACN/ARBN is a number you receive when you register a company in Australia.	<input type="checkbox"/>
Other incorporation number	<p>Your organisation might have another incorporation number, such as a:</p> <ul style="list-style-type: none"> • registration number for a cooperative • Indigenous Corporation Number (ICN) • Incorporated Association Number (IAN). 	<input type="checkbox"/>
Organisation ID	Your organisation will have an ID number if you have received a grant from us in the past.	<input type="checkbox"/>
Project budget	How much will the project cost?	<input type="checkbox"/>
Financial details	This is the bank account you want the grant money to be paid into.	<input type="checkbox"/>
Consortium details	This is information about the organisation that will lead your consortium. We explain this in more detail on page 9.	<input type="checkbox"/>
Contact details	These are the contact details for the person you want us to contact about your project.	<input type="checkbox"/>

Filling out your application

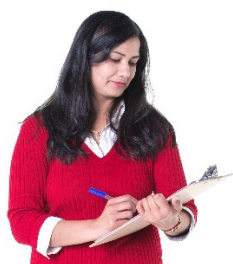


Application information



This section of the application form has information you need to read before you apply.

It has information about:



- what type of activities we are looking for



- the closing date and time



- how to save your application



- how to get help to apply



- how to submit your application.

Application form fields

Submission reference



When you apply, you get an application number.

We call this a **submission reference**.

Email address:

@

Email address:

@

This question asks you to write your email address twice to confirm it's right.



When you give us your email address, we will send you a link to your application.

This means you can:



- save your application
- close it
- use the link to come back to it another time.

Use of information



This question asks if it's ok to share your organisation's information.

We might share your information:



- when we publish information about which applications have been successful on the **GrantConnect website** and the **Community Grants Hub website**



- with the people who work with us on this grant opportunity.

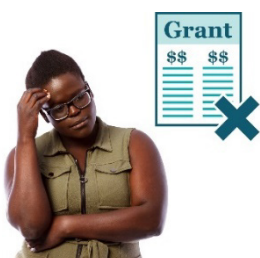


You can find more information about protecting your privacy on pages 51–55 of the Easy Read *Grant Opportunity Guidelines* PDF on the **Community Grants Hub website**.

I agree



You can only apply for a grant if you choose 'I agree'.



If you don't agree, you can't apply for a grant.

Existing grant recipient

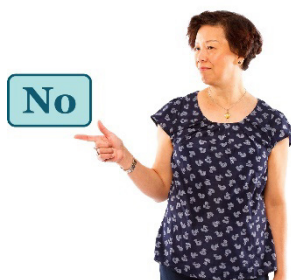
Is the applicant an existing grant recipient?



An **applicant** is an organisation applying for a grant.



If your organisation is an **existing grant recipient**, you have received a grant from the Community Grants Hub before.



If you have not received a grant from the Community Grants Hub before, you should:

- choose 'No'
- skip to page 26 of this guide.



If you have received a grant from the Community Grants Hub before, you should choose 'Yes'.

Organisation ID



If you answered 'Yes' to the previous question, you need to answer this question.



Every organisation that gets a grant from the Community Grants Hub gets an organisation ID number.



You can find this number on your previous Grant Agreement.



Once you write your organisation ID number, you need to select the 'Verify' button.



This button will show your organisation's details.



You should check that these details are still correct.



If you're not sure, you can call the Community Grants Hub on **1800 020 283** and choose 'Option 1'.

Are updates required to the applicant's details?



You should answer this question after you have checked the details we have for your organisation.

No



If the details are right, choose 'No'.

Yes



If the details are out of date, choose 'Yes'.

Applicant details

For this section you will need your organisation's:



Legal entity name

- legal entity name



- registered business name, if you have one

ABN



- ABN



ARBN number

- ACN/ARBN



- other incorporation number, if you have one

Contact details:



- contact details

Financial email address:

@

- financial email address



- registered business address



- postal address.



Once you enter some of this information, you need to select the 'Verify' button. This button will check that your information is up to date.

Not-for-profit



A **not-for-profit** organisation doesn't run their business to make money. They run their business to help other people.

You can find out more about not-for-profit organisations on this [website](#).



If your organisation is a not-for-profit, you should choose 'Yes'.

Eligibility requirements

What is the applicant's entity type?



This question is about what type of legal organisation you are.

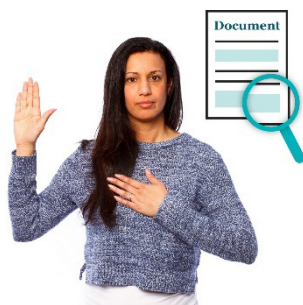


You can find examples of the entity types on page 26 of the Easy Read *Grant Opportunity Guidelines* PDF on the [Community Grants Hub website](#).



This question has a drop-down box with a list of all the possible answers.

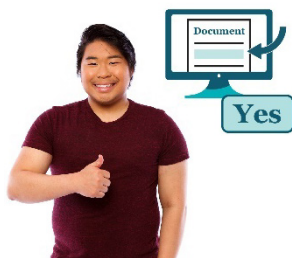
Is the applicant able to provide documentation to support the legal entity type?



This question asks for proof of the answer you chose in the previous question.



You will need a document to prove that your organisation is the type of entity you say it is.

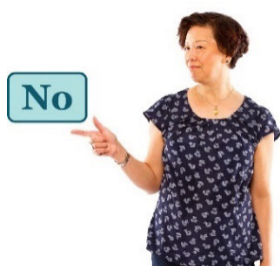


You should:

- choose 'Yes' if your organisation has a document like this
- upload the document.



If you choose 'Yes' you must upload at least 1 document.



If your organisation doesn't have a document like this, you should choose 'No'.

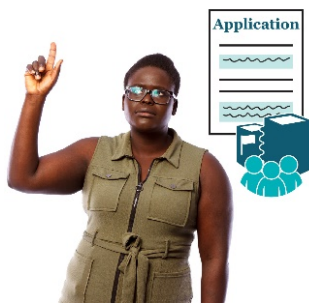
Is your project targeted towards specific ILC Priority Cohort/s?



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
- young people
- people living in **rural** or **remote** areas.



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



If your project isn't for one particular Priority Cohort, you should choose 'Our project is not targeted towards an ILC Priority Cohort'.



If you choose this, you need to tell us why.

Have you identified a project targeted towards communities living in remote/very remote areas?



If you chose 'people living in rural or remote areas' in the previous question, you need to answer this question.



You need to tell us which rural and remote areas you want to work in.



You should use the 2019 **Modified Monash Model (MMM)** to check if your project is for rural or remote areas.



MMM is a **website** that breaks up areas in Australia based on how many people live there.



Rural and remote areas have a MMM rating of MM 6 and MM 7.

NDIS Registered Provider



A **NDIS registered provider** supports people with disability who have an NDIS plan.

They are also called service providers.



If your organisation is a NDIS registered provider, you should choose 'Yes'.

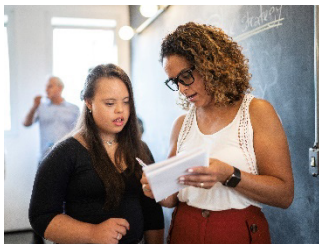


You can still apply if your organisation is not a NDIS registered provider.

Type of economic participation outcomes



This question is about how you will help people with disability find and keep jobs.



Are you planning to teach people with disability work and job skills?

This includes new skills for jobs that have changed because of coronavirus.



Are you planning to help people with disability to find support and places to work?

This includes working in their own business.



Are you planning to encourage employers to hire more people with disability?



You must choose at least 2 of these options.

Disability cohort information



This question is about the people with disability that you plan to support.



You can choose 'All disabilities' if you plan to support all people with disability.



Or you can select all of the categories you plan to support.



You can choose 'Other' if one of your answers is not on the list.



If you choose 'Other', you need to explain who you will support.

Child safety statement



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](#).



If you choose 'Yes', you are saying you already have a plan to keep children safe.



If you choose 'Will be compliant prior to accepting a grant offer', you are saying you will make a plan to keep children safe before you receive a grant.



Or you can choose 'Our organisation does not engage with children' if your organisation only works with adults.

Governance



These questions will help us make sure we give grants to the right organisations.

You need to tell us if any of the following things have happened in the last 5 years:



- bankruptcy or a big change to your finances



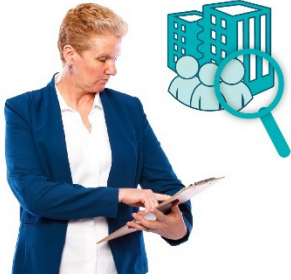
- a business failure



- a lawsuit



- owing money to the government



- an investigation into how you run your organisation.

You need to tell us if any of these things have happened in the last 5 years to:



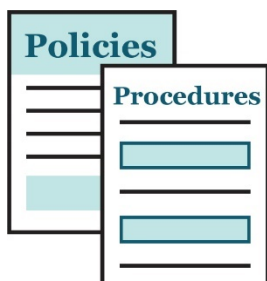
- your organisation
- any senior person who works for your organisation
- anyone who will work on the project.



If none of these things have happened, you should choose 'None of the above'.

Does the applicant have the following documents?

You need to tell us if you have any of these documents:



- any policies or procedures – documents about the way you run your organisation



- a business plan or strategic plan – documents about what you want to happen to your business in the future



- a risk management plan – a document about how you will manage risk and protect everyone.

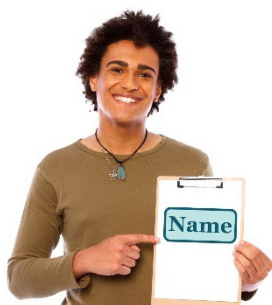


If you choose 'Yes' for any of these documents, we might ask you to send them to us within 7 days.

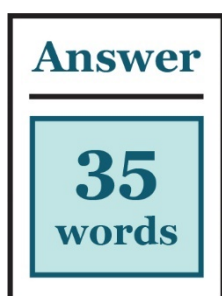
If you choose 'No' you can still complete your application.

Project/Activity details

Provide a short title of your application for this project/activity



Please enter the name of your project.



When you write your answer, you can only use 250 characters, including spaces.

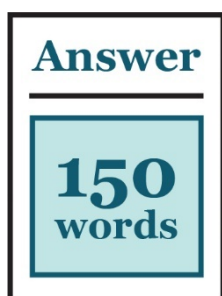
This is around 35 words.

Provide a brief description of the activities or the services you plan to deliver



Please enter a short description of your project and activities, including:

- why your project is important
- how you will support people with disability.



When you write your answer, you can only use 1,000 characters, including spaces.

This is around 150 words.

In which service area/s is the applicant proposing to deliver the project/activity?



Please select where you want to deliver your activities.



You can select a state or territory, and then select the area.



This question has a drop-down box with a list of all the possible answers.

Number of people with disability to be supported



How many people with disability do you think you will support with your project?

Total number of people employed as a result of the grant



How many people do you think will work with you on your project?

Total number of people with disability employed as a result of the grant



How many people with disability do you think will work with you on your project?

Please select the age cohort you plan to target



How old are the people you plan to support?



You can select as many answers as you need.

Financials

Provide a breakdown of the proposed grant funding by the chosen service area/s for which you are seeking for the project activity



This question asks you to tell us how much grant money you plan to spend in each area.



So you need to calculate the amounts you will spend in each area.



For example, you might apply for \$750,000 of grant funding and spend:

- \$400,000 in one location
- \$350,000 in another location.

Provide bank account details for recipient of grant payments should the application be successful



Please enter your organisation's bank account details.

This is where we will send the grant money if your application is successful.

Activity budget



Please tell us how much money you plan to spend on each type of activity.

For example, how much will you spend on:



- staff wages during your project



- the costs of carrying out the project



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



- travel and accommodation costs



- costs for making sure your activities are **accessible** – everyone can use them



- venue hire or catering costs



- working out if the project has been a success.

Financial ratio analysis

Financial statements



If you are applying for a large grant, you need to answer this question.

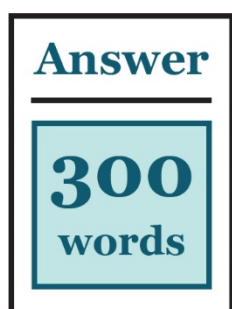


You should upload your latest **audited financial statement**.

An audited financial statement has been checked and signed by an accountant.



If you don't have your latest audited financial statement, you need to tell us why.

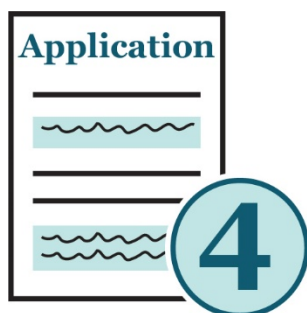


When you write your answer, you can only use 2,000 characters, including spaces.

This is around 300 words.

Assessment Criteria

Assessment Criteria questions

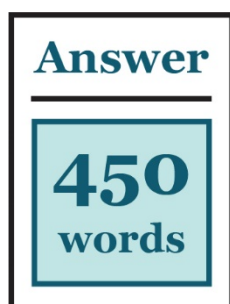


There are 4 **Assessment Criteria** in the application form.



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

Assessment Criterion 1



When you write your answer, you can only use 3,000 characters, including spaces.

This is around 450 words.

You need to tell us:

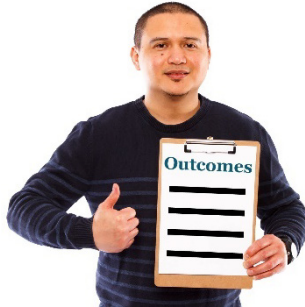


- what activities you plan to do

You can find examples on pages 14–16 of the Easy Read *Grant Opportunity Guidelines* PDF on the **Community Grants Hub website**.



- who you will help

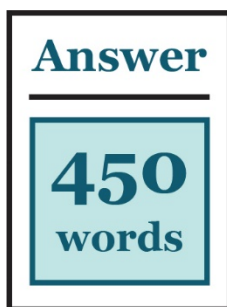


- how your activities will do things from at least 2 of our outcomes – we explain these on page 13 of the Easy Read *Grant Opportunity Guidelines* PDF on the [Community Grants Hub website](#).



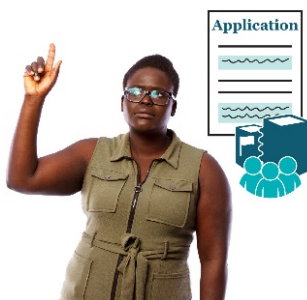
- where your activities will take place and why you want to work in those areas.

Assessment Criterion 2



When you write your answer, you can only use 3,000 characters, including spaces.

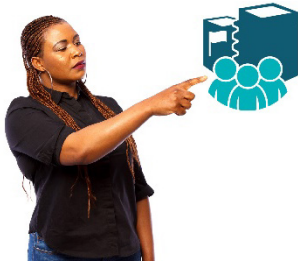
This is around 450 words.



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

We explain Priority Cohorts on page 29.

You need to tell us:

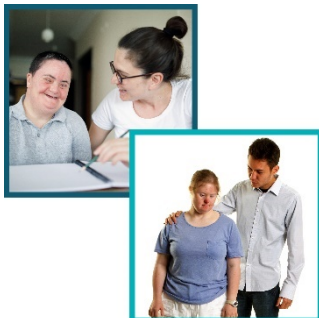


- which Priority Cohort you will support



- how your activities will support them.

You also need to show how you will:



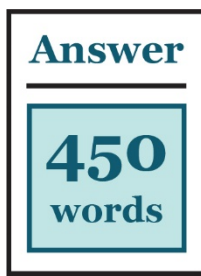
- connect with these people
- support their needs.



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

- why
- who they will support instead.

Assessment Criterion 3



When you write your answer, you can only use 3,000 characters, including spaces.

This is around 450 words.

You need to tell us about your organisation, including:



- your history
- the types of people you support
- why your experience shows you can deliver your project.

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



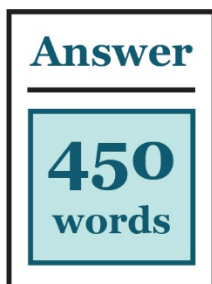
- to plan your project
- during your project.

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



When you write your answer, you can only use 3,000 characters, including spaces.

This is around 450 words.



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:

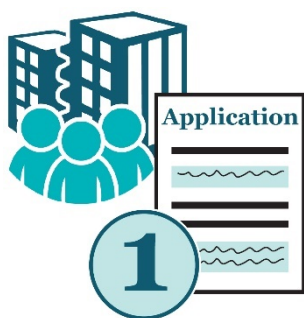
- went well
- could be done better.

Additional information

Consortium arrangements



Are you planning on working with other organisations as part of a consortium?



Only the lead organisation should apply for a grant.



If you are the lead organisation, you should enter the details of the other organisations you want to work with, including their:

- legal name
- ABN.

Application contacts

Who is the applicant's preferred authorised contact person for this application?

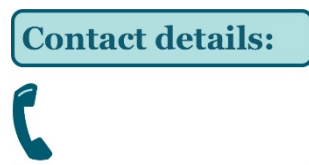


Please enter the contact details of one person at your organisation.



They should be someone in charge of the project.

Provide an alternate authorised contact person for this application



Please enter the contact details of another person at your organisation.



We will contact them if we can't contact the first person.

Declaration

Do you have any conflicts of interest that may occur related to or from submitting this application



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.



If there could be a conflict of interest, you should choose 'Yes'.

Declaration

If you choose 'Yes', you agree that:



- all the information in the application form is true and correct



- you have read and understood all of the documents on the **GrantConnect website** and the **Community Grants Hub website**



- if you included information about another person, you asked their permission first



- the Community Grants Hub can share the name of your organisation if you receive a grant.

Estimate time taken to complete application form



Please tell us roughly how long it took for you to finish your application.

Submitting your application



Application

Submitting your application



You should submit your application when you:

- have filled out your application
- are happy with your answers.



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



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



When you submit your application, you will see a confirmation message on the screen.



This message will include your submission reference number.



We will also send you an email.

Please save this email.

Late applications



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



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

We may accept late applications if:



- you have an exceptional reason



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



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

Help with your application



You can contact the Community Grants Hub if you need help:

- using the application form
- submitting your application.

You can contact the Community Grants Hub by:



- calling **1800 020 283** and choosing 'Option 1'



- sending an email to
support@communitygrants.gov.au

Word list



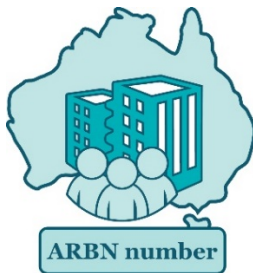
ABN

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



Accessible

When your activities are accessible, everyone can use them.



ACN/ARBN

An ACN or an ARBN is a number you receive when you register a company in Australia.



Applicant

An applicant is an organisation applying for a grant.



Application

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



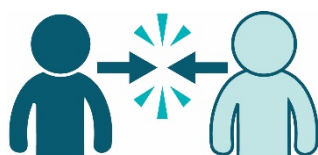
Assessment Criteria

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



Audited financial statement

An audited financial statement has been checked and signed by an accountant.



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.



Eligible

If your organisation is eligible, it means you meet our requirements.



Existing grant recipient

If your organisation is an existing grant recipient, you have received a grant from the Community Grants Hub before.



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.



Modified Monash Model (MMM)

MMM is a website that breaks up areas in Australia based on how many people live there.



NDIS registered provider

A NDIS registered provider supports people with disability who have an NDIS plan.

They are also called service providers.



Not-for-profit

A not-for-profit organisation doesn't run their business to make money. They run their business to help other people.



Priority Cohort

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



Rural and remote areas

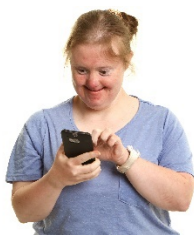
Rural and remote areas are places far away from cities or towns.



Submission reference

When you apply, you get an application number. We call this a submission reference.

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



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



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