



Australian Government

**Community  
Grants Hub**  
Improving your grant experience



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# Information, Linkages and Capacity Building (ILC) Social and Community Participation grant opportunity 2020–21

## Questions and Answers

### Applications

*More information about completing your application is available in the Application Form Guide.*

#### **1. What is the closing time and date for applications?**

The application form must be submitted by **11.00 PM (AEDT) on Tuesday 8 December 2020**. It is recommended you submit your application **well before the closing time and date**.

#### **2. How can I submit the application form?**

The form is an online application form that you must submit electronically. An Application Form Guide is available via the [Grants](#) page of the Community Grants Hub website. The Community Grants Hub will not provide application forms or accept application forms for this grant opportunity by fax, email or through Australia Post.

#### **3. Do character limits apply to my application?**

Yes, the application form includes character limits – up to 6,000 characters (approx. 900 words) per assessment criterion. Please note spaces are included in the character limit. Any text responses required in the application form will have a character limit identified on the bottom left hand corner of the response, with a characters entered field populating on the right hand side.

#### **4. If I am not able to submit my application by the due time and date, can I be granted an extension?**

Extensions will only be granted in exceptional circumstances.

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub. The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.



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For further information, please refer to the [late application policy](#) available on the Community Grants Hub website.

**5. What if I am having issues accessing or completing the online application?**

Please contact the Community Grants Hub if you are facing difficulty with accessing or completing the form. Please email your enquiries to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) or call 1800 020 28 (option 1) or TTY 1800 555 677.

**6. What do I do if I find that I've made a mistake in my application?**

If you find a mistake in your application after it has been submitted, you should immediately contact the Community Grants Hub by phone on 1800 020 283 (option 1) or by email at [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

The Community Grants Hub will determine the substance of your request, and does not have to accept any additional information or requests from applicants to correct applications after the closing date and time.

**7. How many applications can I make?**

You can submit one application as an individual organisation and one application as the lead organisation of a consortium.

You can be a member of as many consortium as you consider appropriate but you can only submit one application as the lead organisation of a consortium.

You cannot apply for two large grants and two small grants.

If more than one application is received as an individual or as the lead organisation of a consortium, only the application submitted closest to the close time/date will proceed to assessment.

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

You must attach supporting documentation according to the instructions provided within the online application form. The maximum size for individual attachments is 2MB; the form will not accept individual attachments above this size. You should only attach requested documents as per section 7.1 of the Grant Opportunity Guidelines. We will not consider information in attachments we have not asked for.

**9. When will I know the outcome of my application?**

You will be notified of the outcome of your application at the end of the selection process. For probity reasons, to treat all applicants fairly and equally, it is not possible to give you information about the status of individual applications during the assessment process.



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## Funding

### **10. How much funding is available for this program?**

This grant opportunity has a total of \$35.9 million (GST exclusive) available. Funding is available for up to 12 months from June 2021 to June 2022.

### **11. What is the minimum or maximum funding amount available?**

Funding is available in this grant opportunity via two categories:

- Small Grant: \$20,000 to \$50,000 (GST exclusive) for organisations working at a place-based level (for example, a defined geographical area within a state or territory)
- Large Grant: \$100,000 to \$350,000 (GST exclusive) for organisations seeking to impact broader systemic change or create large scale opportunities for community inclusion state and territory wide, across multiple states and territories or nationally.

Funding under both categories may include up-scaling of a previous, or current successful, project(s).

### **12. Is the funding on-going?**

No, funding is for one-off grants for up to 12 months.

### **13. Can activities be partly funded if the total funding amount requested is not granted?**

Yes, if only some of the elements within a funding proposal meet the purpose of the grant opportunity or provide value for money, the decision maker may consider funding part of an application.

### **14. Can I apply for funding if I have a current Information, Linkages and Capacity Building (ILC) grant agreement?**

Yes, funding is open to applicants with current ILC grant agreements.

### **15. Do I need to complete a statutory declaration or provide financial statements as part of my application?**

Depending on the size of your grant request, you may be required to provide financial information with your application. You may also be subject to a financial viability assessment. More information is provided in section 8.2 of the Grant Opportunity Guidelines.



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## 16. Can organisations apply to deliver an activity across multiple jurisdictions?

This is a national grant round. Applicants applying for a small grant can submit applications that are at a place-based level (for example, a defined geographical area within a state or territory). Applicants applying for a large grant can submit applications that are state and/or territory based, across multiple states and territories or national. More information is provided in section 3 of the Grant Opportunity Guidelines.

## Consortiums

### 17. What is a lead organisation?

If you submit a joint application as a consortium, you must nominate a lead organisation for the application. The lead organisation for the project will, if your application is successful, sign the grant agreement, receive the funding and assume legal responsibility for performing the activities and meeting the outcomes under the grant agreement.

### 18. How many members can a lead organisation identify in the application form?

The application form allows applicants to identify up to 20 consortium members only. If you are applying on behalf of a consortium that has more than 20 members, please send an email to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) that includes the:

- details of all consortium members, including the 20 members you have identified in your application form
- name of the grant round that you are applying for
- submission Reference ID of your application form.

This is mandatory if you have indicated you will have more than 20 consortium members.

All organisations in a consortium must be eligible legal entities as listed in section 4.1 of the Grant Opportunity Guidelines.

### 19. Does this grant opportunity allow for auspicing arrangements?

No. Auspicing arrangements are not available under this grant opportunity.

### 20. Is there a limit to how many consortiums we can be part of, not as the lead?

No, organisations can be a non-lead consortia member of multiple consortia arrangements where another eligible entity is the lead organisation. Organisations can only be the lead organisation for one consortia.



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## Selection Criteria

### **21. Are the individual selection criteria weighted?**

Each assessment criteria has equal weighting.

### **22. What happens if any of the selection criteria are not addressed in the application form?**

If applying for a small grant, criterion 1 and criterion 2 must be addressed. If applying for a large grant, all three criteria must be addressed. Applications that do not respond to all required selection criteria will not be considered. Instructions will be included in the online application form.

## Assessment

### **23. Who is assessing applications?**

The Community Grants Hub will review applications against eligibility criteria. Only eligible applications move to the next stage and will be considered through an open competitive grant process. The Department of Social Services (the department) will assess the applications.

The department will provide advice to a Selection Advisory Panel on the outcomes of the assessment and other matters, including risk and alignment to ILC. The Selection Advisory Panel considers the overall value for relevant money of proposals and provides a list of recommended projects to fund to the decision maker for final decision. More information is provided in section 8.1 of the Grant Opportunity Guidelines.

### **24. Are the grant applications assessed against other applications?**

Yes. Each grant application is assessed on how well it addresses the selection criteria, if it represents value for money, and how it compares to other applications.

### **25. Can I appeal the decision in relation to the outcome of a selection process?**

No, there is no appeal mechanism for decisions to approve or not approve a grant.





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## Feedback

### **26. When will I know the outcome of my application?**

Applicants will be notified of the outcome of their application in writing at the end of the selection process. This is likely to be in April 2021.

### **27. What feedback will be available for this funding round?**

A feedback summary will be published on the Community Grants Hub website to provide all organisations with easy to access information about the grant selection process and the main strengths and areas for improving applications. Individual feedback on applications is not available for this grant opportunity.

### **28. How can my organisation receive updates on ILC?**

To receive updates about the ILC as well as regular information and news about the department's disability issues, please subscribe to [disAbility e-news](#).

To read [previous issues](#) of disAbility e-news and information about the [ILC program](#), please visit the department's website.

Organisations and individuals can register to receive updates on grant opportunities including for the ILC program by signing up to the [Community Grants Hub](#) and [GrantConnect](#).

## Other

### **29. What happens if my organisation is affected by further COVID-19 developments or a natural disaster?**

If your funding application is successful, and you experience delays due to COVID-19 or a natural disaster, we will work with you to enable you to progress your activity.

### **30. Where should I go for further information?**

For further enquiries about your application, please contact the Community Grants Hub at [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).



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## Questions and Answers added on 17 November 2020

### **31. Why have you added 'Statutory Entity' and 'Trustees on behalf of a Trust' to the list of eligible entity types?**

The department has included these entity types to ensure they are in line with eligibility requirements of other disability grants offered by the department. No additional entity types will be added.

### **32. The revised grant opportunity guidelines lists 'Statutory Entity' as an eligible entity type however the application form does not show 'Statutory Entity' as one of the available options in the dropdown list. How do I complete my application?**

To complete your application, select the entity type 'Corporate State or Territory Entity', and you will be able to submit your application. You do not need to notify the Community Grants Hub if this applies to your organisation.

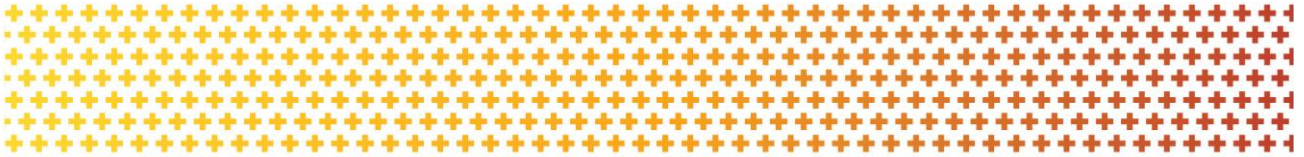
### **33. As a 'Trustee on behalf of a Trust', how do I know I am eligible to apply for this grant opportunity?**

To be eligible for this grant opportunity, you must be a legal entity as listed in section 4.1 of the Grant Opportunity Guidelines. If you are applying as a 'Trustee on behalf of a Trust', the Trustee must have an eligible entity type as listed below:

- Company
- Cooperative
- Corporate State or Territory Entity
- Incorporated association
- Indigenous corporation
- Local Government
- Non-Corporate State or Territory Entity
- Non-Corporate State or Territory Statutory Authority
- Statutory Entity.

### **34. Will you provide an extension to the end date for these newly included entity types?**

An extension of time is not currently being considered. As with all requests for extension, applicants will be required to submit a [late application request](#) to the Community Grants Hub. The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.



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Question and Answer added on 18 November 2020

**35. Am I able to apply for both the Social and Community Participation grant opportunity and the Economic Participation grant opportunity?**

Yes, if you satisfy the eligibility criteria in both Grant Opportunity Guidelines you can apply for a grant under each opportunity.

Question and Answer added on 25 November 2020

**36. Do ‘activities funded from another funding source for the same purpose’ in section 5.3 of the Grant Opportunity Guidelines include ‘in-kind’ contributions where we receive services but not in cash?**

Yes, this is correct. You cannot use grant funding for ‘in-kind’ services.