



Information, Linkages and Capacity Building (ILC) Economic 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 amended character limits – up to 3,000 characters (approx. 450 words) for each 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.



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

Please contact the Community Grants Hub if you are having difficulty accessing or completing the form. Please email your enquiries to 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.

The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub 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.

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.



Funding

10. How much funding is available for this program?

This grant opportunity has a total of \$39.9 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?

The minimum applicants can apply for is \$250,000 (GST exclusive). The maximum is \$1.2 million (GST exclusive).

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 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?

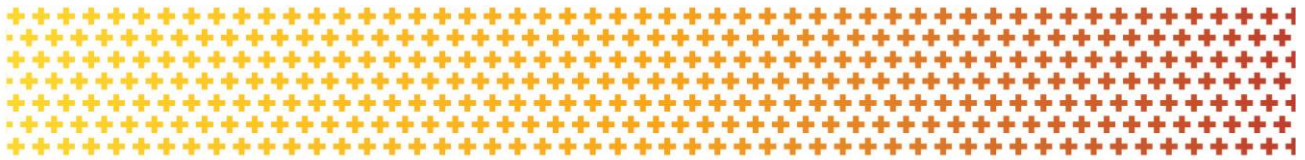
You are required to provide financial information with your application. You may also be subject to a financial viability assessment. More information is provided in section 8.2 of the Grant Opportunity Guidelines.

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

This is a national grant round. Applicants may submit applications that are at a place-based level (for example, a defined geographical area within a state or territory).

Applicants may also submit applications that are state and/or territory based, across multiple states and territories or national. Applicants do not need to be currently located in a jurisdiction to be eligible for activities there.

Applicants will be required to demonstrate their capacity to build their knowledge and connection with the chosen community or communities.



Consortia

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 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.

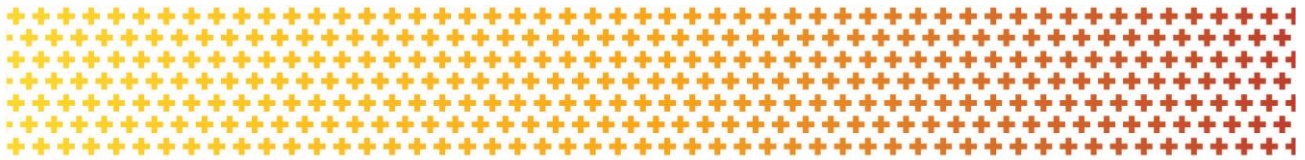
20. Is there a limit to how many consortiums we can be part of, not as the lead?

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.

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?

Applications that do not respond to all required selection criteria will not be considered. Instructions will be included in the online application form.

23. What are the Economic Participation (EP) grant opportunity outcomes?

In developing your application, you must seek to address two or more of the following outcomes:

- People with disability have improved job readiness, employment related skills and knowledge (whether industry specific or general).
- People with disability and other stakeholders have increased access to employer groups and employment support networks.
- Increased willingness and capability of employers and organisations to employ people with disability.

If you would like examples of the types of activities funded under each of these categories to help you answer this question, please refer to section 5.1 of the Grant Opportunity Guidelines.

Assessment

24. 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 at section 8.1 of the Grant Opportunity Guidelines.

25. 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.

26. 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.



Feedback

27. 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.

28. 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.

29. 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 by signing up to the [Community Grants Hub](#) and [GrantConnect](#).

Other

30. 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.

31. Where should I go for further information?

For further enquiries about your application, please contact the Community Grants Hub at support@communitygrants.gov.au.



Questions and Answers added on 11 November 2020

32. Is Post Traumatic Stress Disorder and Complex Trauma recognised as disabilities under the National Disability Insurance Agency (NDIA) and this grant?

Yes, Post Traumatic Stress Disorder and Complex Trauma are recognised disabilities for the purposes of this grant.

The ILC Program provides grants to organisations to deliver supports and services for all people with disability, not only those eligible for the National Disability Insurance Scheme (see section 1.1 of the Grant Opportunity Guidelines). For the purposes of this grant, the definition of disability aligns with the definition used in the [National Disability Strategy](#): 'People with disability' refers to people with all kinds of impairment from birth or acquired through illness, accident or the ageing process. It includes cognitive impairment as well as physical, sensory and psycho-social disability.

While not relevant to this grant, information about the disability requirements under NDIA can be found [here](#). Should you require more information about this definition, please email enquiries@ndis.gov.au.

33. Are organisations working with clients diagnosed with such psychological disabilities eligible to apply?

Any organisation working with people with disability can apply for funding as long as they meet the eligibility criteria as set out in section 4 and their proposed use of the money meets the purposes as set out in section 5 of the Grant Opportunity Guidelines. This is an open, competitive selection process aimed at improving the economic participation of people with disability, particularly in light of the impact of COVID-19.

It is very important to read the Grant Opportunity Guidelines in full in order to determine whether you wish to make an application and how you can best address the selection criteria and other requirements in the application form.

Questions and Answers added on 17 November 2020

34. 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.



35. 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.

36. I am 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
- Statutory Entity.

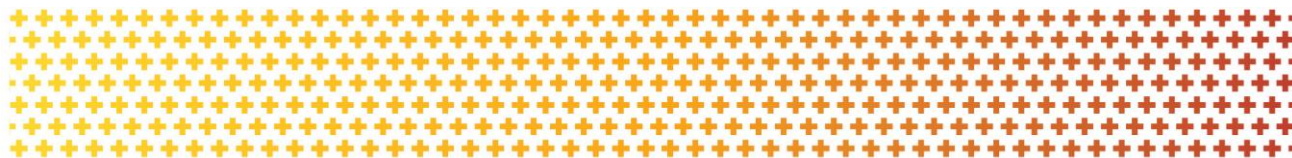
37. Will you provide an extension to the end date for these newly included entity types?

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.

38. The application form will only allow me to enter 3,000 characters (approx. 450 words) for Assessment Criterion 1, however the Grant Opportunity Guidelines refer to 6,000 characters (approx. 900 words).

The maximum response for Criterion 1 is 3,000 characters (approx. 450 words). The application form will restrict your response to 3,000 characters (approx. 450 words).

The discrepancy noted between the character limit for Criterion 1 in the application form and the grant opportunity documentation has now been updated. You can find the updated documentation on the [Community Grants Hub website](#).



39. Why are LGBTIQ+ people with disability not listed as a priority cohort? Can an application still be made?

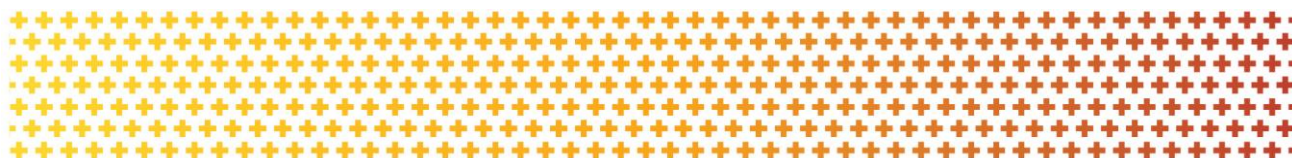
The EP grant opportunity is aimed at improving the economic participation of people with disability, particularly in light of the impact of COVID-19. Our consultations and research identified trends strongly suggesting the 4 listed groups as being particularly impacted by economic and employment challenges during COVID-19. Within each cohort, there may be further refinement of need (for example, the needs of the LGBTIQ+ communities of people with disability living in rural and remote Australia or LGBTIQ+ communities of young people with disability).

In contrast, the impact of COVID-19, particularly due to isolation, is a significant social issue faced by various cohorts within the community, including the LGBTIQ+ cohort.

Applicants considering applying for funding that does not support a listed priority cohort **are still eligible to apply for the EP grant opportunity**. The assessment criteria is listed in section 6 of the Grant Opportunity Guidelines. Under Assessment Criterion 2, you will need to justify why your activity does not support a priority cohort, how your activity will support your chosen cohort and evidence of your ability to engage with, and support the needs of, the chosen cohort. It provides an opportunity to put forward the benefits for the LGBTIQ+ (or any other) cohort of a proposed activity. Any application received will undergo the same consideration as part of the open, competitive selection process.

As noted on page 3 of the Application Form Guide, in preparing your response to the assessment criteria, you should:

- Address all aspects of the assessment criteria, this includes the questions listed under each criteria.
- Ensure your eligible activities are focused on improving economic participation of people with disability.
- Explain how your project/activity will be effective in delivering Economic Participation Grant Opportunity 2020-21 outcomes (listed in section 2.1 of the Grant Opportunity Guidelines) for your target disability group and/or region.
- Demonstrate how your project/activity will address the need you identified in your community for people with disability.
- Explain your connection to the people, community and location you are targeting.
- Demonstrate the need for your project/activity by providing relevant, reliable and current evidence of the need in your community and/or region.
- Explain how people with disability will be central to the design and delivery of your project/activity and your commitment to employing people with disability to work on the project.
- Explain why the Economic Participation Grant Opportunity 2020-21 is the most appropriate funding source for your project/activity, including why your project/activity could not be funded through other Commonwealth, state, territory or local government bodies.



40. Can you please advise if there is an age range associated with the ‘young people with disability’ priority cohort identified in section 2.1 of the Grant Opportunity Guidelines?

The EP grant opportunity includes ‘young people with disability’ as a priority cohort.

The age-range associated with this cohort is between 14 and 24. This follows a ‘widely accepted ... convention’ (see Australian Institute of Health and Welfare report, [Young Australians: their health and wellbeing](#) 2007, page 2).

The examples of eligible grant activities included in section 5.1 of the Grant Opportunity Guidelines (which is not a prescriptive list) may be targeted at young people who are preparing to enter the workforce, in terms of improved job readiness. This can include young people (15 years or older) preparing to enter the workforce for the first time.

Question and Answer added on 18 November 2020

41. 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 24 November 2020

42. The Application Form Guide describes a section called ‘Financial Ratio Analysis’, however this section does not appear in the online application form. Could you please clarify if/how this information should be provided and when the online form will be updated if necessary?

Please note there is a minimum (\$250,000) and maximum (\$1.2 million) grant amount you can apply for under the EP grant opportunity. If you apply for amounts outside of this range, your application will not be considered.

In the ‘Financials’ section of the application form, you are asked to provide a breakdown of the proposed grant funding in each financial year and in each service area. The ‘Financial Ratio Analysis’ section will appear if the total funding you are seeking is above a certain amount which requires a Financial Ratio Analysis to be undertaken. This suggests your application is for a small amount of money, which may be lower than the minimum grant you can apply for. For example, if you apply for a grant of \$255,000, the ‘Financial Ratio Analysis’ section will be revealed and you can enter the required data.



Question and Answer added on 26 November 2020

43. Where it states, 'Provide details of the location or locations where the activity will be delivered', the system will only allow for one address to be entered. Do I have to submit multiple applications if I wish to deliver from multiple locations?

You do not need to submit multiple applications. You are only required to submit one application for multiple locations using the options below for entering information into the 'Location Name' field.

In the 'Location Name' field in the Eligibility Requirements tab, you can identify your location/s using a maximum of 100 characters using one of the following formats which best meets your needs:

1. Single project location: Please provide using the following format, suburb, state, postcode, for example:

Single project location Cubba NSW 2835

2. Multiple project locations: If your project is located in multiple locations within a state or territory OR across states and territories, please use the following format state, postcode, for example:

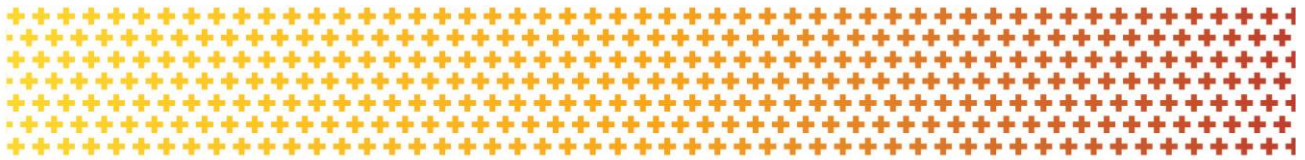
Multiple locations NSW 2835 2580 2620 ACT 2600 2601 2900

Should you have more locations than can fit in a 100 character field, you can identify your main service delivery areas and more using State, Postcode and a brief descriptor of the total of other sites by '- total number of other sites' to keep you in the character count, for example using 100 characters:

Multiple locations NSW 2835 2620 2627 ACT 2600 2900-1 QLD 4455 4470 4350-1 SA 5700 5606 5600 -7

3. Nationally delivered projects: national coverage

National coverage



Question and Answer added on 2 December 2020

44. 'Autism' is identified as a standalone disability category under 'Select the disability cohort for your project field' on page 10 of the Application Form Guide. However, when utilising the online application form, the categories do not match the Application Form Guide and 'Autism' is not listed. Should we be selecting 'Other' or are we missing an option?

The department has offered the list of disability types as a guide only, it should not be taken as an exhaustive list.

Please use the 'Other' option to indicate a disability type not included in the Application Form.