

Information, Linkages and Capacity Building (ILC): Economic and Community Participation Program Building Employer Confidence and Inclusion in Disability Grant Opportunity

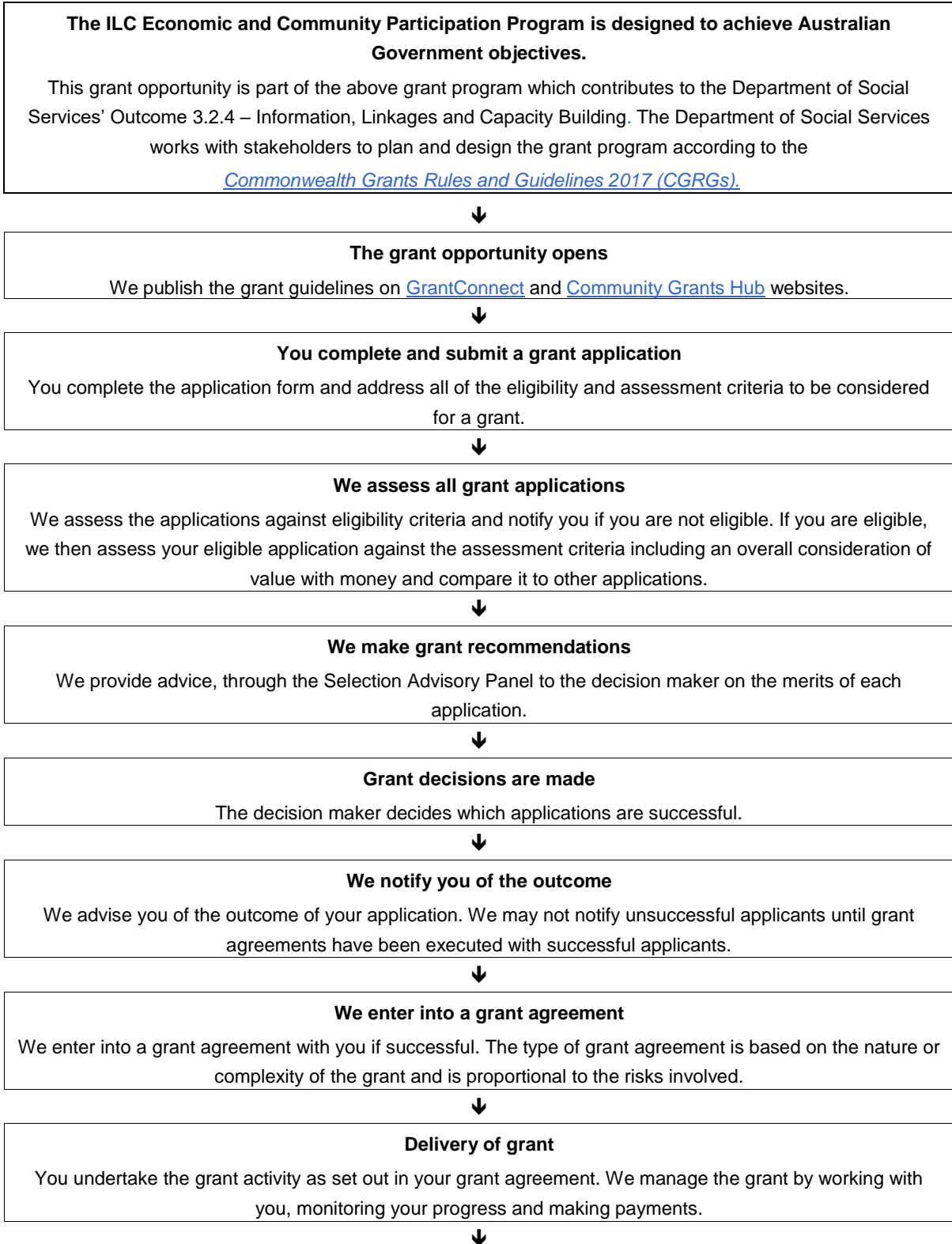
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Closing date and time:	2:00 pm AEDT on 9 March 2022
Commonwealth policy entity:	Department of Social Services
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: support@communitygrants.gov.au Questions should be sent no later than 5:00 pm AEDT 2 March 2022.
Date guidelines released:	27 January 2022
Type of grant opportunity:	Open competitive

Contents

1. Information, Linkages and Capacity Building (ILC): Economic and Community Participation Program: Building Employer Confidence and Inclusion in Disability Grant Opportunity processes.....	4
2. About the grant program.....	5
2.1 About the Building Employer Confidence and Inclusion in Disability Grant Opportunity.....	7
3. Grant amount and grant period.....	9
3.1 Grants available.....	9
4. Eligibility criteria.....	9
4.1 Who is eligible to apply for a grant?.....	9
4.2 Who is not eligible to apply for a grant?.....	10
4.3 What qualifications, skills or checks are required?.....	10
5. What the grant money can be used for.....	10
5.1 Eligible grant activities.....	10
5.2 Eligible locations.....	11
5.3 Eligible expenditure.....	12
5.4 What the grant money cannot be used for.....	12
6. The assessment criteria.....	13
7. How to apply.....	15
7.1 Joint (Consortia) applications.....	16
7.2 Number of applications allowed.....	16
7.3 Timing of grant opportunity processes.....	16
7.4 Questions during the application process.....	17
8. The grant selection process.....	18
8.1 Assessment of grant applications.....	18
8.2 Financial Viability.....	19
8.3 Who will approve grants?.....	19
9. Notification of application outcomes.....	19
9.1 Feedback on your application.....	19
10. Successful grant applications.....	19
10.1 The grant agreement.....	19
10.2 Commonwealth Child Safe Framework.....	20
10.3 Multicultural Access and Equity.....	21
10.4 How we pay the grant.....	21
10.5 Grants Payments and GST.....	21
11. Announcement of grants.....	21
12. How we monitor your grant activity.....	21
12.1 Keeping us informed.....	22
12.2 Reporting.....	22
12.3 Audited financial acquittal report.....	23

12.4	Grant agreement variations	23
12.5	Compliance visits	23
12.6	Record keeping.....	23
12.7	Evaluation	23
12.8	Acknowledgement.....	24
13.	Probity.....	24
13.1	Enquiries and feedback	24
13.2	Conflicts of interest	25
13.3	Privacy	25
13.4	Confidential Information	26
13.5	Freedom of information.....	27
14.	Glossary.....	28

1. Information, Linkages and Capacity Building (ILC): Economic and Community Participation Program: Building Employer Confidence and Inclusion in Disability Grant Opportunity processes



Evaluation of the grant opportunity

We evaluate your specific grant activity and the grant opportunity as a whole. We base this on information you provide us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Building Employer Confidence and Inclusion in Disability Grant Opportunity.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Social Services (the department).

2. About the grant program

The **ILC Program** provides information and capacity building supports for all people with disability, regardless of whether they are eligible for the National Disability Insurance Scheme (NDIS). In that regard, ILC also helps people with disability who are not eligible for an individual NDIS plan benefit from a more inclusive, accessible and connected Australia.

The objective of the ILC Program is to increase social and community participation for people with disability. The ILC Program seeks to do this by:

- building the capacity of people with disability to participate in their community
- creating opportunities for people with disability to participate by creating more inclusive services and communities.

It does this by playing a significant part in building the capacity of:

- individuals – making sure people with disability and their families have the skills, resources and confidence they need to participate in and contribute to community
- communities – making sure mainstream services and community organisations become more inclusive of people with disability.

As outlined in the ILC Investment Strategy, the purpose of ILC, its investment principles and objectives, are summarised below.

ILC Purpose	To invest in creating more inclusive services, communities and workplaces				
Investment Principles	Activities are evidenced based where possible, delivering defined outcomes	Activities led by and for people with disability and their families	Activities that are replicable and scalable to national impact	Activities that support a sustainable NDIS	Activities that support important groups, e.g. Aboriginal & Torres Strait Islanders, CALD, remote
Investment Objects	Building the capacity of people with disability, carers and families	Improving information, linkages and referrals	Enabling other service systems to be more accessible and inclusive	Improving disability awareness and inclusion in the community	
Programs	Individual Capacity Building Program	National Information Program	Mainstream Capacity Building Program	Economic and Community Participation	
Outcomes	People with disability have the knowledge, skills and confidence to participate and contribute to the community	People with disability are connected and have the information they need to make choices and decisions	People with disability use and benefit from the same mainstream services as everyone else	People with disability use and benefit from the same community activities as everyone else	
People with disability actively contribute to leading, shaping and influencing their community					

The 4 discrete, but complementary programs and their corresponding streams, delivered under the ILC Investment Strategy are outlined below.



These 4 programs are designed to ensure:

- there are alternative pathways to an ordinary life for people with disability particularly by building the capacity of individuals without an NDIS plan to achieve their goals outside of specialist disability services
- people with disability, their family and carers have greater access to information and supports
- people with disability, their family and carers build their knowledge, skills and confidence to participate in social and economic life
- a more aligned system of ILC service delivery, grounded in organisations run by and for people with disability and/or their families and carers
- strong collaboration across government and the sector that avoids duplication and maximises the department's investment in ILC.

The **Economic and Community Participation (ECP) program** aims to build the capacity of the community to create opportunities for people with disability to contribute to community prosperity and participate in community life.

The objective of the ECP program is to improve disability awareness and inclusion in the community.

The **Economic Participation (EP)** stream is one of 3 streams used to implement the ECP program.

Outcomes

The intended outcomes of the ECP program are:

- people with disability use and benefit from the same community activities as everyone else
- people with disability actively contribute to leading, shaping and influencing their community.

The intended outcome of the EP stream is to improve the economic participation of people with disability.

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)¹.

2.1 About the Building Employer Confidence and Inclusion in Disability Grant Opportunity

In 2018, the unemployment rate for people with disability was 10.3%, more than double the unemployment rate of people without disability (4.6%). It is recognised that people with disability can face many, and sometimes overlapping, barriers to employment, which prevent their full social and economic participation in Australian society. People with disability should have the same opportunities to share the benefits of employment as people without disability. To support people with disability to gain employment and improve their overall wellbeing, the aim of this grant opportunity is to:

- build the confidence and ability of employers to hire, support and retain employees with disability
- create inclusive workplaces by breaking down attitudinal barriers about people with disability.

Research indicates that while the overwhelming majority of employers (93% of large businesses and 89% of medium sized businesses) indicate openness to hiring people with disability, only around a third of businesses show behavioural commitment to doing so.² Many employers do not know where to start and need support to build their capability and confidence to hire, support and retain people with disability.

Activity Focus Cohorts

The activity focus for grant recipients are:

- employers who have expressed an interest in employing, or employing more people with disability but need support to get started
- employers in one (or more) of the growth industries who have, or are expected to have significant workforce demands and/or known vacancies that could be filled by people with disability.

² Kantar Public, [Building Employer Demand: Research Report](#), October 2017, p. 1 & 17, [Accessed 22 June 2021]

The National Skills Commission estimates the following industries will make the largest contribution to employment growth over the coming 5 years:

- health care and social assistance
- accommodation and food services
- professional, scientific and technical services
- education and training
- construction
- retail
- transport, postal and warehousing
- administrative and support services
- public administration and safety
- financial and insurance services³.

Applications partnering with organisations in these sectors are encouraged. However, activities/projects focussing on other industry sectors, or employers generally, will also be considered.

Applicants who demonstrate their experience and capacity to work with employers to improve disability inclusion and diversity will be considered favourably.

Objectives

The objectives of this grant opportunity are:

- organisations, including Small to Medium Enterprises (SMEs), have increased employment and retention of staff with disability
- organisations, including SMEs, are inclusive of, and accessible to, people with disability in all that they do and people with disability report they feel valued and supported within the workplace
- industries have resources, training and mentoring programs that are actively promoted and result in increased awareness, recruitment or retention of people with disability at work.

Outcome

The overarching intended outcome of this grant opportunity is to improve the economic participation of people with disability.

Performance Indicators

Indicators will be tailored to the type of activities. They could include:

- number of employers engaged in confidence building activities relating to employment of people with disability
- number of people with disability employed as a result of grant activities
- number of people with disability who participated in internships or work experience opportunities
- number of people with disability who received industry specific skills training.

³ National Skills Commission 2020, *2020 Employment Projections - for the five years to November 2025*, p. 1, <https://lmip.gov.au/PortalFile.axd?FieldID=2787733&.docx> [Accessed xx Month 2021]

3. Grant amount and grant period

3.1 Grants available

The Australian Government announced the following budget allocation (GST exclusive) for the ILC Program:

Financial Year 2021-22	Financial Year 2022-23
\$134.4 million	\$ 136.2 million

Funding available for this grant opportunity is up to \$20 million (GST exclusive) over 2 years in 2021–22 and 2022–23.

- Minimum grant amount is \$415,000* (GST exclusive).
- Maximum grant amount is \$815,000* (GST exclusive).

A proportion of the funding available in this grant opportunity will be attributed to program evaluation. The minimum and maximum grant amounts above are inclusive of an additional \$15,000 (GST exclusive) to be paid to successful applicants to cover resource costs related to the requirement to participate in a program evaluation.

This amount will be included in the budget within the application form. For example, if you apply for a \$400,000 (GST exclusive) grant and your application is successful, you will receive funding of \$415,000 (GST exclusive). The additional \$15,000 (GST exclusive) must be attributed to participation in the program evaluation such as staff time and so on. Further information is provided under Section 12.7.

The maximum period of this grant is 2 years although activities that end before this timeframe will be considered. In these instances, funding will be split equally over the 2 years.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

4.1 Who is eligible to apply for a grant?

To be eligible to receive a grant, you must be one of the following legal entity types:

- 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.

If you are applying as a Trustee on behalf of a Trust, the Trustee must have an eligible entity type as listed above.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.
- Person
- Sole trader
- Partnership
- Unincorporated association
- International Entity
- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- any organisation not included in section 4.1 of the Grant Opportunity Guidelines
- an organisation, or your project partner is an organisation, included on the Workplace Gender Equality Agency website on the non-compliant organisations list.

4.3 What qualifications, skills or checks are required?

If you are successful, all personnel working on the grant activity must maintain the following:

- working with vulnerable people registration
- working with children check.

5. What the grant money can be used for

5.1 Eligible grant activities

Applicants will be required to demonstrate their experience and capacity to work with employers to improve disability inclusion and diversity.

Grant activities may be focussed on whole industries (for example, through national industry peak organisations), or targeted (for example, working with SMEs in a specific jurisdiction or location/s).

People with disability **must** be involved in the design and implementation of the grant activities.

Eligible activities may include though are not limited to:

Organisation Capacity – Building the confidence and capability of organisations to recruit and retain employees with disability. Activities that:

- Result in evidence based training and resources for the recruitment and/or retention of people with disability for use by organisations, including SMEs. You may wish to make these available to other organisations via the [Disability Gateway](#).
- Facilitate peer networking programs and training targeted towards multiple levels of organisations including:
 - Senior Executives: to establish industry wide strategies and practical actions around attracting, recruiting and retaining staff with disability

- hiring managers: to ensure processes are inclusive and accessible for people with disability
- managers and supervisors: to increase confidence in their ability to effectively support staff with disability.

Industry and Workplace Culture and Commitment to Action – bridging the ‘intention to action’ gap of employers to employ people with disability. Activities that result in:

- Taking organisations from preparedness to employ people with disability, to active recruitment and employment of people with disability.
- Local partnerships and/or networks that assist SMEs to share knowledge and experience, including showcasing success in employing people with disability.

Industry Specific Approaches – Supporting organisations within the identified growth industries to employ people with disability. Activities that:

- Establish partnerships with industry leaders within the identified growth industries to provide career pathways for people with disability in the industry. These partnerships would:
 - Deliver industry specific skills training to people with disability to make them competitive for available jobs (targeting jobs across a range of positions and levels).
 - Provide paid internship opportunities in partnership with employers who have significant workforce demand and/or vacancies, including reasonable prospects of ongoing employment at the end of the program.

5.2 Eligible locations

To support consistency and equity in delivering the activity for all eligible Australians, your grant may include activities at different locations, however, the objective of this grant opportunity is to impact broader systemic change and create large-scale opportunities across multiple states and territories or nationally.

Geographic levels are defined as:

- national – across all states and territories
- jurisdictional – across an entire state or territory or multiple states and territories
- targeted (Australian Statistical Geography Standard (ASGS)) – at one or more ASGS Statistical Area Level 3.

If you propose to provide Australia-wide or state-wide service coverage, you should select national, or the relevant State and describe the proposed service model in the application form.

When you are targeting a specific area, you should identify these areas as Statistical Area Levels, SA3.

To assist with selecting your coverage area in the application form, go to the Australian Bureau of Statistics website to see a [map of the Statistical Area Levels](#).

At ‘Choose a boundary type’, select 2016 Statistical Area Level 3 (SA3).

Click in the relevant area on the map to see the SA3 name.

This view shows the names of additional towns in the Statistical Area providing additional detail if required. Further information on Statistical Areas can be found on the [Community Grants Hub website](#).

5.3 Eligible expenditure

You can only spend the grant funding on eligible expenditure you have incurred on eligible or agreed project activities.

Eligible expenditure must directly relate to your project and can include:

- operational costs incurred in the delivery of the project, including your participation in an independent evaluation of this grant opportunity
- staff salaries and on-costs that are directly attributable to delivering the project, including reporting
- the proportion of administration expenses that directly relate to the project
- short-term engagement of external consultants to develop resources or skill development to the organisation. You must clearly describe in your application how the use of the consultant will result in a skill or knowledge transfer.

We may update the grant opportunity guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your grant activity.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your grant activity may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the expenditure on your grant activity between the start date and end or completion date for your grant activity for it to be eligible.

5.4 What the grant money cannot be used for

You cannot use the grant for the following activities:

- research purposes where research is the sole grant activity
- disability inclusion plans where the development makes up more than 10% of grant activities
- purchase of vehicles and/or land
- salaries where the salary forms part of the organisation's/individual's usual responsibility
- the covering of retrospective costs
- ongoing funding
- activities that organisations are obliged to undertake as part of their legal or operational obligations including reasonable adjustment under the *Disability Discrimination Act 1992*
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- construction/capital works
- capital expenditure
- overseas travel
- delivery of systemic or individual advocacy
- funding in support of individuals
- activities that duplicate previous ILC grant funded projects unless adding additional scale and/or scope

- activities that duplicate those undertaken by NDIS Partners in the Community (Local Area Coordination and/or Early Childhood Early Intervention) organisations
- activities that duplicate existing employment services (for example programs delivered by the Department of Education Skills and Employment, Disability Employment Services and JobActive)
- activities that build IT job seeker platforms
- government fees, charges or taxes
- activities that are already funded on an ongoing basis by other Australian, state or territory, or local government programs
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6. The assessment criteria

You must address all of the following assessment criteria in the application. All assessment criteria have equal weighting of 5 points. The assessment criteria rating scale is as follows:

Score	Quality rating
0	Does not address criterion
1	Very poor
2	Poor
3	Satisfactory
4	Good
5	Excellent

Each criteria and its indicators should be addressed in your response.

The application form includes the following character limits:

- up to 3,000 characters for each criterion (approximately 450 words).

The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested. In developing an application, applicants should give consideration to:

- the length of time required to deliver the project and not necessarily default to the full 2 year period
- activities being proportional to the capacity of the organisation to deliver the project
- design of the project having the best fit to achieve the intended outcomes.

The application form includes text limits as indicated in the criterion below.

Information included in the criterion is designed to guide applicants, enabling the required detail to be incorporated to inform an accurate assessment of the application. Evidence should be provided as appropriate to back up your claims.

Links to information on external websites will **not** be assessed as part of an application.

Criterion 1 (up to 3,000 character response)

Describe the proposed activities to be delivered over the life of the grant and why these are needed.

When addressing the criterion, a strong application will:

- outline the problem/ need being addressed as part of the grant opportunity
- explain which activities will be undertaken to address the problem/need
- detail why this activity/ project is important and needed by your target group
- explain how this proposal addresses the grant opportunity objectives outlined in section 2.1.

In addition, you will need to complete a project plan in the application form outlining details about your proposed activities.

You will be asked to:

- clearly list all milestones over the life of the project (including independent evaluation), expanding on those in the initial proposal, including timeframes
- explain how the milestones will be achieved and how they align with the expected outcomes of the grant opportunity
- outline the risks associated with implementing your project and explain the mitigation and management strategies in place.

Should your application be successful, these activities will be included on your Activity Work Plan. You will be required to deliver and report on these activities as part of your grant agreement, and participate in an independent evaluation of this grant opportunity. More information is at Section 12.

Criterion 2 (up to 3,000 character response)

Provide details of how people with disability will be involved in the grant activity, the expected outcomes and evidence of why it is needed.

When addressing the criterion, a strong application will:

- demonstrate the active involvement people with disability will have in the project, including involvement in the design and implementation of the project (for example through employment, as a participant in co-design activities or working directly on project activities)
- explain the expected outcomes, how the grant activity is expected to achieve those outcomes and how you will measure the outcomes achieved (such as what impact do you expect the grant activity to have on the target group and how will you know if you have achieved the result you are aiming for)?
- detail how your activity/ project could be scaled up/ expanded to deliver either a national or industry-based approach in the future and how the activities are sustainable beyond the grant period.

Criterion 3 (up to 3,000 character response)

Demonstrate your organisation's capability and capacity to successfully deliver the grant

When addressing the criterion, a strong application will:

- demonstrate your organisation's experience and capacity to work with employers to improve disability inclusion and diversity
- describe your organisation's existing partnerships with key stakeholders, capacity and capability to successfully deliver the project, including experience in delivering similar projects

- explain the key stakeholders and/or partnerships required to successfully implement the project, whether these relationships are existing and if not, the steps that will be taken to establish these relationships
- outline how employers will be involved in the activity and how it will result in increased employment of people with disability.

In addition, you will need to provide details about how you will engage with your stakeholders in the application form.

You will be asked to:

- Clearly list all stakeholders over the life of the project.
- Summarise your relationship with the stakeholder (for example organisation X is a partnership arrangement to provide subject matter expertise).
- Explain the stakeholders' role in the project (for example organisation X will be engaged in planning and focus group activities for the life of the project. You may wish to indicate the size of the employer/s who will be part of the project (for example will you engage with 10-20 small businesses with up to 10 staff each, or is it working with a national employer such as supermarket or electrical chains).

Should your application be successful, you will be required to report on these relationships as part of your grant agreement.

7. How to apply

Before applying, you must read and understand these guidelines, the sample grant agreement, the grant agreement supplementary provisions and questions and answers. These documents are available on the [GrantConnect](#) and the [Community Grants Hub](#) websites. Any changes to these documents will be published on both sites and addenda will be published on GrantConnect.

Subscribing to the Community Grants Hub and registering for the opportunity on GrantConnect will ensure automatic notifications will occur if there are any changes. GrantConnect is the authoritative source for Commonwealth grants information.

You can only submit one application form for this grant opportunity. If more than one application is submitted, the latest accepted application form will progress.

To apply you must:

- complete the online application form on the [GrantConnect](#) or [Community Grants Hub](#) website
- within the application form, provide an indicative budget for the project/activity, including a total budget figure, which will be used in the assessment of value for money.
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- Submit your online application/s to the Community Grants Hub by 2:00 pm AEDT on Wednesday, 9 March 2022.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The department does not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application.

7.1 Joint (Consortia) applications

We recognise that some organisations may want to join together as a group to deliver a grant activity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

7.2 Number of applications allowed

Two applications per organisation may be submitted under this grant opportunity, these being:

- One application as an individual organisation.
- One application as the 'lead organisation' of a consortium.

7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request via 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.

Written requests to lodge a late application will only be accepted within three days after the grant opportunity has closed.

The Delegate or their appointed representative will determine whether a late application will be accepted. The decision of the Delegate will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

Multiple applications

Where an organisation submits multiple applications that exceed the allowable number of applications as outlined in section 7.2 of the Grant Opportunity Guidelines, only the application/s received closest to the closing date will be accepted.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your project around late June 2022.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Grant opportunity opens	Thursday 27 January 2022
Closing date for question	5:00 pm AEDT on Wednesday 2 March 2022
Grant opportunity closes	2:00 pm AEDT on Wednesday 9 March 2022
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Announcement and notices to applicants	May 2022
Negotiations and award of grant agreements	2 weeks
Earliest start date of grant activity	June 2022
End date of grant activity	June 2024

7.4 Questions during the application process

If you have any questions during the application period, contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within 5 working days. Answers to questions are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5:00 pm AEDT on Wednesday 9 March 2022. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

We will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

If eligible, the department will then assess your application against the assessment criteria (see Section 6).

An expert Selection Advisory Panel will then make recommendations to the Delegate, about which applications to approve for a grant. All members of the Selection Advisory Panel are required to adhere to applicable requirements of the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

The panel may include a mix of people with disability, departmental staff, Commonwealth, State and Territory government staff and people with relevant specialist expertise. Members of the expert Selection Advisory Panel are drawn from across Australia and where possible are representative of the broader community, including representation from culturally diverse groups, including First Nations people.

If eligible, the Selection Advisory Panel will assess and consider each application on its merits based on:

- how well it meets the relevant criteria
- how it compares to other eligible applications
- whether it provides value with money⁴.

When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel will have regard to:

- whether the proposed project is in scope of the ILC policy and will contribute to the outcomes and objectives of the ILC Strategy and this grant opportunity
- the score achieved in the assessment process
- the overall objective/s to be achieved in providing the grant
- the extent to which there is a demonstrated commitment to the social model of disability
- geographic coverage, including but not limited to the assessment of proportionality across Australia
- distribution of priority areas or priority activities
- consortia applications from organisations that are representing similar cohorts of people across multiple jurisdictions, rather than multiple individual applications for the same cohort
- the relative value of the grant sought
- how the grant activities will target and achieve social and community participation outcomes
- if a current grant recipient, the current level of ILC funding and performance against the grant agreement
- the efficacy of the proposed activity, along with the available evidence base of the proposed activity
- the risks, financial and other, that the applicant or project poses for the department.

⁴ See Glossary for explanation of 'value with money'

8.2 Financial Viability

Applicants may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- establishing whether relevant persons have any adverse business history (for example current or past bankruptcy)
- assessment of the financial health of an entity.

8.3 Who will approve grants?

The Deputy Secretary of the department's Disability and Carers Stream (the Delegate) decides which grants to approve based on the recommendations of the Selection Advisory Panel and the availability of grant funds for the purposes of the grant program.

In doing so, the decision maker's decision can vary from the Selection Advisory Panel recommendations. For the avoidance of doubt, in coming to a decision that varies from the Selection Advisory Panel recommendations, the decision maker may choose to obtain further information from the Selection Advisory Panel, but does not have to do so if satisfied that adequate information has been taken into account to make an informed decision.

Where the decision maker varies from the recommendations of the Selection Advisory Panel, the reasons for doing so will be recorded in writing. If further information is required, the decision maker has the ability to consider this including:

- additional expert or advisory opinion
- the availability of grant funds for the purposes of the grant program.

The Delegate's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

9.1 Feedback on your application

A feedback summary will be published on the Community Grants Hub website to provide all organisations with easy to access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will not be provided for this grant opportunity.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Individualised Grant Agreement for this grant opportunity.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on GrantConnect and Community Grants Hub websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

Commonwealth Individualised Grant Agreement

We will use a Commonwealth Individualised Grant Agreement.

You will have 10 business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

10.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children, or
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

10.3 Multicultural Access and Equity

The Australian Government's *Multicultural Access and Equity Policy* obliges Australian Government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners - are accessible to, and deliver equitable outcomes for, people from multicultural communities.

Grant applicants should consider how they will ensure their services will be accessible to people from multicultural communities. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications.

10.4 How we pay the grant

The grant agreement will state the maximum grant amount to be paid.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.5 Grants Payments and GST

'Payments will be GST Inclusive'. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website no later than 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

Successful applicants will be required to participate in performance monitoring and an independent evaluation, undertaken by the department, which will form part of the overall assessment. More information on the evaluation is at Section 12.7.

Successful grant activities/projects are funded because there is an expectation they will meet the outcomes set out in Section 2.

As part of standard performance monitoring of all grants, the department will work with successful grant applicants to monitor performance for the duration of the grant period. An Activity Work Plan will be negotiated and agreed with successful applicants, and monitored through 6 monthly progress reports. These reports will track delivery and consider whether the activities continue to support the agreed work plan (or whether adjustments need to be made) as the activity/project progresses.

Performance monitoring will also include consideration of risks and barriers to successful completion. Successful applicants are required to advise the department at any time a risk or barrier may put a project at risk. The department will work with you to resolve it, where possible.

12.1 Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.
- changes to board or key organisational structure

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

You must submit reports in line with the grant agreement. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes (refer also to Section 12 regarding evaluation requirements)
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

Activity Work Plan reports

Activity Work Plan reports must:

- include evidence of your progress towards completion of agreed activities and outcomes (refer to Section 12 regarding evaluation requirements)
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any reporting delays with us as soon as you become aware of them.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity or project.

Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within one month of completion in the format provided in the grant agreement.

Reports may be shared within the department or with other Commonwealth Government agencies.

12.3 Audited financial acquittal report

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement. The financial acquittal report template is attached to the sample grant agreement.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager, Community Grants Hub.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7 Evaluation

The department will organise for an independent evaluation of this grant opportunity and the collective impact of all activities/projects funded under it. The department does not require you to conduct a separate evaluation of your activity/project but if you wish to do so, you may include this in your budget.

The evaluation team will work with successful grant applicants to design the evaluation process, including shared data collection requirements, reflecting the type of activity delivered. Involvement in the evaluation will not be a significant impost on organisations, although there is expected to be a requirement to collect data, conduct surveys or participate in interviews or workshops with the evaluation team.

The evaluation will help the department, and stakeholders, including people with disability, understand 'what works and why'. This will help build the understanding of what is best practice, and may be shared with the sector in the future.

The design of the evaluation will commence after successful applicants are notified of the grant outcome, and agreed before the Activity Work Plan is finalised. This means you will know what data to collect from the beginning of your project and understand the key points where you need to provide information.

Should you be unable or unwilling to participate in this evaluation, you will be ineligible to apply for this grant opportunity.

12.8 Acknowledgement

If you make a public statement about a [grant activity or project/services] funded under the program, we require you to acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These guidelines may be changed by the department. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

13.1 Enquiries and feedback

Complaints about this grant opportunity

The [Department of Social Services' complaints procedure](#) applies to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to support@communitygrants.gov.au.

Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub's service/s or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the complaints form on the Department of Social Services website, by phone or mail.

Phone: 1800 634 035

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer.
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later you think there is an actual, apparent, or perceived conflict of interest, you must inform DSS and the Community Grants Hub in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Community Grants Hub](#) website.

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

In submitting a grant application under this opportunity, you agree to the Australian Government collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration. If you do not provide this information we cannot assess your grant application.

The Australian Government may also use and disclose information collected about you under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us in your application, including personal information, with other Commonwealth entities, the responsible Minister, Assistant Ministers and their staff, and with Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by Australian law. We may also share reports and evaluations within the department and with other government departments.

We may share the information you give us in your application within the department and with other government departments. This includes sharing your information, including contact information, with Local Area Co-ordinators – Partners in the Community, through the National Disability Insurance Agency (NDIA). Sharing of this information is to ensure the continuation of business processes relating to the ILC program.

As part of your application, you also declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Australian Government would breach an Australian Privacy Principle as defined in the Act.

Local Area Co-ordinators, funded under the NDIA's Partners in the Community program, are required to comply with the *Privacy Act 1988*, including taking all reasonable steps to protect any personal information from unauthorised access, use, disclosure or loss.

13.4 Confidential Information

Other than information available in the public domain, you agree not to give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the 3 conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations

- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Team
 Government and Executive Services Branch
 Department of Social Services
 GPO Box 9820
 Canberra ACT 2601

By email: foi@dss.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a. under which relevant money⁵ or other Consolidated Revenue Fund (CRF) money⁶ is to be paid to a grantee other than the Commonwealth b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grantee	the individual/organisation which has been selected to receive a grant
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.

⁵ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁶ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> ▪ the quality of the project proposal and activities ▪ fitness for purpose of the proposal in contributing to government objectives ▪ that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved ▪ the potential grantee’s relevant experience and performance history.