

Economic and Community Participation (ECP) Program

Building Employer Confidence and Inclusion in Disability

Grant Opportunity Guidelines

Easy Read version

Australian Government Department of Social Services

How to use these guidelines

The Australian Government Department of Social Services (the department) wrote these guidelines. When you see the word 'we', it means the department.

We wrote these guidelines in an easy to read way.

We have written some words in **bold**.

This means the letters are thicker and darker.

We explain what these words mean.

There is a list of these words on page 33.

These Easy Read guidelines are a summary of other guidelines. This means they only include the most important ideas.

It's a good idea to read these guidelines so you can understand how to apply for a grant.

This document is quite long. It includes a lot of information.

You don't need to read it all at once.

We have broken the document up into sections to make it easier to read.

You can ask for help to read these guidelines. A friend, family member or support person may be able to help you.

You can find more information about the grants on the **Community Grants Hub website**.

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About these guidelines

These Grant Opportunity Guidelines explain how organisations can apply for **grants**.

A grant is money from the government to pay for important work that can help others.

If you have an idea for a project you think can help others, you might be able to get a grant.

You have to apply to get a grant.

There's a form you need to fill out.

We call this an **application**.

You should read these guidelines before you apply.

You should also read the full Grant Opportunity Guidelines.

You can find the full guidelines on the **Community Grants Hub website**.

You must:

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

You can find more information about applying for a grant on pages 15–25.

Who reads the applications?

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

These people are from the:

- Disability Support Branch
- Community Grants Hub.

They will treat all applications fairly.

What is Information Linkages and Capacity building?

The Information Linkages and Capacity building program gives grants to organisations that support people with disability.

We usually call it ILC.

ILC grants help make our community:

- **accessible** – everyone can use it
- **inclusive** – everyone can take part.

Your **capacity** is:

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

ILC also helps all people with disability to live an ordinary life.

This includes people with disability who:

- take part in the **National Disability Insurance Scheme (NDIS)**
- don't take part in the NDIS.

The NDIS is a way of providing support to people with disability around Australia.

We have set 2 main goals for ILC:

1. To build the capacity of people with disability so they can reach their own goals
2. To give people with disability more chances to be included in all parts of community life, including work.

About this grant round

These guidelines are about the Building Employer Confidence and Inclusion in Disability grant opportunity available now in 2022.

An **employer** is a person who hires other people to work for them.

We want to build employer **confidence** so they hire more people with disability.

When you have confidence, you:

- believe in yourself
- know what you can do
- can try new things.

We also want employers to hire more people with disability.

We sometimes call this inclusion.

Why is this important?

In 2018 we found that more than 10% of people with disability do not have a job.

This is more than twice the number of people without a disability who do not have a job.

We know there are things that stop people with disability:

- finding and keeping jobs
- taking part in the community.

Many employers want to hire more people with disability.

But they might need support to do that.

We know more people with disability can find and keep jobs if employers get support to:

- build their confidence
- include more people with disability.

What can the grant money be used for?

Objectives are important results we want to achieve.

Our first objective is for organisations to:

- hire more people with disability
- keep more people with disability in their job.

Our second objective is for organisations to be:

- accessible
- inclusive.

We really want to include smaller organisations in both of these objectives.

We call them Small to Medium Enterprises (SME).

We have an **industry** when a lot of businesses:

- do the same work
- offer the same services.

Our third objective is for industries to have good:

- information
- training.

It should focus on the work they do in their industry.

Organisations in the same industry should:

- share good information and training
- help more people with disability find and keep jobs in their industry.

We explain what activities we are looking for in more detail on the following pages.

Building the confidence and skills of employers

Your project might train organisations to help them:

- hire people with disability
- keep people with disability in their jobs.

Networking is when you:

- meet new people
- find out about them
- tell them about yourself.

Your project might include networking programs.

These could connect employers with other people in the same industry.

Your project might connect:

- people in charge of organisations
- people who hire new staff
- managers.

Helping organisations hire more people with disability

Your project might help organisations who want to hire people with disability start hiring people with disability.

Your project might help small organisations:

- connect
- share information
- swap stories.

Support organisations in certain industries to hire people with disability

You might work with organisations in an industry to help people with disability to get jobs in that industry.

We explain what industries we want organisations to work with on pages 19.

Your project might:

- train people with disability for the work that industry does
- offer people with disability paid **internships** that could lead to jobs.

An internship is a:

- job for a certain amount of time
- chance to learn the skills you need for that type of work.

How much are the grants worth?

There is \$20 million available in this round of grants:

- over 2 years
- starting in 2022.

The smallest amount you can apply for is \$400,000.

The largest amount you can apply for is \$800,000.

We will choose another organisation to check how well all grant projects worked.

That organisation will only check projects. They won't have a grant.

We will give organisations who get a grant an extra \$15,000 to pay for this.

We will:

- look at how much money you ask for
- work out if it is the right amount to spend on the project.

Sometimes, we give organisations less money than they asked for to do a project.

When you apply, you need to tell us why your project:

- is a good way for us to spend the money
- meets our objectives.

When we read the grant applications, we will think about:

- how much money you have asked for
- whether your project offers good value for money.

We will also think about:

- how well you answered our questions
- how it compares with other applications
- how your organisation applies the **social model of disability**.

The social model of disability says that the things that stop people with disability are there because our society puts them there.

They are not because of the disability.

What can you spend the grant money on?

You can spend the grant money on things like:

- staff wages during your project
- the costs for doing the project
- training about your project for staff or volunteers at your organisation
- operating costs such as:
 - phones
 - computers
 - insurance for your project
- working out if the project has been a success.

What can't you spend the grant money on?

There are some things you can't spend your grant money on, including:

- research if that is the only activity you will do
- activities you did before we gave you the grant
- things your organisation would usually pay for itself
- travel outside Australia
- buying land or vehicles.

You also can't spend your grant money on:

- building projects
- things the government should pay for
- activities that can be funded in a better way
- activities that are the same as an activity that has already had a grant at another time
- activities you don't need to do because other organisations do them already.

This includes activities the NDIS already offers.

Applying for a grant

What you need to know about applying for a grant

This grant opportunity closes at 2 pm on Wednesday 9 March 2022.

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

You should read these guidelines carefully before you send your application.

On the following pages we explain:

- who can apply for a grant
- important parts of the application.

You should also read our Building Employer Confidence and Inclusion in Disability *Grant Application Guide*.

The *Grant Application Guide* has information about how to apply, including:

- where to find the application form
- what information you need
- how to send in the application.

You can find an Easy Read version of this guide on the [Community Grants Hub website](#).

Who can apply for a grant?

To apply you need to show us you are a legal organisation, such as a:

- Company
- Cooperative – an organisation that has Cooperative in their legal name
- Organisation established under Commonwealth, state or territory laws including:
 - Corporate state or territory entities
 - Non-corporate state or territory entities
 - Non-corporate state or territory statutory authorities
- Incorporated association – an organisation that has Association, Incorporated or Inc. in their legal name
- Indigenous corporation – an organisation that is incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*
- Local Government Area, usually called a local council
- Statutory entity – an organisation that isn't part of the government, but may be created or recognised under the law, like some churches and schools
- **Trustee** on behalf of a **trust**.

A trust is when 1 or more people manage money and property for another person or organisation. The people who manage the trust are called trustees.

If you are applying as a trustee on behalf of a trust, you must be one of the legal organisations listed above.

You need to have an **ABN – An Australian Business Number**.

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

You can register for an ABN online.

Website – register.business.gov.au

You need to have an Australian bank account.

You also need to be willing to register for GST – the Goods and Services Tax – if necessary

If you aren't registered for GST, you might need to register if you get a grant.

You can find out how to register for GST on the Australian Taxation Office website.

Website – www.ato.gov.au

If you are an organisation, you must not be on the **National Redress Scheme's** list of organisations who have not joined the Scheme.

The National Redress Scheme is to make things better for people who were hurt:

- when they were children
- by people who were supposed to take care of them.

You can find the list of organisations on the National Redress Scheme website.

Website – www.nationalredress.gov.au/institutions/institutions-named-royal

If your organisation gets a grant, everyone working on the grant activity must have a:

- working with vulnerable people registration

- working with children check.

These are documents from the government to say it is ok for someone to work with:

- **vulnerable** people – people who are at risk of being hurt or taken advantage of
- children.

We have these documents to keep people safe.

Areas we want to focus on

We are looking for activities that help organisations who:

- want to hire more people with disability
- need support to do that.

We are also looking for activities that help organisations from industries:

- that will have a lot of new jobs in the future
- where people with disability could find and keep jobs.

We would really like organisations that work with these industries to apply for grants.

But we will also look at projects that focus on:

- other industries
- employers in general.

For this round of grants, these industries include:

- health care and government support services
- accommodation and food services
- professional, scientific and technical services, such as lawyers, scientists and vets
- education and training
- construction
- retail
- transport, post and warehousing
- offices and support services, such as call centres or travel agencies
- government and safety
- services that manage money and insurance.

How many times can you apply?

An organisation can apply once on their own.

An organisation can also apply with a group of other organisations.

We call this a **consortium**.

An organisation can only apply once as the leader of a consortium.

An organisation can apply:

1. once as a leader of a consortium
2. once as an individual organisation.

If your organisation applies as an individual organisation more than once, only the application received closest to the closing date will be accepted and assessed.

If your organisation applies as the leader of a consortium more than once, only the application received closest to the closing date will be accepted and assessed.

Any other applications you make won't count.

Where can a grant be used?

We are looking for projects that will create:

- change across Australia
- jobs across Australia.

Your organisation might choose one or more of these places:

- all parts of Australia
- different states and territories
- one whole state or territory
- part of a state or territory
- a local area.

If your organisation chooses a local area, you need to use the Australian Bureau of Statistics map.

You need to search for areas called Statistical Area Level 3 (SA3).

You can find the map on the Australian Bureau of Statistics website.

<https://dbr.abs.gov.au/absmaps/index.html>

Important parts of the application

We have questions you must answer.

We call them **Assessment Criterion**.

There are 3 Assessment Criterion in the application form.

Each Assessment Criterion has a word limit of up to 450 words.

Assessment Criterion 1

You must tell us:

- what activities you plan to do
You can find examples on pages 10–11.
- who you will help
- why this project is important
- how your activities will work towards our objectives – we explain these on pages 9–10.

You must also write a project plan.

Your project plan must talk about:

- what activities you will do
- the goals for your project
- how you will reach those goals
- how you will check your project worked well
- what you will do about risks.

Assessment Criterion 2

You must tell us how you will work with people with disability:

- to plan your project
- during your project.

You must tell us about your goals for including people with disability.

This includes:

- what your goals are
- how you will reach them
- how you will check your project worked well.

You must also tell us how the project could:

- keep going after the grant finishes
- be used in a bigger area in the future, such as across Australia.

Assessment Criterion 3

You must tell us about your organisation, including:

- your history
- who you support
- why this shows you can deliver your project.

You must tell us what:

- other organisations you already work with
- skills you have to deliver your projects
- other projects you have done before that are like this one.

You must tell us how:

- you will include employers in your project
- this will help more people with disability find and keep jobs.

You must also tell us who you need to work with to make the project work well, including:

- people
- organisations.

We call this a stakeholder engagement plan.

This includes telling us:

- if you already work with them

- how you will start working with them.

You must tell us the names of all the people or organisations you plan to work with over the whole project.

You must also tell us the relationship you have with them.

For example, they might give you advice about how to work with people with disability.

You must also tell us what part of the project they will be part of.

For example, they might help you ask people with disability what they think about your project.

How we choose who to give grants to

After an organisation sends in their application, a group of people read it carefully.

This group is called the Selection Advisory Panel.

This Panel may be made up of people:

- with disability
- who work for the department
- who work for other government departments
- who work for state and territory governments.

They look at:

- how good the applications are
- if organisations can do what they say they will do in the application
- the **evidence** organisations give in their applications – evidence is proof that something is true
- if the activities offer good value for money

- who the activities will support
- if organisations have use their money well so they can keep working into the future.

The Panel might also ask:

- for more information about an application
- an expert to look at part of an application.

The Panel will give their thoughts about the applications to the Decision Maker.

The Decision Maker works for the department.

The Decision Maker can make a decision that is different to the advice of the Panel.

But if they do this, they need to tell the Panel why in writing.

The Decision Maker will make the final decisions about:

- who will be given grants
- how much funding they get.

Successful applications

Successful grant applications

We will let you know in writing if your application is:

- successful
- or
- unsuccessful.

We will write a list of all the organisations we gave grants to.

We will share this list on the [GrantConnect website](#).

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

We will also share this list on the [Community Grants Hub website](#).

We will share it at the same time as we share a feedback summary.

This feedback explains:

- what applications did well
- what applications could do better.

You can find an Easy Read version of the feedback on the [Community Grants Hub website](#).

Grant Agreements

If you are successful, you will need to sign a Grant Agreement with the department.

Your Grant Agreement:

- is a legal document
- explains all the rules you need to follow
- tells you how much your grant is and how we will pay it.

You will have 10 working days to:

- sign your Grant Agreement
- return it to us.

Your Grant Agreement will also tell you:

- what reports you must write
- when you must write them.

Things you must do

If we give you a grant, you must:

- send us all the reports we ask for in the Grant Agreement
- follow the rules of the Grant Agreement
- keep good records for the project
- let us know if your details change
- check to make sure your project worked well.

If you work with children, you must tell us how you will keep them safe.

You can find out more about the rules for keeping children safe on [this website](#).

Your Grant Agreement will tell you exactly what you must do.

Over time, you may ask us to change your Grant Agreement.

To do this, you will need to contact your Funding Arrangement Manager at the department.

This is a person who helps us to manage the grant money.

Things we must do

It is our job to make sure the ILC program works well.

We will:

- choose the right organisations to give grants to
- make sure the applications we get match these guidelines
- work with people who get grants to make sure the ILC program meets its:
 - standards
 - timeframe
 - budget.

We will publish information about which applications have been successful on the:

- **GrantConnect website**
- **Community Grants Hub website.**

We will also:

- read the reports we get so we can stay up-to-date with how the projects are going
- check the ILC program to make sure it reaches all its goals.

Fairness and honesty

The department, the **Community Grants Hub** and **GrantConnect** will make sure everything is:

- fair
- honest
- legal.

Conflict of interest

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

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

A perceived conflict of interest is when it seems like there is a conflict of interest.

In your application, you need to tell us whether there could be a conflict of interest.

If there turns out to be a conflict of interest later and your organisation gets the grant, you need to tell us in writing straight away.

The Australian Government has rules about how we must manage a conflict of interest.

Complaints and privacy

Making a complaint

When you make a **complaint**, you tell someone that something:

- has gone wrong
- isn't working well.

If you want to make a complaint about any part of the application process, you can contact the Community Grants Hub.

You can call them.

Phone – **1800 634 035**

You can send them a letter.

Address – Community Grants Hub Complaints

GPO Box 9820

Canberra

Business Centre ACT 2610

You can also fill out a form on the **department's website**.

If you are not happy with the way your complaint has been managed, you can talk to the **Commonwealth Ombudsman**.

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

You can contact the Commonwealth Ombudsman.

You can call them.

Phone – **1300 362 072**

You can send them an email.

Email – **ombudsman@ombudsman.gov.au**

You can visit their website.

Website – www.ombudsman.gov.au

Protecting your privacy

There are laws that tell us how we should look after your private information, including:

- the **Privacy Act 1988**
- the **Australian Privacy Principles**.

We will tell you:

- what personal information we collect
- why we collect your personal information
- who we share your personal information with.

We might share your personal information with:

- the Selection Advisory Panel
- people who work for the department
- people who work for government departments.

Our Privacy Policy explains more about how we handle your personal information.

You can find it on the department's website.

www.dss.gov.au/privacy-policy

You can ask us to keep some information private.

If you want us to keep your information private, it must be because of these 4 reasons:

1. You have told us to keep it private and your reasons why.
2. The information is about your business and needs to be kept private and safe.

3. Sharing the information could be bad for you or someone else.
4. You give us the information with an understanding that it will stay private.

Sometimes, under the law, we must share information.

This might be even if you have asked us to keep it private.

Freedom of information

All the information and documents we have are covered by the ***Freedom of Information Act 1982*** (the FoI Act).

The FoI Act gives people the right to find and use information kept by the Australian Government.

If someone asks us to show them a document we have, the FoI Act tells us we must show it to them.

This might include the information you have asked us to keep private.

You must support us if someone asks us to show them a document related to your grant or your project.

Freedom of Information requests need to go through the Freedom of Information team.

You can send them an email.

foi@dss.gov.au

Or you can send them a letter.

Freedom of Information Team Government and Executive Services
Branch Department of Social Services (DSS) GPO Box 9820 Canberra
ACT 2601

Word list

ABN – Australian Business Number

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

Accessible

When something is accessible, everyone can use it.

Application

You have to apply to get a grant. There's a form you need to fill out.

We call this an application.

Assessment Criterion

An Assessment Criterion is a question that you must answer.

Capacity

Your capacity is:

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

Commonwealth Ombudsman

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Consortium

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

Employer

An employer is a person who hires other people to work for them.

Evidence

Evidence is proof that something is true.

Grant

A grant is money from the government to pay for important work that can help others.

Inclusive

When something is inclusive, everyone can take part.

Industry

We have an industry when a lot of businesses:

- do the same work
- offer the same services.

Internship

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- job for a certain amount of time
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National Redress Scheme

The National Redress Scheme is to make things better for people who were hurt:

- when they were children
- by people who were supposed to take care of them.

Networking

Networking is when you:

- meet new people
- find out about them
- tell them about yourself.

Objectives

Objectives are important results we want to achieve.

Social model of disability

The social model of disability says that the things that stop people with disability are there because our society puts them there.

They are not because of the disability.

Trust

A trust is when 1 or more people manage money and property for another person or organisation.

Trustee

A trustee is a person who manages a trust.

Vulnerable

When a person is vulnerable, they are at risk of being hurt or taken advantage of.

More information

If you have any problems during the application period, please contact the Community Grants Hub at any time.

If you have any questions about the grant, you need to contact them before 5 pm on Wednesday 2 March 2022.

Phone – **1800 020 283**

For people with hearing or speech loss:

TTY – 1800 555 677

Email – **support@communitygrants.gov.au**

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

This text-only Easy Read document was created by the Information Access Group.

For any enquiries, please visit **www.informationaccessgroup.com**.

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