



Australian Government

**Community  
Grants Hub**  
Improving your grant experience



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

## Application form guide

This guide covers:

- The Building Employer Confidence and Inclusion in Disability grant opportunity.
- What to do before making an application.
- How to complete an online grant application form.
- How to get help with your application.

## Before you fill out the application form

### Find the application form and grant opportunity pack

The application form and grant opportunity pack is online on the [Community Grants Hub](#) website.

The grant opportunity application pack includes:

- Grant Opportunity Guidelines
- Easy Read version of the Grant Opportunity Guidelines
- questions and answers
- sample Commonwealth Standard Grant Agreement
- sample Commonwealth Standard Grant Supplementary Terms
- application form guide (this document)
- Easy Read version of the application form guide.

### Read the Grant Opportunity Guidelines

Before preparing and submitting an application you should read all of the information in the Building Employer Confidence and Inclusion in Disability Grant Opportunity Guidelines.

This document is known as the Grant Opportunity Guidelines. It contains all of the information you need to complete your grant application. The Grant Opportunity Guidelines set out:

- the purpose of the Information, Linkages and Capacity Building program and the Building Employer Confidence and Inclusion in Disability grant opportunity
- the eligibility and assessment criteria for your application
- how your grant application will be assessed for selection



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- how you will be notified of the outcome
  - how successful applicants receive grant payments and are monitored and evaluated
  - the roles and responsibilities for the grant opportunity
  - the expected timeframes for this grant opportunity.

A copy of the Grant Opportunity Guidelines are available online on the [GrantConnect](#) and [Community Grants Hub](#) websites.

### **Assess if your organisation is eligible to apply for this grant opportunity**

Before starting your application you should assess if your organisation is eligible to apply. You should consider:

- whether your organisation is an eligible legal entity as defined in section 4.1 of the Grant Opportunity Guidelines
- if you should form a consortium with other organisations to deliver your project.

### **Develop your project and activities**

In developing your project/activity you should consider whether:

- your organisation has the experience and skills to deliver the project/activity to ensure successful delivery
- your project/activity budget reflects the scale of your project/activity, the number of people with disability who will benefit, and your organisation's experience, abilities and capacity
- people with disability will be employed to deliver your project/activity
- you have a strong focus on measuring outcomes.

### **Assess if your project activities are eligible for funding**

Before filling in your application form you should assess if your project/activity can be funded under this grant opportunity. You should assess if your proposed project/activity is:

- in line with the eligible grant activities listed in section 5.1 of the Grant Opportunity Guidelines
- eligible for funding in line with section 5.2 and 5.3 of the Grant Opportunity Guidelines
- not eligible for funding as listed in section 5.4 of the Grant Opportunity Guidelines.



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## Consider your project budget

Before starting your application you should consider how much funding your project requires. You will be required to provide this information in your online application form in the project budget table provided.

- The minimum grant amount is \$415,000\* (GST exclusive).
- The 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.

- the \$15,000 (GST exclusive) 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).

## Prepare your response to the relevant assessment criterion

In preparing your response to the relevant assessment criteria you should:

- read the assessment criteria and each of the sub-points
- ensure your response addresses all aspects of the assessment criteria, including the sub-points listed under each criteria
- complete the project plan within the application form
- ensure the project plan aligns with your written response to criterion 1
- complete the stakeholder engagement plan within the application form
- ensure the stakeholder engagement plan aligns with your written response to criterion 3.

## Things to know about the application form

### What is in the application form?

To complete your application form you must:

- answer questions by selecting checkboxes or writing responses to questions in 'fields'
- provide details about your organisation
- write a response to the assessment criteria, including the project plan and stakeholder engagement plan
- upload any requested documents.

When completing the online application form, you must provide a response in all the required fields. Mandatory fields are marked with an asterisk (\*).



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## Application form word and character limit fields

The application form includes fields for you to provide a written response. There is a character or word count limit in these fields. These limits are stated in the application form under each field.

Please check the character and word limit for each of these fields. Please note you cannot exceed these character limits.

Please read the instructions under each question to see if the field also has limits on the characters you may use. If you use additional characters in these fields you may corrupt your data.

## Attachments

You may be required to upload attachments depending on your answers to some fields in the application form. You may upload a maximum of 5 attachments. The maximum size per attachment is 2 MB.

You should only upload required documents. Attachments that are not required, such as annual reports, will not be considered.

## Application form fields

### Submission reference

Please provide your email address in this field. You are required to confirm your email as well. A copy of your submission reference ID will be sent to this email address.

### Use of information field

This question asks you to agree to the Community Grants Hub sharing your information with other agencies. This will assist to:

- publish the details of organisations that receive grants
- identify risks and issues for grant agreements
- prevent and detect fraud.

You can only apply if you agree to the use of your information as stated in this application question. Select the checkbox 'I agree'. Below is an image of the front page of the application form:



The screenshot shows the top of the application form. At the top left is the Australian Government logo. To its right is the 'Community Grants Hub' logo with the tagline 'Improving your grant experience'. Further right is a graphic of three stylized figures. Below the logos is a yellow bar with the text 'Submission Reference'. The main heading of the form is 'Economic and Community Participation Program Building Employer Confidence and Inclusion in Disability Grant Opportunity'. Below this is a section titled 'Use of Information' with a sub-heading 'Use of Information Policy'. This section contains a paragraph of text and a list of bullet points. Below the text is a checkbox labeled 'I agree\*'. At the bottom left of the form is a 'Go Back' button. Callout boxes with arrows point to various elements: 'Navigation buttons' points to the 'Save and Exit' and 'Need Help' buttons; 'Submission Reference' points to a field containing 'XXXXXXX'; 'Your email address' points to the 'Your email address\*' and 'Confirm your email address\*' fields; 'Use of information policy' points to the 'Use of Information' section; 'Go Back Navigation Button' points to the 'Go Back' button; and another callout points to the 'I agree\*' checkbox with the text 'Check this box to agree to this policy and progress your application'.

## Existing grant recipient

### Existing grant recipient field

This question asks you to advise if you have received a previous grant through the Community Grants Hub. This includes grants received from other government departments that use the Community Grants Hub to administer grants.

You must select either the 'Yes' or 'No' checkbox. If you select 'Yes' you will be asked to enter your organisation ID number.

If your organisation has received a previous grant through the Community Grants Hub, you will have an organisation ID number. You can find this number on your previous grant agreement.



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## Organisation ID field

If you select 'Yes' for the existing grant recipient field, then you are required to enter your organisation ID number in this field. Once you have entered your organisation ID please click the 'Verify number' button. This will bring up your organisation details. If something goes wrong please call the Community Grants Hub on 1800 020 283 (option 1).

Tip: Copy and paste the organisation ID number from your grant agreement to avoid errors.

## If you do not have an organisation ID number

If you have not received a previous grant through the Community Grants Hub, then your organisation will not have an organisation ID number and you will need to provide your details for the below fields.

## ABN field

This is an Australian Business Number (ABN). You must tell us if you have an ABN. You must also tell us if you don't have an ABN.

If you have an ABN, you will be asked to enter and validate your ABN details in the application form. Click the 'Validate ABN' button. If applicable to you, also enter the ABN Branch Number for the Trustee's ABN. Do not include spaces when entering your ABN.

If your ABN details are incorrect or out of date, please update them at the [Australian Business Register website](#). Please update these details before you validate them on the grant application form.

For further details about an ABN refer to the [ABN Lookup](#) website.

## Updates required for applicant's details field

Please select either the 'Yes' or 'No' checkbox for this field.

If any of your organisation's details are incorrect after validating your ABN please contact your Funding Arrangement Manager to update. If you do not have a Funding Arrangement Manager please contact the Community Grants Hub helpdesk by phone on 1800 020 283 or by email at [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

## Statement of supplier field

If you are not registered for GST and do not have an ABN you will be asked to provide a statement of supplier for this grant opportunity. Please note this may take some time so please arrange early.

Further information about a statement by a supplier is available on the [ATO website](#).



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## **Australian Company Number (ACN)/ Australian Registered Body Number (ARBN) field**

You must enter your ACN or ARBN and your legal registered entity name (this is the business name of your organisation). Click on the 'Validate ACN' button.

## **Other incorporation number fields**

You will be asked if you have any other types of incorporation number. You must select either the 'Yes' or 'No' checkbox.

If yes, you must also provide your organisation's relevant details including:

- Registration number – which is a form of an incorporated number for a cooperative.
- Indigenous Corporation Number (ICN).
- Incorporated Association Number (IAN).

## **The registered business address and main contact details field**

In this field you must provide the full registered address of your organisation. For example:

'Level 1 Main Building, 220 Business Street, Canberra City, ACT, 2601'.

To validate your organisation's registered business address, click the 'Validate' button and select the address from the text box below. Once selected, the address will validate.

Please do not use a PO Box address in this field. You must attempt to validate your address at least once. If you are unable to validate please select the 'unable to validate' checkbox to continue.

You will need to provide your organisation's main telephone number and email address in these fields. You should also provide your organisation's website address.

## **Postal address field**

Please provide the full postal address of your organisation. For example:

'Level 1 Main Building, 220 Business Street, Canberra City, ACT, 2601'.

You can click the checkbox 'Same as business address above' if your postal address is the same as your registered business address.

## **Legal entity name of your organisation field**

You must tell us your legally registered entity name. This is your organisation's name on the Australian Business Register.

If you have a registered business name, you can select this in the 'Legal/registered business name' field.

If you have not registered your business name, you must select either 'Same as Legal Entity' or 'Other' in the 'registered business name' field.



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If you select 'Other', you will be asked to provide your registered business name in another field in the application form. You must respond to this question.

For a consortium application, this is the legal entity name of the lead consortia organisation.

### **Financial email address field**

You must provide your organisation's financial email address in this field.

We will use this email address to send you the receipt of payment advice if you are successful in receiving a grant. It will also be used to provide recipient created tax invoices. The email address must be in a valid format without spaces, for example:

example@business.com.au

### **Not-for-profit field?**

This field asks you to tell us if your company operates as a not-for-profit business. You must select either the 'Yes' or 'No' checkbox.

### **Existing organisation trying to apply under a Trustee on behalf of a Trust**

You may have previously been registered with the Department of Social Services as an entity in your own right if you have an existing Organisation ID. If you are trying to apply for funding as part of a Trustee on behalf of a Trust in this grant round, someone may need to contact you for further information in order to update your organisation details.

Please select the relevant 'yes' or 'no' checkbox.

### **Updates to existing information**

If you are an existing organisation, this question asks you if any of the pre-populated organisational information in the application form requires updating. Please select either 'yes' or 'no'. If you select 'yes' you will be directed to contact your Funding Arrangement Manager.

## **Eligibility Requirements**

### **Legal entity type field**

Please select your organisation's eligible entity type from the dropdown box provided in this field.

Not all organisations will be eligible to apply for this grant opportunity.

You will also be asked if you are able to upload a document/s to support the legal entity type you choose for your organisation. Please select either the 'Yes' or 'No' checkbox.

If you select 'Yes' you will be asked to upload the document/s. You may only upload a maximum of 2 documents for this question. If you select 'No' you will still be able to continue with the application.





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## Disabled Peoples Organisation or a Family Organisation field

This field asks you to identify if your organisation is a Disabled Peoples Organisation (DPO) or a Family Organisation (FO). You can still apply if you are not a DPO or FO.

To be considered a DPO for the purposes of ILC, an organisation must:

- have a governance structure where the majority of the Board (or equivalent) members are people with disability.
- possess a governing document (for example, a constitution) that outlines the DPO's mission as being for the benefit of people with disability.
- ensure the majority of staff are people with disability.
- ensure it is clear, where the DPO is also a Registered Provider of Supports, this is a secondary activity and not the primary activity or purpose of the DPO.

To be considered a FO for the purposes of ILC, an organisation must:

- have a governance structure where a majority of the Board (or equivalent), are family members or unpaid carers of people with disability.
- possess a governing document (for example, a constitution) that outlines the FO's mission as being for the benefit of families and carers of people with disability.
- ensure the majority of staff are family members (inclusive of siblings) or informal carers of people with disability.
- ensure it is clear, where the FO is also a Registered Provider of Supports, this is a secondary activity and not the primary activity or purpose of the FO.

This is a mandatory field. You must select at least one response. Please select the checkbox that best describes your organisation.

## Is your project targeted toward a specific ILC Priority Cohort/s

This field asks you to confirm if your activity/project is targeted toward a specific ILC Priority Cohort. The ILC priority cohorts are:

- Aboriginal and/or Torres Strait Islander communities.
- Cultural and Linguistically Diverse communities.
- LGBTIQ+ communities.
- Children and young people (0-24 years).
- Women with disability.

You can still apply if your activity/project does not specifically target one of these cohorts. This is a mandatory field. You must select either the 'yes' or 'no' checkbox. If you select 'yes' you will be asked to identify which priority cohort/s you are targeting. You must select at least one. You can select all the cohorts that apply to your activity/project.



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## Priority Cohort Led Organisation

If you identify that your activity/project is targeted towards a specific priority cohort you will be asked if your organisation is a Priority Cohort Led Organisation (PCLO).

A PCLO is an organisation that seeks to improve the welfare of a specified community. If your organisation identifies as a PCLO, and meets all the considerations identified in the application form to be considered a PCLO, select the 'yes' checkbox. If your organisation is not a PCLO please select the 'no' checkbox.

If you selected yes to this question you will be asked to identify the cohort your organisation represents from the following:

- Aboriginal and/or Torres Strait Islander communities
- cultural and linguistically diverse communities
- LGBTIQ+ communities
- children and young people (0-24 years)
- women with disability.

This is a mandatory question if you select yes to the PCLO question. You must select at least one of the above cohorts by selecting the clicking the checkbox.

## What arrangements best describe your organisation?

If you selected 'Aboriginal and/or Torres Strait Islander communities' as being a cohort your organisation represents, you will be asked what arrangements best describe your organisation from the following list:

- Aboriginal Community Controlled Health Organisations (ACCHO)
- Aboriginal Community Controlled Organisations (ACCO)
- Office of the Registrar of Indigenous Corporation Registered (ORIC)
- Aboriginal Medical Services (AMS).

This is a mandatory field if you are a PCLO representing Aboriginal and/or Torres Strait Islander communities. You must select at least one option. The application form includes the following guidance and definitions to assist you with your selection:

## Aboriginal Community Controlled Health Organisation

An Aboriginal Community Controlled Health Organisation (ACCHO) is a primary health care service initiated and operated by the local Aboriginal community to deliver holistic, comprehensive, and culturally appropriate health care to the community which controls it, through a locally elected Board of Management. ACCHOs operate in urban, regional, and remote Australia and the membership is overseen by the National Aboriginal Community Controlled Health Organisation. A complete list of registered ACCHOs can be found at <https://www.naccho.org.au/members>.



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## Aboriginal Community Controlled Organisation

An Aboriginal Community Controlled Organisation (ACCO) is an incorporated Aboriginal organisation, initiated, based in and governed by, the local Aboriginal community to deliver holistic and culturally appropriate services to the Aboriginal community that controls it.

An ACCO is defined as outlined below:

- an independent, not-for-profit organisation that is incorporated as an Aboriginal organisation
- has been initiated by, and is controlled and operated by, Aboriginal people; thereby acknowledging the right of Aboriginal peoples to self-determination
- is based in a local Aboriginal community, or communities
- is governed by an Aboriginal Board which is elected by members of the local Aboriginal community or communities where it is based; and decision making of the Board is determined by Aboriginal Board members
- delivers services that build strength and empowerment in Aboriginal communities and people.

## Registered with the Office of the Registrar of Indigenous Corporations

Aboriginal Corporations should have a valid and current Office of the Registrar of Indigenous Corporation (ORIC) registration with an ICN.

## Aboriginal Medical Services

An Aboriginal Medical Service (AMS) is a health service funded principally to provide services to Aboriginal and Torres Strait Islander individuals.

## Which activity is your project targeted towards?

There are 2 main focus groups for this grant opportunity:

- 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.

This question asks you to select which of these focus groups your proposed activity/project will target. This is a mandatory question. Please select the most relevant option. You must select at least one option by selecting the check box.

The growth industries identified as per section 2.1 of the Grant Opportunity Guidelines are:

- Health Care and Social Assistance
- Accommodation and Food Services
- Professional, Scientific and Technical Services
- Education and Training



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- Construction
  - Retail
  - Transport, Postal and Warehousing
  - Administrative and Support Services
  - Public Administration and Safety
  - Financial and Insurance Services.

If you select the ‘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’ option above, you will be asked to select which of the growth industries your activity/project targets.

Applications partnering with organisations in the sectors outlined in section 2.1 of the Grant Opportunity Guidelines are encouraged. However, activities/projects focussing on other industry sectors will also be considered.

If your activity/project focuses on another industry or sector please select ‘employer in growth industry – not specified above’. You will then be provided with a free text box to describe the specific industry or sector your activity/project focuses on.

### **Business Definition field**

This question asks you to select the business definition that best describes your organisational structure. The application form provides you with guidance to help inform your selection.

This is a mandatory field, you can only select one of the following options by selecting the check box next to the relevant description:

- Industry association (an organisation representing employers/companies within a particular industry).
- Small business (businesses employing 5–19 people).
- Medium business (businesses employing 20–199 people).
- Large business (businesses employing 200 or more people).
- Social enterprise (businesses that trade to achieve positive social outcomes, provide people access to employment and training, and generate enough income to cover operating costs).
- Other.

If you select ‘other’ you will be asked to specify your business definition in a free text box.

### **Evaluation Declaration field**

As stated in section 1.7 of the Grant Opportunity Guidelines, to be eligible for this grant opportunity, it is a requirement that you participate in an independent evaluation.

This field asks you to confirm your organisation’s willingness to participate in the independent evaluation. Please select the check box to confirm.



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Please note this is mandatory and you will not be able to complete the application without agreeing to the declaration.

### **Disability Cohort Information**

In this field please select the disability cohort/s your activity/project proposes to target. You must select either:

- all disability types

Or

- select disability cohorts from the following list by selecting the checkboxes:
  - Acquired Brain Injury (ABI)
  - Autism
  - Cerebral Palsy
  - Developmental Delay
  - Down Syndrome
  - Global Developmental Delay
  - Hearing impairment
  - Intellectual disability
  - Multiple Sclerosis
  - Other Neurological
  - Other Physical
  - Other Sensory/Speech
  - Psychosocial disability
  - Spinal Cord Injury
  - Stroke
  - Visual Impairment
  - Other

If you select 'all disability types' you will not be able to select additional disability cohorts.

If you select 'other' disability from the primary disability groups you will be asked to provide a brief description of the disability cohort your project proposes to target in a free text box.

### **Type of Building Employer Confidence grant activities field**

There are 3 overarching categories of activities eligible for funding under this grant opportunity, they are:

- Organisation Capacity – building the confidence and capability of organisations to recruit and retain employees with disability.



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- Industry and Workplace Culture and Commitment to Action – bridging the ‘intention to action’ gap of employers to employ people with disability.
  - Industry Specific Approaches – supporting organisations within the identified growth industries to employ people with disability.

In this field you must select the category/ies that best reflect your proposed activity/project. Please select the check box next to each relevant response.

### **Child safety statement field**

This field asks you to agree to the child safety statement provided in the application form. Please select the most appropriate response for your organisation by selecting the checkbox.

### **Consortium arrangements**

You may decide your project is best achieved through a consortium arrangement with other organisations. For a consortia application, you must appoint a lead organisation as the applicant. The lead applicant will be the applicant who submits the application.

### **Does the application plan to deliver the activity/project as a lead agency of a consortium?**

This field asks whether you plan to deliver your project or activity as part of a consortium arrangement. Please select either the ‘Yes’ or ‘No’ checkbox relevant to your application.

If you select ‘Yes’ the consortia lead organisation will be required to provide the following information for each consortium organisation member:

- the legal name of the consortium member organisation
- the consortium member’s ABN.

If there are more than 20 consortium members, the lead organisation must provide the same details as the first 20 members. You will be asked to upload a document with this information in it.

If successful, the lead organisation will be offered the grant agreement and be liable for meeting all terms and conditions. This includes monitoring, management, financial performance, service outcomes and insurance coverage. The lead organisation should obtain agreement from consortium members before submitting an application.

## **Governance**

### **Relevant persons field**

In this field you are required to advise us if any senior official or person to be involved in delivering your proposed project or activity has been involved in any of the events listed in the application form. Please select the checkbox for each relevant event. If an event is selected, you will be asked



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to provide the relevant person's name, their position and a brief description of the event in a free textbox.

Please note you may be contacted to provide further information or documentation in relation to these events. If none of the events apply please select the checkbox for 'none of the above apply and there is no adverse information on any relevant person associated with this entity'.

### **Reportable events field**

Please select the appropriate boxes that relate to any event which your entity may have been subject to in the last 5 years. Select the checkbox against each relevant event for your organisation. You may select multiple events. If none of the events apply please select the checkbox for 'none of the above events apply and there is no adverse information on my entity'.

### **Organisational documents**

This field asks whether your organisation has internal documents such as organisational and financial policies and procedures. Please select either the 'Yes' or 'No' checkboxes for each of the documents listed. Please note if you select 'Yes' you may be requested to provide copies of the documentation within 7 days.

You will still be able to continue with your application if you select 'No' to all of the listed documents.

## **Project/Activity details**

### **Project/Activity title**

Please provide a short title for your project/activity in this field. There is a 250 character limit in this field. If you are successful this title may be published for reporting purposes.

### **Provide a brief summary of the activities you plan to deliver field**

Please write a clear short summary of your project/activity. There is a 1,000 character limit in this field. This is about 150 words. Your project/activity summary may be used as part of our application review. If you are successful, this project/activity summary may be published for reporting or grant agreement purposes. You should provide greater details about your project/activity in your responses to the assessment criteria.

Your project summary should be:

- easy to understand
- written in plain English
- a stand-alone summary of your project or an explanation of how you will provide the services outlined in the Grant Opportunity Guidelines.

In your summary you may consider including the following information:

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- what activities your project will deliver
  - why the project/activity is important
  - how people with disability will benefit
  - what will be achieved for people with disability.

Your summary should avoid using:

- technical terms
- acronyms
- jargon.

## Service Delivery

### What best describes your project service delivery?

This question asks you to select which type of service delivery best describes the style of your activity/project. This information is collected for data reporting purposes, to help us better understand the types of projects funded through the program and to help inform future grant opportunities.

You can select from the following options:

- Centre based – this is an in-person service.
- Outreach – other in-person - this would be someone's home, shopping centre and so forth.
- Telephone – voice only.
- Online – websites, Facebook and such – probably a static service like provision of information.
- Virtual – this would be via Zoom or similar – a platform where you can 'talk' to someone online often with video capability.

You can select multiple service delivery types. You must select at least one. Please select all service delivery types that apply to your activity/project by select the relevant checkboxes.

### Select where you will be delivering your services

In this field you are required to select where you will deliver your activity/project.

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.

The service delivery areas you are able to select from are:

- National – across all states and territories.
- Jurisdictional – across an entire state or territory or multiple states and territories (but not national).





- Targeted (Australian Statistical Geography Standard (ASGS) – at one or more ASGS Statistical Area Level 3 (SA3).

If you propose to provide Australia-wide coverage, you should select 'National'.

If you propose state or territory wide coverage, or across multiple states and territories, you should select 'Jurisdictional'.

If you are targeting a specific area within a state or territory, or specific areas in multiple states and territories, you should select 'Targeted, SA3'.

If you select 'jurisdictional' or 'targeted SA3' you will be asked to confirm which states, territories or SA3s your activity/project will cover.

A map of SA3s is provided in the application form to help inform your selections. If you select national you will not be able to select states, territories or SA3s.

## Funding Requested and Expenditure

### Requested grant funding field

In this field please provide the total amount of grant funding you are applying for. You will be asked to provide funding in each of the jurisdictions your project will be delivered to.

If you selected 'National' you must breakdown your total requested funding amount by each state and territory.

If you selected 'Jurisdictional' or 'Targeted SA3 coverage', only the states and territories you have indicated the activity/project will be delivered to will be shown.

Please note the state and territory funding breakdown must equal the total amount of grant funding you are applying for.

### Indicative project budget

The application form will include a table for you to provide an indicative budget for the activity/project. The expenditure in the budget table must equal the total amount of funding requested before you can continue with the rest of the application.

Costs provided in your budget should be directly attributable to delivering your activity/project. You should take into consideration the total costs for the duration of your project, including indexation. Should your application be successful, funding will be split equally across financial years.

The information in the budget table is used to help determine value for money. The budget table includes hardcoded budget line items that cannot be changed. This is to help ensure consistency from one application to another. We understand that not all budget line items will be applicable to all every activity/project. You are only required to provide details for costs applicable to your activity/project. If the budget item listed is not relevant to your activity/project, please enter zero '0'. You will not be able to alter the budget line items. The application form will provide you with help text to assist you in completing the budget table.



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Costs are broken down by the following categories:

### **Staff expenses and on-costs**

- Staff training, includes training to improve the performance or knowledge of the employees or workforce or organisation.
- Wages and salaries, includes all costs associated with staff such as wages, salaries, superannuation and WorkCover.

### **Consultation**

- Accounting, includes advice to help businesses maintain efficient and accurate accounting practices.
- Audited Financial Acquittal, includes advice to maintain basic operational and financial audits.
- Consultancy, includes independent or specialist advice needed to inform your activity/project.
- Independent evaluation, participation in a program evaluation is a requirement of this grant opportunity. An additional \$15,000 will be automatically added to this budget. The additional \$15,000 will be paid to successful applicants to compensate them for the requirement to participate in the evaluation. You do not need to record the \$15,000 here. You should only enter funding in the independent evaluation expenditure item if you intend to conduct your own additional independent evaluation.

### **Activity/project operating expenses**

- Catering, includes all costs attributed to catering that are directly attributable to delivering the project.
- Equipment, includes all costs attributed to specialised equipment purchase to ensure successful delivery of the grant such as licenses, IT equipment and such.
- Facility hire, examples include conferences, workshops and community/professional networking lunches.
- Marketing, advertising and promotion, examples include marketing communications, social media, and direct mail.
- Overheads, examples include superannuation, WorkCover, office cleaning, telephone, and equipment lease, proportion of office rental/land tax/rates and insurances.
- Stationery and printing, includes materials such as paper, pens, and ink.
- Utilities, examples include internet costs, gas, electricity, heating and water.

### **IT/web development/software**

- Accessibility and inclusive participation, examples include Auslan, Easy English recourse development, guest speakers, interpreters, support people, transcription costs and workshop presenter fees.
- Software licencing and support, examples include subscriptions and development of Customer Relations Management systems.
- Website development, examples include website development, website maintenance, graphic design, video development and web monitoring.



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### **Travel and Accommodation**

- Flights – domestic flights only – international travel is not eligible under this grant opportunity.
- Car hire and fuel, includes short-term car hire.
- Staff transport, includes all forms of public transport such as buses, trains, taxi, trams, ferry, Uber and such.
- Accommodation, includes any accommodation expenses incurred necessary for the successful delivery of the activity/project, such as hotels.

### **Bank account details field**

In this field please provide us with the bank details you would like the grant funding sent to should you be successful in your application. This is a mandatory field.

For your nominated bank account please provide the:

- BSB number
- account number
- account name.

## **Demographics**

### **Estimate the total number of people with disability the proposed activities will support**

Please provide the estimated total number of people with disability who will directly benefit from this activity either as a participant or through utilising a service. This does not include secondary beneficiaries.

For example people with disability who will directly benefit could from a project facilitating participation in a training program or development of specific resources.

A secondary beneficiary may be defined within a project delivering training to professionals on appropriate supports for people with disability. The secondary beneficiary would be how many people with disability, their families and carers the professional are estimated to affected in the future, and should **not** be included in the estimate above.

### **Estimate the total number of family members or carers who will directly benefit from the proposed activities**

Please provide the estimated total number of family members or carers who may be a participant in a project. For example, a peer support group or provision of information to families and carers to directly support them in their caring role.



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### **Estimate the total number of (paid) people that will be employed to deliver the grant activities**

Please provide the estimated number of paid employees directly related to delivering the grant. For example, grant activities might include a project manager, workshop facilitator, consultants, independent evaluator, and/or a communication manager.

For example, your project is to establish an ongoing telephone support service for people with disability. You are planning to employ 40 people to deliver this service. In this section, you would write '40'.

### **Of the total number of (paid) people employed to deliver the grant activities, how many of these have disability?**

Please provide the estimated number of paid employees with disability that you will employ as a direct result of the project you are proposing to deliver as part of this grant opportunity.

For example, your project is to establish an ongoing telephone support service for people with disability. You are planning to employ 40 people to answer the telephone as part of this service; of these employees, 20 people have a disability. In this section, you would write '20'.

### **How many people with disability do you think will gain employment as a direct result of the project?**

Please provide the estimated number of people with disability that are likely to gain employment after participating in the proposed grant activity and as a direct result of participating in the activity.

## **Financial ratio analysis**

You will be asked if you are able to provide your most current end of financial year statements to the Australian Charities and Not-for-Profit Commission (ACNC). You must respond 'yes' or 'no' by clicking the relevant button.

If you answer 'yes' you will be asked to complete a profit and loss table for each financial year.

The table will be completed directly in the application form. If you answer 'no' you will be asked to provide an explanation in a free textbox.

There is a 2,000 character limit or approximately 150 word limit for this field.

## **Assessment criteria**

### **Assessment criteria questions**

Your application will be assessed on your response to each of the selection criteria. You must provide a written response that addresses all aspects of the sub points listed under the criterion.



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Responses are written directly into free text boxes provided in the application form. The free text boxes contain a 3,000 character limit. Please note the limits include spaces. The application form will display how many characters you have used and how many remain.

The assessment criteria contain overarching guidance for your response. The sub-points under each criterion explain how you should frame your response. It is important to address each sub-point in your response.

## **Criterion 1 – Project Delivery**

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

In your written response to criterion 1 you are asked to:

- 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.

In addition to your written response to Criterion 1 you will also be required to complete a project plan. Once you have completed your written responses to all criteria you will be navigated to the project plan to be completed within the application form.

In the project plan you must:

- clearly list all milestones over the life of the project (including independent evaluation), 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, the activities listed in your project plan 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.

## **Criterion 2 – Target Group and Expected Outcomes**

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

In your written response to criterion 2 you are asked to:

- 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



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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 – Organisational Capacity, Project Sustainability and Stakeholder Engagement**

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

In your written response to criterion 3 you are asked to:

- 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 to your written response to criterion 3 you will also be required to complete a stakeholder engagement plan. Once you have completed your responses to all criteria you will be navigated to the stakeholder engagement plan to be completed within the application form.

In the stakeholder engagement plan you must:

- 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 to 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.



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## Assessment Criteria Detail

### Criterion 1 – Project Plan

When completing your project plan you should be linking your items to your responses provided in Criterion 1. The project plan should include:

- Key milestones or stages of your project, what needs to be done?
- How you plan to do it, key steps to achieving.
- Timing around the key milestones/stages, anticipated start and completion dates.

You will be asked to complete the project plan in a table in the application form. You will need to provide:

What needs to be done? List items in the order they will be done. For example, form Project Steering Committee.

How you will do it? Add individual key steps as required. For example:

- identify skills required
- consult with key stakeholders and community
- draft proposed Terms of Reference
- approach potential Committee members
- schedule first Steering Committee meeting.

Estimate start date – this is the indicative date in which you anticipate you this project plan line item will commence. Click on the calendar item to select your anticipated start date.

Estimate completion date – this is the indicative date in which you anticipate this project plan line item will be completed. Click on the calendar item to select your anticipated completion date.

You must have at least one milestone in the project plan with a maximum of 15. You are able to add additional rows at the bottom of the table.

### Criterion 3 – Stakeholder Engagement Plan

In the stakeholder engagement plan you must explain the partnerships required to successfully implement the project, whether these partnerships are existing and, if not, the steps that will be taken to establish these relationships.

You will be asked to complete the stakeholder engagement plan in a table in the application form. You will need to provide:

- the key stakeholders
- a brief summary of the relationship with the stakeholder
- the stakeholder's role in the project.



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Here are some examples of how you might complete the stakeholder engagement plan:

**Example 1**

Key Stakeholders:

Ms Brown, is a representative from the hospitality industry.

Ms Black, a representative from XYZ training organisation.

Brief summary of the relationship with the stakeholder:

Our organisation has discussed this proposal with Ms Brown and Ms Black. Ms Brown has an established business relationship with Ms Black developed over a number of years in which Ms Black provided training to Ms Brown’s industry. Both Ms Brown and Ms Black have indicated their interest in participating in the project. We have previously worked with Ms Black to develop resources and deliver training to another organisation.

Role in the project:

Ms Brown will work within the industry to identify real opportunities for training and opportunities for paid internships.

Ms Black will develop training and resources specific to this project.

**Example 2**

Key Stakeholders:

Mr Smith, Subject Matter Expert – person living with disability and business leader/expert.

Brief summary of the relationship with the stakeholder:

Mr Smith has been engaged as a subject matter expert. He is a business leader with contacts and experience in the retail industry. We have held several teleconferences with Mr Smith in which he was able to provide personal insight from lived experience as a person with disability.

Role in the project:

Mr Smith will continue as a subject matter expert and present at a project planning workshop.

Mr Smith will have ongoing board participation in a project decision-making capacity.

You must have at least one milestone in the project plan with a maximum of 15. You are able to add additional rows at the bottom of the table.

Please be mindful that further evidence of the information provided may be sought from successful applicants prior to the signing of the grant agreement.

**Criterion 1 - Risk Management Plan**

In this table please explain any risks and mitigation strategies identified to successfully implement the project. You must provide at least one risk and associated mitigation strategy for the proposed grant activities with a maximum of 10. This table will be assessed in conjunction with your written response to criterion 1 and the project plan.





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This is an example of how you may complete the risk management plan:

Risk:

Unable to conduct face to face interviews due to COVID-19 restrictions and/ or outbreak.

Mitigation Strategies:

Undertake research on culturally appropriate methods of engagement (other than face to face).

Engagement material is prepared in a way that is easily transferrable to online formats.

Platforms and technology in place to preform interviews virtually if required.

## Other Services and Funding

### **Are you a National Disability Insurance Scheme (NDIS), Disability Employment Services (DES) or jobactive provider?**

Please confirm if you are a National Disability Insurance Scheme (NDIS), Disability Employment Services (DES) or jobactive provider by selecting either 'yes' or 'no'.

You are still eligible to apply if you select either 'yes' or 'no'. If you select yes you will be asked to identify which type of provider you are. You can select all that apply options that apply to your organisation.

Once you identify which type of provider you are, you will be asked if the proposed activities you are applying for funding through this grant opportunity are an extension or continuation of the NDIS, DES or jobactive services you currently provide.

If you select 'yes' you will be required to provide a brief summary of the services you currently provide.

This information helps to ensure there is no duplication of funding.

## Applicant contacts

### **Contact details field**

Please enter details for the preferred contact for your application in the text boxes provided.

The contact person must have authority to act on behalf of the organisation in relation to this application.

You will also need to provide contact details for an alternate authorised contact person.

All fields are mandatory under this section of the application. You cannot enter the same details for the preferred contact and alternate contact.



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## Declarations

### Conflicts of interest field

In this field you are asked to identify any conflicts of interest that may occur related to or from submitting this application. Please select the appropriate 'Yes' or 'No' checkbox to continue.

If you select the 'Yes' checkbox a free text box will be provided for you to describe the conflicts of interest. These are both mandatory fields.

### Declaration

Please read the declaration provided in the application form and agree to both statements by selecting each of the checkboxes. Please note agreeing to this declaration is mandatory and must be completed to submit your application form.

You will also need to provide the full name of the authorised officer, their position and the date the application form was completed. The authorised officer is the person in your organisation with the authority to sign grant documentation. The full name and position can be typed in to the free text boxes provided. The third text box is for the date you are completing the application. Please click the calendar to the right hand side of the box to select the date.

### Estimate time taken to complete application form

Please estimate the time it has taken you to complete the application form and provide the breakdown of hours and minutes in the free text provided. Please consider:

- actual time spent reading the guidelines, instructions and questions
- time spent by all employees in collecting and providing the information
- time spent completing all questions in the application form.

## Submitting your application form

### How to submit your application

You must submit your application electronically anytime between Thursday 27 January 2022 and 2:00 pm AEDT on Wednesday 9 March 2022. Once you have completed all relevant fields in the application form please select the 'Submit' button to finalise your application.

### Keep your receipt

You will get a message on your screen with your Submission Reference ID when you submit your application. You will also get an email sent to you. Please save the email receipt to use in all future correspondence about your application.



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## **Late applications**

If you submit your application form after 2:00 pm AEDT on Wednesday 9 March 2022 it will be considered a late application. You will be asked to provide a detailed explanation of the exceptional circumstances that prevented your application being submitted before the closing time and date. You may need to provide supporting evidence of these circumstances.

Exceptional circumstances will be considered on their merits and in accordance with probity principles. More information is provided in section 7.3 of the Grant Opportunity Guidelines.

You will need to submit a Late Application Request form located on the [Community Grants Hub](#) website and submit to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

A decision by the Department of Social Services is final and cannot be appealed.

## **For further assistance**

If you need help using or submitting your application you can contact the Community Grants Hub by phone on 1800 020 283 (option 1) or by email at [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).