



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

Questions and Answers

Applications

More information about completing your application is available in the application form guide.

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

The application form must be submitted by 2:00 pm AEDT on Wednesday, 23 February 2022. It is recommended that you submit your application well before the closing time and date.

2. How can I submit the application form?

The form is an online application form that you must submit electronically. The Community Grants Hub will not provide application forms or accept application forms for this grant opportunity by fax, email or through Australia Post unless otherwise stated in the grant opportunity documents.

3. Do character limits apply to my application?

Yes, the application form includes character limits. Any text responses required in the application form will have a character limit identified on the bottom left hand corner of the response, with the number of characters entered populating on the right hand side as you enter your response. Please note spaces are included in the character count.

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

Extensions will only be granted in exceptional circumstances.

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



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

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

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

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

The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub does not have to accept any additional information or requests from applicants to correct applications after the closing date and time.

7. How many applications can I make?

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

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

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

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

You must attach supporting documentation according to the instructions provided within the online application form. The maximum size for individual attachments is 2 MB; the form will not accept individual attachments above this size. You should only attach requested documents as per section 7 of the grant opportunity guidelines. We will not consider information in attachments we have not asked for.

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

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



10. I am a Trustee on behalf of a Trust, how do I know I am eligible to apply for this grant opportunity?

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

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

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

Yes. The service delivery area options for this grant opportunity are as follows:

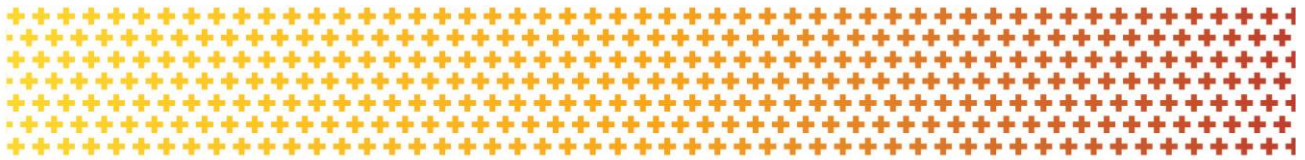
- National – across all states and territories
- Jurisdictional – across an entire state or territory or multiple states or territories
- Targeted – (Australian Statistical Geography Standard (ASGS) – at one or more ASGS Statistical Area Level 3.

The objective of this grant opportunity is to impact broader systemic change and create large-scale opportunities across multiple states and territories or nationally, however you may also deliver the grant activities to a targeted area. You will be required to provide the Statistical Area Level 3 information for the targeted locations. The application form includes a map of the Statistical Area Levels to assist you with this.

12. Who are the intended focus cohorts for the grant activities/projects?

Grant activities/projects should focus on either:

- employers who have expressed an interest in employing people with disability but need support to get started
 - employers who have expressed an interest in 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.
-



13. What are the specified growth industries for the grant opportunity?

The following industries have been estimated by the National Skills Commission to have 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 services¹.

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

14. Do I have to partner with an organisation in one of the specified growth industries to be successful?

No. Applications partnering with organisations in the specified growth industries are encouraged. However, activities/projects focussing on other industry sectors, or employers generally will be considered as well.

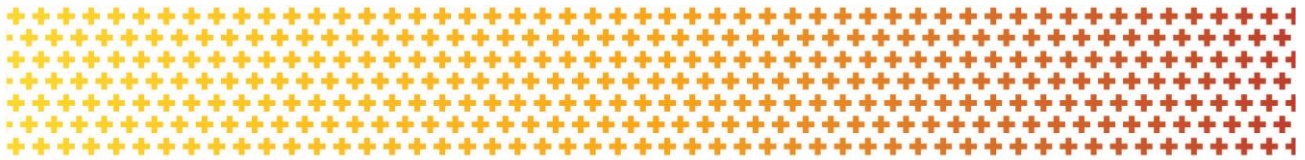
15. What types of grant activities/projects are considered eligible for this grant opportunity?

There are 3 overarching categories of activities/projects we are looking to fund through this grant opportunity:

- **Organisation Capacity** – activities that build the confidence and capability of organisations to recruit and retain employees with disability.
- **Industry and Workplace Culture and Commitment to Action** – activities that aim to bridge the ‘intention to action’ gap of employers to employ people with disability.
- **Industry Specific Approaches** – activities that support organisations within the identified growth industries to employ people with disability.

More information, including examples of potential activities for each category is provided in section 5.1 of the grant opportunity guidelines.

¹ National Skills Commission 2020, [2020 Employment Projections](#) - for the five years to November 2025, p. 1.



Funding

16. How much funding is available for this grant opportunity?

This grant opportunity has a total of \$20 million (GST exclusive) available. Funding is available over 2 years in 2021–22 and 2022–23.

17. What is the minimum or maximum funding amount available?

The minimum amount applicants can apply for is \$415,000 (GST exclusive) and the maximum is \$815,000 (GST exclusive).

This includes the proportion of funding (\$15,000) that must be attributed to your participation in a program evaluation.

18. Is the funding on-going?

No, funding is for one-off grants for up to 2 years in duration.

19. How long is the funding period?

The maximum period of this grant is 2 years although activities that end before this timeframe will be considered. The earliest start date for activities is June 2022. Activities must cease by 30 June 2024.

20. Can I request how much money I receive each financial year if my application is successful?

No, funding is split evenly across financial years.

21. Can I apply for funding if I have a current ILC grant agreement?

Yes, as long as you meet the eligibility criteria, funding is open to applicants with current ILC grant agreements.

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

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



Evaluation

23. Do I have to conduct an evaluation?

Successful applicants will be required to participate in performance monitoring and an independent evaluation of the grant program as a whole, organised by the Department of Social Services (the department).

This will not be an individual evaluation of your grant activity/project. While the department does not require you to conduct a separate evaluation of your activity/project, it is encouraged and you can include this in your budget.

The department will engage an independent evaluation team to work with successful applicants. The department will introduce successful applicants to the independent evaluation team.

24. How much of my funding will be attributed to the evaluation?

Should your application be successful, \$15,000 (GST exclusive) of the funding you apply for must be attributed to the program evaluation. 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 i.e. staff time etc.

25. What if I am not able to participate in the evaluation organised by the department?

Should you be unable or unwilling to participate in this evaluation, you will be ineligible to apply for this grant opportunity. Successful grant activities/projects are funded because there is an expectation they will meet the outcomes set out in section 2 of the grant opportunity guidelines.

26. What does the \$15,000 for evaluation include?

The department will engage an independent evaluation team to work with successful grant applicants to design the evaluation process. The design of the evaluation process will include collection requirements for shared data, and will reflect the type of activity delivered.

Involvement in the evaluation will not be a significant impost on organisations. However, there will be a requirement for organisations to participate in data collection activities, conduct surveys or participate in interviews or workshops with the evaluation team. Given this requirement, the additional \$15,000 (GST exclusive) is provided to compensate successful applicants for their time participating in the evaluation activities.



Consortia

27. What is a lead organisation?

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

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

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

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

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

All organisations in a consortium must be eligible legal entities as listed in section 4.1 of the grant opportunity guidelines.

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

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

30. Does this grant opportunity allow for auspicing arrangements?

No, auspicing arrangements are not available under this grant opportunity.

Selection Criteria

31. Are the individual selection criteria weighted?

Yes, each assessment criteria has equal weighting.

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

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



33. Do the selection criteria have character limits?

Yes the selection criteria includes character limits - up to 3,000 characters (approximately 450 words) per criterion. Please note spaces are included in the character limit.

As part of the selection criteria you are required to complete a project plan and stakeholder engagement plan. Each of these has additional, varying character limits. These will be detailed in the application form.

34. Are the project plan and stakeholder engagement plan included in the weighted assessment of the selection criteria?

Yes, the project plan will be assessed and weighted in conjunction with your response to assessment criterion one. The stakeholder engagement plan will be assessed and weighted in conjunction with your response to assessment criterion three.

Assessment

35. Who is assessing applications

The Community Grants Hub will review applications against eligibility criteria. Only eligible applications move to the next stage and will be considered through an open competitive grant process. The Community Grants Hub will also assess the applications.

The department will provide advice to a Selection Advisory Panel on the outcomes of the assessment and other matters, including risks and alignment to the ILC program. The Selection Advisory Panel considers the overall value for relevant money of proposals and provides a list of recommended projects to fund to the Decision Maker for final decision. More information is at section 8.1 of the grant opportunity guidelines.

36. Are the grant applications assessed against other applications?

Yes. Each grant application is assessed on how well it addresses the selection criteria, if it represents value for money, and how it compares to other applications. More information is at section 8.1 of the grant opportunity guidelines.

37. Can I appeal the decision in relation to the outcome of a selection process?

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



Feedback

24. When will I know the outcome of my application?

Applicants will be notified of the outcome of their application in writing at the end of the selection process. This is likely to be in May 2022.

25. What feedback will be available for this funding round?

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

26. How can my organisation receive updates on ILC?

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

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

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

Further Information

38. Where should I go for further information?

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

Question and Answer added 18 February 2022 – changes to closing date and time

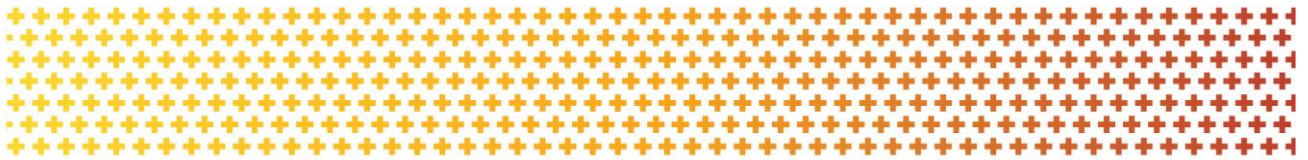
39. What is the closing time and date for applications?

The application form must be submitted by 2.00 pm AEDT on Wednesday, 9 March 2022. It is recommended that you submit your application well before the closing time and date.

Questions and Answers added 24 February 2022

40. Why has the application period been extended?

The application period has been extended by two weeks to 9 March 2022 to allow organisations affected by Covid-19 more time to develop an application.



41. Who will conduct the evaluation?

Under the Public Governance, Performance and Accountability Act 2013, the department is required to undertake a procurement process to engage an independent evaluator. The procurement is to be made through a mandatory whole of government procurement arrangement. The evaluation will measure the impact of all activities/projects funded under the Building Employer Confidence and Inclusion in Disability grant opportunity.