
Disability, Mental Health and Carers Program

Disability and Carer Support Activity

National Disability Conference Initiative 2017-18

Funding Round Summary

January 2017

National Disability Conference Initiative 2017-18

The Disability and Carer Support Activity provides assistance, support and services for people with disability and carers. It provides and improves access to services and support including advocacy and through stakeholder engagement. The National Disability Conference Initiative 2017-18 is offered under the Disability and Carer Support Activity and provides grants to help people with disability to participate in nationally-focused disability-related conferences held in Australia.

The Community Grants Hub, supported by the Department of Social Services (DSS), is inviting multiple providers to apply to deliver the National Disability Conference Initiative 2017-18.

Selection type

This selection is an Open process.

An open competitive selection process is open to all providers operating in the market place. Open processes are advertised on the Community Grants Hub website and through other sources such as the media (if required) in order to attract as much interest as possible. Open rounds have nominated open and closed dates, with applications being assessed against the designated selection criteria.

Applicant eligibility

To satisfy eligibility requirements, applicants to the National Disability Conference Initiative 2017-18 must fall into one of the following categories:

- Incorporated Associations (incorporated under State/Territory legislation, commonly have 'Association' or 'Incorporated' or 'Inc.' in their legal name);
- Incorporated Cooperatives (also incorporated under State/Territory legislation, commonly have 'Cooperative' in their legal name);
- Companies (incorporated under the *Corporations Act 2001* (may be a proprietary company (limited by shares or by guarantee) or a public company);
- Aboriginal Corporations (incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*);
- Organisations established through a specific piece of Commonwealth or state/territory legislation (public benevolent institutions, churches, universities, unions etc.);
- Partnerships; and
- Trustees on behalf of a Trust.

Available funding for this Activity

Total funding of \$315,000 is available under the National Disability Conference Initiative for conferences held between 1 July 2017 and 30 June 2018. Within this funding, up to \$10,000 is available for each conference.

Closing Date and Time

Applications must be submitted by **2:00pm AEDT, Tuesday, 14 March 2017**.

Late applications – information on the late application policy is available on the [Hub website](#).

Questions

Questions and answers for this grant round are available on the [Community Grants Hub website](#).

If you cannot find an answer to your question, relating to this selection process or the Activity, please send your question to support@communitygrants.gov.au.

Answers to questions will be published on the grant round page within five working days of receipt, unless the answers are available in the Application Pack. The Community Grants Hub will only answer questions to explain the requirements of the Application Form and Program Guidelines. The Community Grants Hub will not advise how to answer specific selection criteria.

The question and answer period will close at **5:00pm AEDT Tuesday, 7 March 2017**. No further questions will be answered from this date until the end of the selection process.

If you would like help or support in using and/or submitting the Application Form, please call 1800 020 283 or TTY 1800 555 677 or email support@communitygrants.gov.au.

Grant objectives

The National Disability Conference Initiative aims to assist eligible conference organisers to maximise the inclusion and participation of people with disability at nationally-focused disability-related conferences in Australia.

A 'nationally-focused' 'conference is considered to be a conference:

- (1) for which the majority of the conference schedule focuses on national (rather than state, local or regional) issues; and
- (2) which is open to participants from across Australia (rather than being restricted to participants in a particular state or territory).

A 'disability-related conference' is considered to be a conference for which at least half of the schedule focuses on people with disability and issues that affect the lifetime wellbeing and social participation of people with disability.

Statement of Requirement

Eligible organisations may apply for funding of up to \$10,000 for disability-related conferences with a national focus planned for 2017-18 to:

- assist people with disability with the costs of attending conferences, (for example, conference fees, accommodation, travel for domestic participants); and/or

- assist family members or carers providing support to a person with disability attending a conference (for example with costs associated with conference fees, accommodation, travel for domestic participants); and/or
- facilitate access so that people with disability can participate in conferences (for example, by funding accessible materials, Auslan interpreters, assistive computer devices or software, aids or appliances or other costs of ensuring venue accessibility).

Disability-related conferences are considered to be conferences for which at least half of the schedule focuses on people with disability and issues that affect the lifetime wellbeing and social participation of people with disability.

A 'nationally-focused' conference is considered to be a conference:

- (1) for which the majority of the conference schedule focuses on national (rather than state, local or regional) issues; and
- (2) which is open to participants from across Australia (rather than being restricted to participants in a particular state or territory).

Funding may not be used for:

- conferences which are not nationally-focused;
- conferences which are not disability-related;
- a person without disability unless they are a family member or carer who is attending specifically to support a person with disability to participate;
- international travel, international conferences, or international participants;
- presenters/speakers without disability to present at a conference; and
- general administrative costs such as advertising, telephone, printing/publishing, staff expenses, catering or venue hire.

Application Requirements

Applicants may apply for up to \$10,000 for each conference. If you are applying for more than one conference you will need to submit a separate application form for each conference.

When completing your Application Form, you **must**:

- complete the "Provide a brief description of your application for this Activity." field of the form. When completing this field you must provide a brief description of the conference, including the conference name, date, venue details (where available) and an estimate of how many people with disability will benefit from the grant; and
- provide all information as directed to do so.

Value for Money

In assessing the extent to which applications represent value for money, consideration will be given to the information provided at the "Achieving value for money" section of the Program Guidelines, which are available on the [DSS website](#) and in the Application Pack available on the Community Grants Hub [website](#).

Selection Criteria

The information requested under each criterion must be provided.

The selection criteria are equally weighted.

Criterion 1 Demonstrate your understanding of the need for the funded activity (assistance for people with disability to participate in your 2016-17 national disability-related conference).

In providing a response to this criterion you **must** include:

- how the conference is disability-related
- how the conference has a national focus; and
- the specific ways the grant funds will be used to assist people with disability to participate in the conference (for example travel for domestic participants, accommodation, live captioning, accessible materials, etc. and how this represents value for money).

Criterion 2 Demonstrate your organisation's capacity and your staff capability (experience and qualifications) to deliver the Disability and Carer Support Activity objectives for people with disability.

In providing a response to this criterion you **must** include:

- your organisation's capacity and capability to administer the grant; and
- the relevant experience and skills of the members of your organisation in delivering the project.

Attachments

For this round, no attachments are requested. Documents attached to applications will not be assessed.

Feedback for this funding round

The Feedback Summary will provide general round-specific information and will include the main strengths and areas of improvement for the applications received in this round.

The Feedback Summary will be published on the Hub website when the grant round has been completed.

Multicultural Access and Equity Policy

Australia's Multicultural Access and Equity Policy: Respecting diversity. Improving responsiveness means that Australian Government agencies make sure that cultural and linguistic diversity is not a barrier for people who need to access government and community services. This means, for example, that appropriate language services should be provided. Grant applicants should consider whether professional translating or interpreting services may be needed to deliver services, projects, activities or events to non-English speakers. If your Application Form states that a budget is required, costs for translating and interpreting services should be included in your budget.

Assessment

The Assessment Team comprise of Australian Government officers from each state/territory and national offices. Teams will undertake training so that applications are assessed consistently. The Assessment Team will be bound by the APS Code of Conduct and the departmental Secretary's Instructions.

Probity and fairness

The selection of funding recipients must be fair, open and demonstrate the highest level of integrity.

The following principles will be applied throughout the selection process:

- a. fairness and impartiality;
- b. consistency, accountability and transparency of process;
- c. security and confidentiality of information;
- d. identification and resolution of conflicts of interest; and
- e. compliance with legislative obligations and government policy.

These principles are intended to achieve an equitable, justifiable and sound process.

The Community Grants Hub may engage a Probity Advisor to help meet its obligations to make selection processes defensible and able to stand up to external and internal scrutiny.

The Probity Advisor also advises on, and monitors, the procedures used in the selection process to make sure they comply with the published relevant Program Guidelines. The Probity Advisor plays no part in the assessment of applications.

Program Guidelines

The Program Guidelines provide the starting point in considering whether to apply for funding and is the basis for the business relationship between DSS and the grant recipient. Applicants are strongly advised to read the Program Guidelines before completing an Application Form.

How to apply

Once you have completed your Application Form, you must submit it electronically by using the submission section at the end of the form. Following electronic submission, a message with your Submission Reference ID will appear on your screen. An email will be sent to the main email contact provided in the Application Form. A function is also available on the submission page to allow you to send a receipt email to the address of your choosing. Please save this email receipt for future reference and use it in all correspondence about this Application. If you do not receive a confirmation email or you have difficulties submitting the Application Form, please call the Community Grants Hub Grants Hotline on 1800 020 283 or TTY on 1800 555 677.

Grant Agreement information

The Grant Agreement is a performance-based, legally enforceable agreement between the Commonwealth (represented by DSS) and the successful applicant that sets out the Terms and Conditions governing the grant to be provided.

The type of Grant Agreement entered into will depend on the Activity, the assessed Activity risk level, the length of the Activity and the amount of the grant.