



**Community Inclusion and Capacity Development
(CICD)**

**Implementing Information, Linkages and Capacity
Building (ILC)**

**ILC Jurisdictional Based Grants -
Australian Capital Territory**

Funding Round Summary

March 2017

Information, Linkages and Capacity Building (ILC)

The Community Inclusion and Capacity Development (CICD) Program was established as part of the National Disability Insurance Scheme (NDIS) funding commitment by the Commonwealth in the 2013-14 Portfolio Budget Statement as the Program by which the ILC component of the NDIS was to be funded.

The objective of the CICD Program is to build innovative ways to increase the independence, social and community participation of people with a disability. ILC will deliver on this objective by building individual capacity to live an ordinary life and creating opportunities in the community to do so. Ultimately, ILC will help to drive the change required across all sections of the community to support the inclusion of people with disability.

During the NDIS trial period, a number of activities were funded through the CICD fund. These projects were designed to promote the economic and/or social participation of people with disability, to raise awareness of disability issues within community or to meet identified needs within the NDIS trial site.

The scope and purpose of ILC has subsequently been agreed by Governments and described in the ILC Policy. The Information, Linkages and Capacity Building Commissioning Framework, November 2016 (ILC Commissioning Framework) has built on the ILC Policy to articulate the goals and outcomes expected for ILC. The [CICD Program Guidelines – Implementing ILC](#) have been updated to reflect the requirements of the ILC Policy and the [ILC Commissioning Framework](#) and should be read alongside both of those documents.

The CICD Program Guidelines – Implementing ILC are only applicable to the following four Activity Areas described in the ILC Policy and ILC Commissioning Framework:

- Information, linkages and referrals
- Capacity building for mainstream services
- Community awareness and capacity building
- Individual capacity building.

The NDIA will progressively introduce ILC in states and territories across Australia (except Western Australia). Each state and territory will transition into full ILC at a time that aligns to their broader transition to the NDIS. Prioritisation of funding within the CICD Program Guidelines will however change over time and across jurisdictions reflecting negotiations with jurisdictions and locally based need and opportunities as they arise. The NDIA therefore reserves the right to update the ILC Commissioning Framework and the CICD Program Guidelines as required. Any such updates will be made available via the NDIA's website.

The Commonwealth and Western Australian Governments have signed a Bilateral Agreement covering the implementation of the NDIS in Western Australia, which provides for Western Australia to fund ILC in that State. Organisations that are successful in receiving a grant under the CICD Program will not be funded to deliver activities in Western Australia.

More details of the Community Inclusion and Capacity Development (CICD) Program are available in the Program Guidelines on the [NDIS website](#).

The Community Grants Hub, on behalf of the NDIA, is inviting organisations to apply for funding to implement ILC in the Australian Capital Territory (ACT).

Selection type

This selection is an open competitive process.

An open competitive selection process is open to all organisations 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 close dates for receiving applications, with applications being assessed against the designated selection criteria.

Applicant eligibility

Applications will be assessed against the criteria to ensure public accountability and that they meet Program outcomes.

Organisations must be in one of the following categories to have their application considered:

- a) Incorporated Associations (incorporated under state/territory legislation, commonly have 'Association' or 'Incorporated' or 'Inc.' in their legal name)
- b) Incorporated Cooperatives (also incorporated under state/territory legislation, commonly have 'Cooperative' in their legal name)
- c) Companies (incorporated under the Corporations Act 2001 – may be a proprietary company (limited by shares) or public companies (limited by shares or by guarantee)
- d) Aboriginal Corporations (incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006)
- e) Organisations established through a specific Commonwealth or state/territory legislation (e.g. public benevolent institutions, churches, universities etc.).
- f) Partnerships and consortia (one organisation will have to nominate as the lead entity)
- g) Trustees on behalf of a Trust
- h) State and Territory Governments and their agencies
- i) Local Governments

Organisations may be, but are not required to be, a registered provider of supports with the NDIA to apply for an ILC Jurisdictional Based Grant.

Consortia

The NDIA recognises that the proposed scope of ILC is broad and organisations will require a diverse set of skills for successful delivery. Applicants may form a consortium to deliver the project, including different arrangements for each phase. The NDIA will only form an agreement with one party (the applicant), who will ultimately be responsible for delivery of the project.

Available funding for this Activity

Up to \$3.0 million is available in 2017-18 to deliver Information, Linkages and Capacity Building (ILC) in the ACT.

There are two levels of grants available; up to \$10,000 and over \$10,000.

The funding is not intended to be ongoing. However, the NDIA may consider extending funding for up to two additional years where it is considered the project or community may benefit from an increased period of funding. This will be at the discretion of the NDIA and will be based on grant purpose, degree of risk and priorities for funding.

Closing date and time

Applications must be submitted by **2:00pm AEDT on Wednesday 8 March 2017**.

Questions

Questions and answers for this funding 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.

Where a question has been answered in the Application Pack, applicants will be referred to the appropriate documentation. Where a question has not previously been answered, answers will be published on the funding round page within five working days of receipt.

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 respond to specific selection criteria.

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 objective of the CICD Program is to build innovative ways to increase the independence, social and community participation of people with a disability.

The objective of the ILC Jurisdictional Based Grants – Australian Capital Territory funding round is to facilitate the roll out of ILC in the Australian Capital Territory and drive change for people with disability and communities. This objective will be achieved by funding activities that deliver outcomes for people with disability, their families and carers in each of the four Activity Areas of the ILC Policy.

The National Disability Insurance Agency (NDIA) encourages applications for proven and/or innovative models and modes of delivery across all Activity Areas and Focus Areas. The activities will meet identified needs and interests of people with disability, and will reflect a contemporary, positive and progressive approach to inclusion. Further information regarding the Activity Areas and Focus Areas can be found in the [ILC Commissioning Framework](#) and the [CICD Program Guidelines](#) – Implementing ILC which are available on the [NDIS website](#).

As the first jurisdiction to move into ILC, the ACT represents an opportunity to fund activities that meet local needs and help to establish the foundation for activities that may have a broader geographic reach.

The priorities for investment in the ACT Funding Round will be:

- Ensuring that individual capacity building activities target people who do not have an NDIS Plan;
- Ensuring that the diversity of needs of people with disability, as reflected in the ILC Focus Areas, are met through the spread of activities receiving ILC funding;
- Increasing the delivery of ILC activities by people with disability, for people with disability; and
- To build innovative ways to increase the independence, social and community participation of people with a disability.

Statement of Requirement

When completing your Application you **must** provide all information where you are directed to do so. Failure to meet these requirements may result in your application/s not being considered.

Grants under \$10,000

ILC grants for activities under \$10,000 will be for small-scale projects that are potentially one-off. These projects will be based in local communities and will be expected to contribute to the ILC outcomes listed in the ILC Commissioning Framework.

Grants over \$10,000

ILC grants for activities over \$10,000 will be for projects with proven and/or innovative models and modes of delivery, with a mix of activities funded representing all of the ILC Activity Areas and Focus Areas. The activities will meet identified needs and interests of people with disability, and will reflect a contemporary, positive and progressive approach to inclusion.

Number of applications

An Applicant may submit up to two different applications per Activity Area for grants **under \$10,000**. Each application must be submitted on a new application form.

For grants **over \$10,000**, an Applicant may submit one application for each Activity Area. If an Applicant submits more than one application for the same Activity Area, only the second application will be assessed.

An Applicant cannot submit the same application under multiple Activity Areas; an Applicant needs to choose the Activity Area which best aligns with their proposed activity. Where an application for the same activity is submitted more than once, only the last application received will be assessed.

Eligible activities are those activities that do one or more of the following:

- meet the needs of people with disability, including through individual capacity building activities and assist them to move towards greater independence, self-determination and community inclusion.
- assist people with disability who do, or do not, have an NDIS plan.
- assist families and carers provided that they deliver an outcome for the person with disability they support.
- fit one of the four Activity Streams described in the ILC Policy.
- fit one or more of the five Focus Areas in the *ILC Commissioning Framework*.
- deliver one or more of the ILC outcomes in the *ILC Commissioning Framework*.
- consist of activities building individual or community readiness in transition to the NDIS.
- demonstrate, or provide evidence of, how activities reflect a contemporary, positive and progressive approach to inclusion.
- provide a new direction or enhancement of an existing activity where clear outcomes or benefits for people with disability and/or the community can be demonstrated.
- provide national solutions to support people with disability, which also meet local needs in the ACT.
- demonstrate, or provide evidence of, how activities contribute to one or more of the ILC outcomes and have the potential to be introduced in multiple sites.

Ineligible activities are those activities:

- that are eligible to be available to an individual through their NDIS plan.
- where funding is more appropriately provided by other mechanisms or support services such as “reasonable adjustment” under the *Disability Discrimination Act 1992* (Cth), including access to premises, access to the activities of clubs and associations, and provision of goods and services.
- that are considered by the NDIA as being eligible for funding support through a more appropriate source (such as the Sector Development Fund or the National Disability Advocacy Program).

- for which other Commonwealth, state, territory or local government bodies have responsibility.
- that duplicate the role of NDIS Partners in the Community (Local Area Coordination and/or Early Childhood Early Intervention).
- that are peak body activities, such as policy advice, advocacy or operational costs.
- that provide individual or systemic advocacy.
- that are delivered within Western Australia.

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 available on the [NDIS website](#) or in the Application Pack available on the [Community Grants Hub website](#).

Selection Criteria

Selection Criteria 2 and 3 as they are described below and replicated in the application form, are shorter than Selection Criteria 2 and 3 in the Program Guidelines for ILC. Applicants must address Selection Criteria 2 and 3 as they appear in this Funding Round Summary and replicated in the application form. All applications will be assessed against Selection Criteria 2 and 3 detailed in this Funding Round Summary and replicated in the application form.

Grants under \$10,000

Applicants for grants under \$10,000 must respond to the below two criteria:

Criterion 1: Demonstrated alignment with CICD Activity objectives and evidence of need

Responses **should** demonstrate:

- evidence of need/s;
- how the proposed activity will effectively address the need/s;
- consistency with one of the four Activity Streams in the ILC Policy;
- consistency with one or more of the five Focus Areas described in the ILC Commissioning Framework; and
- that the implementation of the activity(ies) will contribute to one or more of the five identified outcomes for ILC described in the ILC Commissioning Framework.

Criterion 2: Demonstrated methodology to achieve outcomes for people with disability to live an ordinary life and/or for community to facilitate opportunities for inclusion

Responses **should** demonstrate:

- implementation of the activity(ies) and the methodology will develop capability and independence in the target group and reduce the need for formal supports over time;
- implementation of the activity(ies) facilitates opportunities for people with disabilities to live an ordinary life;
- the activity(ies) involves people with disability, including roles at a governance, staff or volunteer level;
- the activity(ies) involves relevant stakeholders; and
- how the applicant intends to measure progress towards the ILC outcomes.

Grants over \$10,000

Applicants for grants over \$10,000 must respond to the below four criteria:

Criterion 1: Demonstrated alignment with CICD Activity objectives and evidence of need

Responses **should** demonstrate:

- evidence of need/s;
- how the proposed activity will effectively address the need/s;
- consistency with one of the four Activity Streams in the ILC Policy;
- consistency with one or more of the five Focus Areas described in the ILC Commissioning Framework; and
- that the implementation of the activity(ies) will contribute to one or more of the five identified outcomes for ILC described in the ILC Commissioning Framework.

Criterion 2: Demonstrated methodology to achieve outcomes for people with disability to live an ordinary life and/or for community to facilitate opportunities for inclusion

Responses **should** demonstrate:

- implementation of the activity(ies) and the methodology will develop capability and independence in the target group and reduce the need for formal supports over time;
- implementation of the activity(ies) facilitates opportunities for people with disabilities to live an ordinary life;
- the activity(ies) involves people with disability, including roles at a governance, staff or volunteer level;
- the activity(ies) involves relevant stakeholders; and
- how the applicant intends to measure progress towards the ILC outcomes.

Criterion 3: Demonstrated organisational capacity and capability

Responses **should** demonstrate:

- an appropriate project management approach including the development and implementation of effective governance structures, and project, human resource and budget management arrangements. This should include mechanisms for monitoring of activities commensurate with scale;
- the experience of key staff in managing activity(ies) that have produced high quality and sustainable outcomes for people with disabilities within budget and on time; and
- the organisation's history of successful delivery of the proposed activity or other relevant experience and expertise.

Criterion 4: Sustainability

Responses **should** demonstrate:

- how the proposal will ensure impact, knowledge, skills and processes will be embedded at an individual, organisational and/or community level and retained to be utilised over time and how this may reduce demand for formal individualised funded supports over time.
- consideration of how the Activity will contribute to outcomes for people with disability and/or community beyond the life of the grant.
- how any risks associated with the proposed Activity will be mitigated.

Attachments

Only attachments specifically requested will be considered.

Grants under \$10,000

No attachments are required for grants under \$10,000.

Grants over \$10,000

For grants over \$10,000 you must attach:

- a budget using the template provided. Applications that do not provide their budget on the correct template will be deemed non-compliant and will be excluded from further assessment.

Feedback for this funding round

The Feedback Summary will provide general round-specific information and will include main strengths and areas of improvement for the applications received in this round. The Feedback Summary will not provide feedback on individual applications.

The Feedback Summary will be published on the [Community Grants Hub website](#) following the finalisation of the funding round.

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

ILC Policy, CICD Program Guidelines and ILC Commissioning Framework

The [ILC Policy](#), [CICD Program Guidelines](#) and [ILC Commissioning Framework](#) provide the starting point for parties considering whether to apply for funding and is/are the basis for the business relationship between the NDIA and the funding recipient. Applicants are strongly advised to read the Program Guidelines and ILC Commissioning Framework before completing an Application Form.

How to apply

There are two separate online Application Forms, one for grants under \$10,000 and another for grants over \$10,000. The online Application Forms are available on the [Community Grants Hub website](#).

Once you have completed the relevant 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 1800 555 677.

Late applications

If an application is late or the Community Grants Hub is requested to approve a lodgement after the closing date, the Community Grants Hub may determine that there were exceptional circumstances beyond the applicant's control resulting in an inability to meet the stipulated deadline. Examples of exceptional circumstances could include, but may not be limited to*:

- the Community Grants Hub infrastructure failures
- natural disasters
- power outages affecting the ability of the applicant to submit their application by the stipulated deadline
- death or disability of key personnel

**Any other proposed incidents of exceptional circumstances, other than those listed above, will be considered by the Community Grants Hub on a case-by-case basis.*

Grant Agreement information

The Grant Agreement is a performance-based, legally enforceable agreement between the Commonwealth (represented by NDIA) and the successful applicant that sets out the Terms and Conditions governing the funding 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. **Other relevant information**
The NDIA has commissioned the development of an 'ILC Toolkit' to assist organisations to prepare for the introduction of ILC. The Toolkit is available [here](#). Applicants may wish to access the Toolkit before submitting an application.