

Disability Representative Organisations (DRO) Grant Opportunity Guidelines

Opening date:	24 August 2017
Closing date and time:	2pm AEDT on 6 October 2017
Commonwealth policy entity:	Department of Social Services
Co-Sponsoring Entities	None
Enquiries:	If you have any questions, please contact the Community Grants Hub by phone 1800 020 283 or by email: support@communitygrants.gov.au
	Questions should be sent no later than 29 September 2017
Date guidelines released:	24 August 2017
Type of grant opportunity:	Open competitive

Contents

1. Disability and Carer Service Improvement and Sector Support Program: Disability Representative Organisations (DRO) Processes	4
1.1 Role of the Community Grants Hub	4
1.2 About the Disability and Carer Service Improvement and Sector Support Program	7
1.3 Disability Representative Organisations Grant Opportunity	7
1.4 Disability Representative Organisations (DRO) Grant Opportunity outcomes	9
2. Grant amount	10
3. Grant eligibility criteria	11
3.1 Who is eligible to apply for a grant?	11
3.1.1 Additional eligibility criteria	11
3.1.2 Eligibility organisations - configurations	12
3.2 Who is not eligible to apply for a grant?	16
4. Eligible grant activities	17
4.1 What can the grant money be used for?	17
4.2 What the grant money cannot be used for?	17
5. The grant selection process	18
5.1 Assessment leading to Shortlisting – additional requirements	19
6. The assessment criteria	21
7. The grant application process	24
7.1 Overview of application process	24
7.2 Application process timing	24
7.3 Completing the grant application	25
7.4 Attachments to the application	26
7.5 Applications from Alliances	29
7.6 Applications from Consortium (Note: Not the same as an Alliance structure)	30
7.7 Questions during the application process	31
8. Assessment of grant applications	31
8.1 Who will assess applications?	31
8.2 Who will approve grants?	31
9. Notification of application outcomes	32
9.1 Feedback on your application	32

10. Successful grant applications	32
10.1 The grant agreement	32
10.2 How the grant will be paid	33
10.3 Grant agreement variations	33
11. Announcement of grants	34
12. Delivery of grant activities	34
12.1 Your responsibilities	34
12.2 Department of Social Services' responsibilities	35
12.3 Grant payments and GST	35
12.4 Evaluation	35
12.5 Acknowledgement	35
13. Probity	36
13.1 Complaints process	36
13.2 Conflict of interest	37
13.3 Privacy: confidentiality and protection of personal information	37
13.4 Freedom of information	39
14. Glossary	40
Appendix I - Funding may be used for the following Disability and Carer Service Improvement and Sector Support Program Activities	45
Appendix II – Government Priority Systemic Policy Areas for DRO Grant Opportunity Activities (including Experience and Expertise Priority Area Codes for use in Application Attachments)	48
Appendix III - Table on specific eligibility issues for grant applicants	49
Appendix IV - Guidance for completion of Alliance Document	52
Appendix V - Guidance on DSS expectations and values on collaboration and cooperation by all funded parties under DRO Grant Opportunity	53

1. Disability and Carer Service Improvement and Sector Support Program: Disability Representative Organisations (DRO) Processes

Introduction

- **Grant Opportunity Open Date: 24 August 2017**
- **Grant Opportunity Close Date: 6 October 2017**

The Grant Opportunity application can be found on GrantConnect (www.grants.gov.au).

IMPORTANT: You must read these grant guidelines before you submit your interest. These guidelines can be found on GrantConnect (www.grants.gov.au), the Australian Government's whole-of-government grants information system. **Note:** Any addenda for this grant opportunity will be published on GrantConnect, and by registering on this website you will be automatically notified on any changes.

1.1 Role of the Community Grants Hub

This grant opportunity will be administered by the Community Grants Hub on behalf of the Department of Social Services under a Whole of Australian Government initiative to streamline grant processes across agencies.

The Disability and Carer Service Improvement and Sector Support Program's: Disability Representative Organisations (DRO) Grant Opportunity, is designed to achieve Australian Government objectives

This grant opportunity is part of the above Grant Program which contributes to Department of Social Services' Outcome 3: Disability and Carers – Program 3.1: Disability, Mental Health and Carers. The Department of Social Services planned and designed the Grant Opportunity according to the *Commonwealth Grants Rules and Guidelines*.



The Grant Opportunity opens

We publish the Grant Opportunity Guidelines and advertise on GrantConnect and the Community Grants Hub websites.



You complete and submit a grant application



We assess all grant applications



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which grant applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement or letter of agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Disability Representative Organisations (DRO) Grant Opportunity

We evaluate or review the Disability Representative Organisations (DRO) Grant Opportunity and the Disability and Carer Service Improvement and Sector Support (DCSISS) Program as a whole. We base this on information you provide to us and that we collect from various sources.

1.2 About the Disability and Carer Service Improvement and Sector Support Program

The Department of Social Services administers the Disability Representative Organisations (DRO) Grant Opportunity, which falls under Outcome 3: Disability and Carers – Program 3.1: Disability, Mental Health and Carers, Disability and Carer Service Improvement and Sector Support Program, of the Department of Social Services Portfolio Budget Statement.

Since 2015, the Australian Government has funded disability peaks under the Disability and Carer Service Improvement and Sector Support (DCSISS) Program, to represent the interests and views of all people with disability. The model adopted in 2015 was a shift in the way the disability representative sector would be funded: to move from an emphasis on a medical model of disability toward funding based on a social model of disability.

The model represents all people with disability within the one framework that recognises that disability is more a reflection of social barriers and discrimination, rather than a person's medical condition or impairment.

1.3 Disability Representative Organisations Grant Opportunity

Since 2015, six national disability organisations have been funded under the DRO Program. Five organisations are funded to represent: cross-disability issues, women with disability, children and young people with disability, Aboriginal and Torres Strait Islander people with disability, and people with disability from Culturally and Linguistically Diverse backgrounds. A further organisation is funded to represent disability service providers, to support transition and reform during the full implementation of the National Disability Insurance Scheme. These disability peak bodies are currently funded to 31 December 2017, at a total cost of approximately \$1.775 million (GST Exclusive) per financial year.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications are monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

The DRO Grant Opportunity aims to:

- Support national DROs for people with disability, and/or represent disability service providers who support people with disability: to ensure that disability issues and a diversity of voices are represented in Australian Government decision-making and policy outcomes.
- Deliver a DRO Grant Opportunity for domestic representation of Australians with disability, consistent with Australia's obligations under the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD).
- Support people with disability and/or lived experience of disability, and/or service providers supporting people with disability. These people and service providers are the focus of the systemic advocacy services funded under the DRO Grant Opportunity.

Activities within the DRO Grant Opportunity include:

- promoting an understanding of the lives of people with disability
- promoting and protect the rights and dignity of people with disability
- supporting service providers in delivering services to people with disability
- providing systemic advocacy for people with disability residing in Australia
- fostering support for the participation of people with disability in all aspects of community life.

The objectives of the DRO Grant Opportunity will be achieved through systemic advocacy which leads to improvements in the lives of people with disability. Systemic advocacy may achieve influence through the following groups:

- people with disability and/or lived experience of disability
- policy makers (government)
- researchers
- national organisations (disability and allied sectors)
- service providers
- business and community organisations.

The DRO Grant Opportunity will run for thirty months from 1 January 2018 to 30 June 2020.

There may be an option to potentially extend funding for a further two years to 30 June 2022. A decision would need to be made by Government in 2020, based on the merits of value for money, alignment with government reforms and priorities and red-tape-reduction.

The ability to be considered for further funding requires an ability to demonstrate future capability beyond 2020 in addition to past performance. Evidence that might be sought if this option is under consideration in 2020 includes:

- organisational strategic plans that extend beyond the funding period
- plans for future outcomes (post 30 June 2020) that complement government priorities and the objectives of this Grant Opportunity
- lowering (over time) of administrative overheads in favour of outward delivery focus
- positive feedback from all peers on ability to be responsive, flexible, and collegiate
- see also **Sections 2 and 10**.

You must read this document before filling out an application.

The Grant Opportunity will be undertaken according to the Commonwealth Grants Rules and Guidelines (CGRGs) <http://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines-July2014.pdf>.

1.4 Disability Representative Organisations (DRO) Grant Opportunity outcomes

An offer of grant funding will include the following expectations from funded organisations by Department of Social Services. These are for funded organisations to:

- Meet the needs of people with disability and/or lived experience of disability, and/or service providers supporting people with disability. (**Section 1** and **Appendix I** refer).
- Engage with the government priority areas. (**Section 1** and **Appendix II** refer).
- Work closely with other disability advocacy groups or systemic issue organisations, which may include complementary bodies as yet to be advised by the Department of Social Services.
- Be collegiate and consultative across the disability sector, within the community of people with disability, with government, carer bodies, and disability service providers.
 - **Appendix V** provides details of what is expected in respect to the values of collaboration and cooperation. See also **Section 10** regarding funding agreement special conditions.
 - If successfully funded as lead of a Consortium, an undertaking will also be sought for agreements to be maintained between your organisation and each member of the Consortium that align with your relationship with the Department of Social Services and other parties as explained in **Appendix V**, to promote the values of collaboration and cooperation.

The outcomes include enabling those funded to organise themselves to best meet the needs of people with disability, or the needs of disability service providers; within the following **parameters**:

- Consistency with the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD).
- Systemic disability representation, particularly across key government priority areas as detailed in **Appendix II**.
- Provide a strong representative base, with no gaps in coverage, and a national scope and reach, demonstrated through organisations' membership and capacity for systemic representation of all people with disability nationally.
- If a DRO directly representing people with disability, then its activities will be measured through the capacity to demonstrate systemic advocacy for people with lived experience of disability. As such they must:
 - Represent all people with disability, at a systemic (not-individual) advocacy level. This representation should apply universally regardless of whether people with disability and/or lived experience of disability are members of a funded DRO, members of another peak organisation or broader members of the disability sector or community.
 - Promote the social model of disability: in recognition that the obstacles faced by people with disability are often more a reflection of societal barriers and discrimination.

- Ensure flexibility and establish consultative mechanisms to enable the participation of all people with disability. This is particularly important for persons with multiple impairments.
- Ensure the voices of people with disability throughout their entire life-course/life cycle are heard.
- Promote inclusive participation of people with disability across all population groups, including those historically discriminated against or disadvantaged.
- All DROs should ensure a strong communication capability, including social media and internet presence; in compliance to Web Content Accessibility Guidelines (WCAG) 2.0, to maximise consultation and community engagement opportunities.
- If a DRO representing disability service providers: who provide direct support to people with disability, then the DRO must be able to effectively represent service providers at a national level, and engage and support government on major policy reforms including the reinvigoration of the National Disability Strategy (NDS), and the implementation of the National Disability Insurance Scheme (NDIS).

2. Grant amount

Funding for the DRO Grant Opportunity comes from the Department of Social Services' Outcome 3: Disability and Carers – Program 3.1: Disability, Mental Health and Carers Disability and Carer Service Improvement and Sector Support Program.

Up to \$1.775 million per year (GST exclusive) is available under this DRO Grant Opportunity which will run from 1 January 2018 to 30 June 2020.

Up to \$300,000 (GST exclusive) per year is available per successful individual organisation each financial year. This includes organisations working either individually, or for each organisation working under a collaboration agreement with other separately funded organisations (also called an 'Alliance'), a term explained in **Section 3**, see also **Appendix IV**.

A maximum of \$750,000 (GST exclusive) is available to each successful organisation (applicant) for the entire grant agreement period (1 January 2018 to 30 June 2020).

Applications forming a Consortium as explained in **Sections 3** and **7**, enables the lead organisation on behalf of the Consortium to apply for up to \$1.5 million per annum (GST exclusive) which equates to a maximum of \$3.750 million (GST exclusive) for the entire grant agreement period (1 January 2018 to 30 June 2020).

Overall funding for this Grant Opportunity will remain capped at \$1.775 million per annum (GST exclusive), which equates to \$4.4375 million (GST exclusive) for the entire grant agreement period (1 January 2018 to 30 June 2020).

- The funding model is flexible: however, it is unlikely that more than one Consortium, or one Alliance, and/or one to six individual organisations (either forming Alliance(s) or remaining as separate bodies) are likely to be funded at the same time. The configuration will depend on the final composition of successful organisations found suitable under the selection process.

Funding may be subject to Social and Community Services (SAC's) remuneration payments if the successful applicant has staff eligible for SAC's supplementation as determined from the *Fairwork Australia Equal Remuneration Order* made on 22 June 2012, with respect to employees under the [Social and Community Services and Crisis Accommodation classifications of the award](#).

Funding will not be indexed, unless advised on offer of funding.

Should the Decision Maker decide, successful applicants may in 2020 be subsequently offered options to extend their respective grant agreements for up to a further two years to 30 June 2022, by up to the same annual funding amounts advised above.

See also **Sections 1** and **10**.

3. Grant eligibility criteria

We cannot consider your application if it does not satisfy all the eligibility criteria.

3.1 Who is eligible to apply for a grant?

To be eligible to apply for a grant you must be one of the following entity types:

- a company incorporated in Australia
- an incorporated trustee on behalf of a trust
- an incorporated association
- a partnership
- a Consortium with a lead organisation¹
- an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*
- Public Company
- Private Company
- Incorporated Cooperative.

3.1.1 Additional eligibility criteria

In addition, to meet eligibility all organisations making applications must:

- Be capable of operating services in multiple states and territories so they must have an Australian Registered Body Number (ARBN) or Australian Company Number (ACN). This applies to all directly applying organisations whether they: an individual organisation; an individual organisation working in an Alliance with other organisations; or a lead organisation of a Consortium. Further details provided below.
- If a Consortium member, (not the Lead of the Consortium), must have either an Australian Business Number (ABN), an Australian Company Number (ACN) or an Australian Registered Body Number (ARBN). Please note that if that organisation intends to deliver services across multiple states and territories than it must have an ARBN or ACN.
- Be registered for the purposes of GST.
- Have an account with an Australian financial institution.
- Have main place of business based/located in an Australian State or mainland Territory.

¹ The Australian Government recognises that some organisations may seek to form Consortium in order to apply for a grant under the Grant Opportunity. Consortium are eligible to apply and the relevant conditions applicable are at Sections 3 and 7.6 'Grant Applications from Consortium'

- Be financially viable (assessed by the Department of Social Services based on financial statements provided by you and information on public record).
- Comply with all relevant laws, including (but not limited to):
 - the Disability Services Act 1986
 - the Social Security Act 1991
 - the National Health Act 1953
 - the National Disability Insurance Scheme Act 2013
 - the Fair Work Act 2009
 - the Workplace Gender Equality Act 2012 (if relevant).

3.1.2 Eligibility organisations - configurations

There is flexibility in the configuration of Disability Representative Organisations (DROs) funded under this grant.

Eligible DROs may include any combination of:

- Individual DROs as sole applicants.
- Alliance DROs, meaning that more than one DRO has applied for discrete funding where each of these organisations intend to form (or are already) in an Alliance with each other.
- Lead DRO of a Consortium

Each application will ask the applicant if they wish to submit the application response as an individual organisation, a member of an Alliance, a lead organisation of an Alliance or lead organisation of a Consortium. Further information on application submission combinations that are eligible are outlined in **Table 1** and described in further detail below the table.

Table 1: High level expected DRO combination for application and attachment submission to ensure eligibility.

Applicant Type	What application submission options do I have and what attachments do I use for the different applicant types?			
	Individual Organisation	Individual Organisation (as member of Alliance)	Lead of a Consortium	Member of Consortium
I am individual applicant, not in an Alliance	Yes - I can apply as an individual organisation and must submit Attachment A (using the correct template).	No – I cannot apply as an individual organisation <u>AND</u> an individual organisation (as member of Alliance) in the same application.	No - I cannot apply as an individual organisation <u>AND</u> the lead of a Consortium in the same application	Yes – I can complete an application as an Individual Organisation. NOTE: I can also be a Consortium member listed in a separate Lead Consortium application (ie. where my organisation is not the lead).

Applicant Type	What application submission options do I have and what attachments do I use for the different applicant types?			
				<p>I will need to complete Attachment C1 in preparation if the Lead Consortium is shortlisted. This will need to be given to the Consortium Lead.</p>
<p>I am Individual organisation as part of an Alliance (ie. Member or Lead Coordinator of Alliance)</p>	<p>No – I cannot apply as an individual organisation <u>AND</u> a member or lead of an Alliance in the same application.</p>	<p>Yes - I can apply as a member <u>OR</u> lead of an Alliance and must submit Attachment B (using the correct template).</p>	<p>No – I cannot apply as a lead of a Consortium <u>AND</u> a member or lead of an Alliance in the same application.</p>	<p>Yes – I can complete an application as a member <u>OR</u> a lead of an Alliance.</p> <p>NOTE: I can also be a Consortium member listed in a separate Lead Consortium application (ie. where my organisation is not the lead).</p> <p>I will need to complete Attachment C1 in preparation if the Lead Consortium is shortlisted. This will need to be given to the Consortium Lead.</p>
<p>I am a Lead of a Consortium</p>	<p>No – I cannot apply as an individual organisation <u>AND</u> a lead of a Consortium in the same application.</p>	<p>No – I cannot apply as an individual organisation as a member of an Alliance <u>AND</u> a lead of a Consortium in the same application.</p>	<p>Yes - I can apply as a lead of a Consortium and must submit Attachment C (using the correct template).</p>	<p>No – I cannot complete an application as a member of a Consortium if I am the Lead.</p> <p>NOTE: As Lead of a Consortium I am required to submit Attachment C1 on behalf of all other Members of Consortium if Shortlisted.</p>

Further eligibility detail by Applicant type:

- Individual DROs as sole applicants.
 - Under **Criterion 6** of **Section 6**, an individual organisation lodges an **Attachment A** using the **Attachment A Template**. See also **Section 6** and **7**.
- Alliance DROs, meaning that more than one DRO has applied for discrete funding where each of these organisations intend to form (or are already) in an Alliance with each other.
 - Each organisation of the Alliance must apply separately for funding in the same funding round, while also identifying themselves in their application as being part of a common Alliance.
 - Under **Criterion 6** of **Section 6**, Alliance organisations must each lodge an **Attachment B** using the **Attachment B Template**. See also **Section 7** and **Appendix IV**.
 - If then funded:
 - An Alliance must nominate a Lead Coordinator organisation among the organisations within that Alliance.
 - This information will be sought as part of the application process.
 - This role may subsequently rotate between Alliance member organisations on an annual basis at discretion of the Alliance members.
 - The Department will require that there is always a Lead Coordinator for the Alliance.
 - The Lead Coordinator organisation will nominate a spokesperson, the default being the Lead Coordinator organisation's Chief Executive Officer (CEO) or equivalent, to speak on behalf of the Alliance.
 - If the Lead Coordinator role rotates, then the spokesperson role should also rotate to the new Lead Coordinator. Rotation should not occur more than annually for consistency of relationship management.
 - If the proposed spokesperson is someone other than a funded CEO or equivalent, then details of that person will be sought if shortlisted, as detailed in **Appendix IV**.
 - A non-CEO spokesperson must be an employee or contractor of the Lead Coordinator organisation and their role must be articulated in any comprehensive funding agreement negotiated (and re-negotiated if the person changes) between that organisation and the Department of Social Services.
 - If a non CEO spokesperson for an Alliance is identified after commencement of funding agreements, then such arrangement changes must be agreed by the Department of Social Services and form part of a funding agreement amendment to the relevant Lead Coordinating Organisation who will fund the new spokesperson.
 - Should concerns arise between the spokesperson and the Department of Social Services, the Department will refer the matter for resolution through the Lead Coordinating organisation in the first instance.
 - Each individual organisation in an Alliance is separately funded, and hence required to have separate Annual Activity Work Plans, and separate Activity Progress Reports to meet grant agreement requirements.
 - The Lead Coordinator identified within the Alliance must also deliver:
 - Annual Strategic Work Plan, and
 - Annual Strategic Activity Report.
 - All plans and report formats, whether individual organisational plans and reports or Alliance Strategic Plans and Reports, must be in a format agreed by the Department of Social Services.

- An Alliance is a cooperative arrangement between funded organisations, and is not presumed to be a separate legal entity. It cannot be directly funded, or separately funded by the Department of Social Services. Alliance activities must be driven and funded by those organisations that are funded by the Department of Social Services.
- As there is no direct funding agreement with an Alliance, all actions of an Alliance or any spokesperson for an Alliance, must at all times be consistent with legally binding roles and obligations, implied or asserted in funding guidelines and grant funding agreements between funded organisations comprising the Alliance and the Department.
- Lead DRO of a Consortium (see **Section 7**). This means the Lead Organisation making the application will be the single point of funding with the Department of Social Services. The Lead Organisation will work with one or more other Consortium member organisations, also identified as parties, who all agree to act on the direction of the lead agency.
 - The application from a Consortium must be submitted by the Lead Organisation: who is the identified main driver of the Consortium; and who must meet all eligibility and criteria under this Grant Opportunity Guideline.
 - Under **Criterion 6** the Lead Organisation of a Consortium lodges an **Attachment C** using the **Attachment C Template**. See also **Section 7**.
 - If funded:
 - Consortium Lead Organisations will enter into a grant agreement that will include special measures to ensure that the other member organisations will be bound by the obligations the lead organisation has made to the Department of Social Services under the comprehensive grant agreement.

Please note that attachment requirements will differ according to applicant type.

- Failure to comply with providing the correct and required attachment or to provide additional information in requested timeframes during the application process will likely exclude that organisation from further consideration under the application process.

3.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- State or Territory Government
- local government organisation
- an individual
- unincorporated association
- overseas resident
- Australian Government
- Trustee on behalf of Unregistered Trust
- Organisation established through a specific piece of Commonwealth or State/Territory legislation
- Individual/Sole Trader
- Local Government
- Non-Entity Joint Venture
- Unincorporated Entity
- Overseas Entity operating in Australia
- Overseas Entity.

4. Eligible grant activities

4.1 What can the grant money be used for?

Grants may be used for a range of domestic systemic disability advocacy activities including:

- systemic disability community networking, representation and consultation
- information dissemination, awareness raising and education
- submissions / papers / representation to Government / Parliament
- research, surveys, policy and analysis
- participate in DRO / disability peer / intersectional - activities and forums
- other general systemic advocacy
- cost of staff salaries and wages to undertake international representation as part of Australia's obligations under the UNCRPD and similar fora. See **Section 4.2** and **Appendix I** for more details on international travel as strict conditions apply.

All expenditure items must clearly address the Grant Opportunity objectives in order to be considered eligible for funding:

- You can only spend grant funds on eligible grant activities as defined in your grant agreement, and as agreed in Annual Activity Work Plans.
- Any additional activities undertaken by your organisation outside of the agreed priorities and eligible activities must be separately funded and not included in DRO Grant Opportunity Annual Activity Work plans and Progress Reports.

For further detail refer to **Appendix I**, which provides comprehensive details on what can be undertaken under the DRO Grant Opportunity and linkages with the Disability and Carer Service Improvement and Sector Support Program Guidelines.

We may update the Grant Opportunity on eligible expenditure from time to time. If your application is successful, the version in place when your grant agreement takes effect will be the version that applies to your grant funding.

4.2 What the grant money cannot be used for?

You cannot use the grant for the following activities:

- activities and projects that do not contribute to the achievement of outcomes in **Section 1** of this Grant Opportunity and/or additional activities outside the agreed work-plan
- making loans or gifts
- paying sitting fees to Directors, Executive members or members of your organisation
- purchase of land or buildings
- the covering of retrospective costs except in respect of Social and Community Services industry pay rates (SACS) supplementation arrangements
- costs incurred in the preparation of this grant application or related documentation
- major construction/capital works
- overseas travel, accommodation, fares, per diem (out of pocket) payments or similar costs
 - The exception being to cover reasonable costs incurred in advance of seeking a reimbursement where permission has been granted for funding to be made to your organisation under the *Department of Social Services / Australian Human Rights Commission - Supporting participation by representatives of people with disability in key international forums on human rights – Activity*. The reimbursement must occur in the same financial year. If no permission has been granted under these programs then all other international travel and associated costs must be found

from other sources and not from this Grant Opportunity. For example from another government or non-government agency or body.

- activities that duplicate the work of existing funded services
- individual advocacy
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility
- activities that could bring the Australian Government into disrepute.

Variations and Increases

The Grant Opportunity does not allow for an increase to the agreed amount of grant funds unless authorised by an appropriate decision maker/delegate and funds being available.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. Contact your Department of Social Services Grants Agreement Manager (GAM) for further information. We will not consider changes after the grant agreement end date.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the annual activity work plan and overall intended activity outcome
- consistency with the Grant Opportunity policy objective and any relevant policies of Department of Social Services
- changes to the timing of grant payments
- availability of Grant Opportunity funds.

5. The grant selection process

The application process will be administered through an on-line grant application process operated by the Community Grants Hub. There are **six criteria** (see **Section 6**). Each question must be answered using the on-line process. The Community Grants Hub will assess the applications, and:

- apply an assessment scale to each question
- weight each question equally
- combine the scores for these six Criterion to a scoring total
- prepare a shortlist of eligible, ranked applications to the Expert Panel for review

Initially we will assess your application against the eligibility criteria. Eligible applications will be considered through an open competitive grant process. Only eligible applications will move to the next stage. A table on specific eligibility issues for grant applicants is detailed in **Appendix III**.

We will then assess your application against the criteria set out below and rank your application against other applications. Your application will be considered on its merits, based on:

- how well it meets the criteria as detailed in this Grant Opportunity
- how it compares to other applications, taking referees also into consideration as necessary, and
- whether it provides value for money.

In assessing the extent to which the application represents value for money, the Department of Social Services will have regard to the following:

- the relative merit of each application
- the overall objective/s to be achieved in providing the funding
- the relative cost of the proposal, or of elements of the proposal
- the extent to which the applicant has demonstrated a capacity to fund the proposal taking into consideration all possible sources of finance, including debt finance
- the geographic location of the proposal
- Fully addressing all criteria in **Section 6**, including Attachments or documentation where sought in **Sections 6** and/or **7** and also **Appendix IV** if part of an Alliance.

5.1 Assessment leading to Shortlisting – additional requirements

Following the assessment process, recommended applications and relevant attachments are given to the Expert Panel for further deliberations.

The Expert Panel tests each shortlisted application for value for money with the grant funding:

- for its relative merit
- that it seeks to achieve the Program’s overall objectives, and
- for its capacity for national coverage

As detailed in **Sections 1** and **3**, to answer Criterion 6 (see details in **Section 6**) applicants will need to provide (electronic upload) a specific attachment as part of responding to this question:

- The attachment will assist the Expert Panel to review applicants that are eligible, where the Community Grants Hub have recommended and ranked them to be shortlisted and recommended for further examination by the Expert Panel.
- The attachment provided under Criterion six, is not viewed by the Community Grants Hub assessment team, and will not form part of the initial scoring that will determine which applications will be included in the shortlist recommended to the Expert Panel.
- At this time, if shortlisted as Lead Organisation for a Consortium, DSS will request from the Lead Organisation a set of fully completed **Attachment C1** documents using the **Attachment C1 Template**. One form must be completed for each member of the Consortium. This additional information must be provided to the Department **by 5.00 pm (AEDT) three working days after the request is made.**
- **If shortlisted and an Alliance organisation the Department of Social Services will** request the applicant provide proof of the Alliance or intention to form the Alliance. This shall take the form of a co-signed letter/statement by all Alliance members, stating how they will cooperate to deliver Outcomes. Advice on the format for this documentation is provided in **Appendix IV**. This additional information must be provided to the Department by 5.00 pm (AEDT) three working days after the request is made.

The information provided in these attachments, as well as any additional information sought (as detailed above) will complement the on-line application against all criteria. The Expert Panel will use the material provided to help make final recommendations of preferred applicants to the Delegate.

The Expert Panel will make recommendations having regards to:

- overall objectives for each Grant Opportunity application that has been shortlisted
- conformance of shortlisted applications with eligibility criteria

- coverage and expertise of service providers and overall coverage of providers to ensure no service gaps
- capacity for providers to achieve outcomes at a national level
- agree prioritisation for how the services and/or projects will be delivered to maximise effectiveness of the Grant Opportunity objectives
- confirm that shortlisted applicants have passed risk assessment for financial viability
- that shortlisted applications represent best value for money
- (if known) minimising possible duplication with other Commonwealth/State/Territory government programs/service delivery in funding recommendations to the Delegate.
- the Expert Panel may seek information about you or your application, including additional information for Consortium and Alliance related applications. This information must be provided by 5.00 pm (AEDT) three working days after the request for additional information was made. Failure to comply with this request will exclude further consideration under the application process.

The outcomes from this Expert Panel review of the assessment outcomes and attachment information provided could determine the following aspects of the shortlist:

- substantiate the application and acceptance of the claim. Note that the Expert Panel will pay particular attention to eligibility, reputation, expertise, and focus on government priorities for the disability sector, capability, the best value for money and viability.
- substantiate or revise the assessment ranking
- review the level of possible funding overall, and in respect of individual preferred applicants base the allocation of funding on detailed assessment of the application and available information
- determine the acceptability of the structure and members of the arrangements being proposed by applicants in respect to proposed: Alliances, Consortium, individual applications and/or any combination of the above. For example the Expert Panel may prefer one or more organisations, and/or a Consortium, and/or an Alliance, but propose to the Delegate that:
 - one or more proposed members of a Consortium or members of an Alliance should not be included in as part of an offer for funding for that Alliance or Consortium; and/or
 - one of more of the proposed activities of an organisation, Consortium or Alliance should not be accepted for inclusion in an offer for funding; and/or
 - one or more additional activities be proposed to be additionally undertaken by an organisation, Consortium or Alliance in an offer for funding.

The Expert Panel may advise the Delegate of a preferred configuration of applicants that may alter the appearance of funding or organisational arrangements for a preferred offer of funding to an Alliance and/or Consortium. The Delegate will determine the specific parameters for any subsequent negotiations associated with funding offers to successful applicants.

Both the Community Grants Hub and the Expert Panel may make use of referees provided by applicants or may independently contact referees of their own choosing, and such contacts may be incorporated within assessment and shortlisting processes.

IMPORTANT NOTE: Any and all additional information requested through the application process is to be supplied to the Department of Social Services by 5.00 pm Australian Eastern Daylight Time (AEDT) three working days after the request is made, and through the mechanisms advised by the Department to deliver such information.

- Failure to comply with this request within the specified timeframe will exclude further consideration under the application process. If the documentation is incorrect or incomplete the application assessment may be impacted.

See also **Section 8**.

6. The assessment criteria

You will need to address **all of** the following assessment criteria in your application. You will need to complete all necessary Attachments as detailed in **Section 7** and **Appendix IV**, as applicable. Where specified in Attachment templates, applicants will be required to complete to details such as:

- proposed spread of resource allocation to deliver systemic advocacy activities
- how applicants intend to address the Outcomes (**Section 1** and **Appendix I**) and Priorities (**Appendix II**) for the DRO Grant Opportunity.
- demonstrate grant funding use being value for money. The Department of Social Services recommends that no more than 15% of resources provided under the DRO Grant Opportunity are committed to internal administration/corporate overhead costs, based on similar practices encouraged under transition to the NDIS².

Successful DRO engagement sought under DRO Grant Opportunity funding is for successful applicants to operate in a collegiate and consultative manner across the disability sector, within the community of people with disability, with government, parent and carer bodies, and disability service providers.

The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. The application form includes word limits.

All applications must focus on planned outcome and pay regard to government priorities in **Section 3** and **Appendix II**. The advice provided in your application including completed Attachments will help inform development of annual activity work plans. Formats for all reports and work plans will be agreed by the Department of Social Services shortly after commencement of funding, and there will be periodic reviews of these agreed formats.

Criterion 1 – Demonstrate how your organisation will provide a strong representative base with no coverage gaps and a national reach.

Your response must demonstrate:

- How you will represent disability sector needs and address gaps in sector representation: for peers, for stakeholders and in communication with Government?
- Your broad networks within and beyond the disability sector.

² 15% corporate overhead reflects best practice model that is also proposed for the transitional funding arrangements of Services transitioning to the NDIS. [8 July 2014, NDIA report on the methodology of the efficient price](#)

- Your coverage of a diverse range of people with disability, how you will collaborate with them to inform the development and implementation of your activity.
- How your implementation will provide a strong representative base of planned approaches and initiatives
- Your timing for implementation and how success will be measured.

Criterion 2 – Demonstrate your organisation’s priorities for achieving either systemic advocacy for people with disability in Australia OR systemic advocacy for disability service providers. Outline how your organisation will address these priorities.

Your response must:

- Outline the approach, or approaches, proposed to achieve systemic advocacy for the disability sector.
- Demonstrate how your organisation (Individually, as part of an Alliance, or Lead of a Consortium) will deliver the intended outcomes, including examples of planned approaches, initiatives, timing for implementation, and how success will be measured.
- Explain how these outcomes will address the disability sector needs.

Criterion 3 – Demonstrate how your organisation will work with Government to successfully achieve priority outcomes.

Your response must address how you will:

- Help with reinvigoration of the National Disability Strategy (NDS) and identify where you will place greater focus within the areas of the NDS. Give examples of planned approaches, initiatives, timing for implementation, and how success will be measured.
- Identify which other priority areas will be pursued by your organisation, and explain how these outcomes will address the needs of people with disability. Give examples of planned approaches, initiatives, timing for implementation, and how success will be measured.

Criterion 4 – Demonstrate how you will collaborate with people with disability, peer organisations and other community stakeholders, including resolving challenges.

Your response must:

- Give examples of success in collaboration with disability and other sector stakeholders with intersecting interests (such as carer, allied services).
- Demonstrate strategies to ensure successful collaboration. Give examples of planned approaches, initiatives, implementation timing, and measuring success.
- Explain how your governance structure(s) will work to achieve results and resolve difficulties.
- Demonstrate satisfaction from across your membership, peers and affiliated organisations, including examples in maintaining disability sector collaborations.

Criterion 5 – Demonstrate your experience in developing, implementing, managing and monitoring grant activities to achieve objectives on time and within budget.

You must demonstrate your:

- ability to develop, implement, manage and monitor grant activities to achieve outcomes.
- staff (employed or volunteer), and directors of the board have suitable skills, experience and no conflicts or criminal convictions that may affect your reputation or ability to represent the disability sector.
- governance and financial controls, enabling you to achieve objectives on time and within budget.
- lived experience of disability of your members or board members, if applicable.
- strategic planning and reporting if an Alliance or Consortium.

Criterion 6 – Demonstrate overall qualities, experience and strengths you will use to achieve results.

Your response must:

- Demonstrate your organisations strength and experience in working as a Disability Representative Organisation and how it will achieve results.
- Describe your vision and how you will measure success.
- Provide examples of success in driving disability outcomes, including as part of a Consortium or Alliance in achieving cross-disability outcomes (if relevant). Include examples of your effective community collaboration.

Also:

Attach either **Attachment A, B, or C** - whichever is relevant to your application as follows:

- if applying as an Individual organisation (not part of an Alliance or Consortium) please complete and attach **Attachment A** using the **Attachment A Template**.
- if applying as an Organisation to be part of an Alliance please complete and attach **Attachment B** using the **Attachment B Template**.
- if applying as the Lead Organisation of a Consortium please complete and attach **Attachment C** using the **Attachment C Template**.

See also **Sections 5 and 8** on assessment process and Expert Panel.

The application form includes 900 word limits for each criterion.

7. The grant application process

7.1 Overview of application process

You must read these Grant Opportunity guidelines, the application form, the **documents provided in the questions and answers document, the Attachment Templates**, and the draft grant agreement before you submit an application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

You must address all of the assessment criteria to be considered for a grant. Please complete each section of the application form and make sure that you provide the information we have requested.

You may only submit one application for direct funding.

If more than one application is received from the same organisation, the following approach will be taken for the purposes of assessment:

For identical duplicate applications

For assessment, a duplicate check will be conducted. If an applicant has submitted more than one application that is identical (including areas applied for and criteria responses), the assessment team will accept the latest on time application.

For non-identical duplicate applications

For multiple applications that are different, (i.e. where there are changes to the original application received), further clarification may be sought from the applicant.

Please note exception to the above

It is allowable for an organisation to apply for direct funding individually (or as part of an Alliance), and then also to have your organisation listed as a proposed member of a Consortium as part of a separate Consortium Application. BUT:

- As you have already applied individually, your Organisation cannot be applying as the Lead of that Consortium
- If successful, as both as an individual applicant (whether in an Alliance or not) and also successful as a member of a Consortium, then you will need to choose which funding offer to proceed with, as you can only be funded under one funding arrangement under this Grant Opportunity, and cannot benefit from any dual funding arrangement.

Please keep a copy of your application and any supporting documents.

7.2 Application process timing

Submit your application to the Community Grants Hub by the closing time and date below. Late applications will not be accepted. 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 that meant they could not meet the deadline. Examples of exceptional circumstances could include, but may not be limited to:

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

Information on the Community Grants Hub [late application policy](#) is available on the [Community Grants Hub](#) website.

The expected start date for the granting activities is 1 January 2018 and the expected end date is 30 June 2020. You must spend the grant by the end date. See also **Section 10**.

Table 2: Expected timing for this grant opportunity

Activity	Timeframe
Application period	Open: 24/08/2017 Close: 2pm 06/10/2017
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	3 weeks
Notification to unsuccessful applicants	2 weeks
Activity commences	01/01/2018
End date	30/06/2020

Table is concluded

7.3 Completing the grant application

You must submit your grant application on the application form, which is part of the Application Pack available on the GrantConnect and Community Grants Hub websites. The application form includes help information.

This is an online application form that you can submit electronically. If you have any technical difficulties please contact 1800 020 283 or email support@communitygrants.gov.au.

The **Community Grants Hub** will not provide application forms or accept applications for this grant opportunity by email, fax or mail.

You must make sure that your application is complete and accurate and submitted in accordance with this Grant Opportunity.

You cannot change your application after it has been submitted.

If you find a mistake in your application after it has been submitted, you should contact the Community Grants Hub by phone on 1800 020 283 or by email at support@communitygrants.gov.au straight away. 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, nor requests from applicants to correct applications after the closing time.

7.4 Attachments to the application

Your supporting documentation should be uploaded to the application form in the templates provided where applicable.

Attachments required vary depending on type of application.

The following document **must** be attached to your application form under **Criterion 6**.

If applying as an individual organisation (not part of Alliance or Consortium): then upload **Attachment A** using the **Attachment A Template**.

Or

If applying as an individual organisation to be part of an Alliance then upload **Attachment B** using the **Attachment B Template**.

Or

If applying as the Lead organisation of a Consortium then, upload **Attachment C** using the **Attachment C Template**.

Table 3: High level attachment overview and purpose

Attachment Types	Applicant Types			
	Individual Organisation	Individual Organisation (as member of Alliance)	Lead of a Consortium	Member of Consortium
<p>Attachment A</p> <p>To be completed by an INDIVIDUAL Organisation (ie. not forming an Alliance, nor leading a Consortium).</p> <p>Expert Panel use only information encompassing; Organisation Reach, Resources for Outcomes, Alignment to National Disability Strategy, Social Model of Disability Specialisation and other additional information requested.</p>	Yes – submit with application as requested.	Not Applicable	Not Applicable	Not Applicable
<p>Attachment B</p> <p>To be completed by an INDIVIDUAL Organisation forming an Alliance with other Organisations (but not leading a Consortium)</p> <p>Expert Panel use only information encompassing; Alliance Details, Organisation Reach, Resources for Outcomes, Alignment to National Disability Strategy, Social Model of Disability Specialisation and other additional information requested.</p>	Not Applicable	Yes – submit with application as requested.	Not Applicable	Not Applicable
<p>Attachment C</p>	Not Applicable	Not Applicable	Yes – submit	Not Applicable

Attachment Types	Applicant Types			
	Individual Organisation	Individual Organisation (as member of Alliance)	Lead of a Consortium	Member of Consortium
<p>To be completed by an Organisation that is LEADING a Consortium.</p> <p>Expert Panel use only information encompassing; Consortium Details, Consortium Reach, Resources for Outcomes, Alignment to National Disability Strategy, Social Model of Disability Specialisation and other additional information requested.</p>			with application as requested.	
<p>Attachment C1</p> <p>To be completed by each Organisation who is a MEMBER of a Consortium.</p> <p>If shortlisted, each member of a Consortium (including the Lead Organisation) must provide the following information as separate forms, using this template. The information will be sought at very short notice, therefore the Department of Social Services recommends that all forms are completed and signed at the time of initial lodgement of your application. Only the Lead Organisation will submit these Attachments if sought.</p> <p>Encompasses the</p>	<p>Yes – if you are also referenced as a Consortium member on a Lead Consortium application. Provide this attachment to the Lead Consortium applicant to submit if shortlisted and requested.</p>	<p>Yes – if you are also referenced as a Consortium member on a Lead Consortium application. Provide this attachment to the Lead Consortium applicant to submit if shortlisted and requested.</p>	<p>Yes – and collate and submit the form for all Consortium members if shortlisted and requested.</p>	<p>Yes – if you are referenced as a Consortium member on a Lead Consortium application. Provide this attachment to the Lead Consortium applicant to submit if shortlisted and requested.</p>

Attachment Types	Applicant Types			
	Individual Organisation	Individual Organisation (as member of Alliance)	Lead of a Consortium	Member of Consortium
collection of individual Consortium member information.				

Only attach the documents you have been asked to include.

Applications not including the correct Attachment sought will be deemed non-compliant and will be excluded from assessment.

- Note also, that if short-listed there is additional information that **will** be sought for Consortium applications (see details in **Section 7**) and for Alliance related applications (see details in **Appendix IV**). This additional information must be provided by 5.00 pm (AEDT) three working days after the request is made.
- Failure to comply with this request will exclude further consideration under the application process.

7.5 Applications from Alliances

Some organisations may wish to apply under an Alliance arrangement to deliver DRO Grant Opportunity grant activities. An Alliance is two or more individual organisations who under this Grant Opportunity propose to work together. It implies governance arrangements are in place to create cohesion among Alliance members.

All members of an Alliance must submit a separate grant application.

There must be one organisation agreeing to be the Lead Coordinator for the Alliance. That role can be rotated on an annual basis among its membership. The Department does not determine who is in this role; however, there must always be a nominated Lead Coordinator responsible to also produce the Alliance Annual Strategic Progress Report and Alliance Annual Strategic Work Plan.

Each individual organisation in an Alliance is separately funded, and hence required to have separate Annual Activity Work Plans, and separate Activity Progress Reports to meet grant agreement requirements.

All Alliance members must be eligible organisations as per **Section 3** of this Grant Opportunity. All members must complete the application form, and identify all other members of the proposed Alliance and provide additional information in the **Attachment B** to be uploaded within **Criterion 6** using the **Attachment B Template**.

If an Alliance application is shortlisted the Department of Social Services will request the applicant provide proof of the Alliance or intention to form the Alliance.

- This shall take the form of a co-signed letter/statement by all Alliance members stating how they will cooperate to deliver Outcomes. Advice on the format for this documentation is provided in **Appendix IV**.
- **IMPORTANT NOTE:** All additional information requested is to be supplied by 5.00 pm (AEDT) three working days after the request is made.

- Failure to comply with this request within the specified timeframe will exclude further consideration under the application process.

If the documentation is incorrect or incomplete the application assessment may be impacted.

Please note that if successful as a member of an Alliance your grant agreement will include details of what is expected by the Department of Social Services in respect to the values of collaboration and cooperation. **Appendix V** provides details of the issues likely to be articulated in such arrangements.

7.6 Applications from Consortium (Note: Not the same as an Alliance structure)

Some organisations may wish to apply under a Consortium arrangement to deliver DRO Grant Opportunity grant activities. A Consortium is two or more organisations that are working together to combine their capabilities when developing and delivering outcomes under the DRO Grant Opportunity.

If submitting a grant application on behalf of a Consortium, only the nominated 'Lead Organisation' may submit this application. Only the Lead Organisation will enter into a grant agreement with the Commonwealth if successful, and it will be responsible for the grant.

The Lead Organisation and all other Consortium members must be eligible organisations as per **Section 3** of this Grant Opportunity. The Lead Organisation must complete the application form and identify all other members of the proposed Consortium in the application and provide additional information in the **Attachment C** to be uploaded within **Criterion 6** using the **Attachment C Template**.

- If shortlisted, the Department of Social Services will request from the Lead Organisation completed information from each member of the Consortium to be provided as **Attachment C1** using the **Attachment C1 Template**. This information must be provided by 5.00 pm (AEDT) three working days after the request for additional information was made.
- Failure to comply with this request will exclude further consideration under the application process.

The information sought in **Attachment C** for Lead of the Consortium **must** include:

- an overview of how the Consortium will work together to complete the grant activity
- an outline of the relevant experience and/or expertise of the Consortium members.

Please note that if successful as Lead of the Consortium your grant agreement will include details of what is expected by the Department of Social Services in respect to the values of collaboration and cooperation. **Appendix V** provides details of the issues likely to be articulated in such arrangements.

As Lead of the Consortium these values of collaboration and cooperation must also then be agreed between each Consortium member and the Lead of the Consortium (**Appendix V** refers).

7.7 Questions during the application process

If you have any questions during the application period, please call 1800 020 283 or TTY 1800 555 677 or email support@communitygrants.gov.au. The Community Grants Hub will respond to emailed questions within five working days.

Answers to questions will be posted on [GrantConnect](#)

8. Assessment of grant applications

8.1 Who will assess applications?

An assessment team will assess all eligible and compliant applications based on their merits. The assessment team will be comprised of departmental staff. The assessment team will undertake training to ensure consistent assessment of all applications.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

An expert panel comprised of Department of Social Services employees will then review all ranked applications to inform the final recommendations for funding.

The Expert Panel may also seek information from within the Commonwealth, even if the sources are not nominated by you as referees. The Expert Panel may also consider information about you or your application that is available through the normal course of business.

Only applicants that have been short-listed, and referred to the Expert Panel, will have the material provided by applicants in **Attachments A**, or **B**, or **C** assessed. The specific Attachment will vary depending on the specific type of application (Individual, Alliance, or Consortium). Additional information will be specifically sought by the Expert Panel for those shortlisted under an Alliance or Consortium. See **Section 5** for further details on the activities of the Expert Panel.

8.2 Who will approve grants?

The assessment committee will make recommendations to the policy delegate. The Minister will be the decision maker, who will then make the final decision to approve a grant.

The decision maker's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

The decision maker must not approve funding if they reasonably consider the Grant Opportunity funding available across financial years will not accommodate the funding offer, and/or the application does not represent value for money.

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

You will be advised of the outcomes of your application in writing, following a decision by the decision maker. If you are successful, you will also be advised about any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing.

9.1 Feedback on your application

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

The Feedback Summary will be published on the [Community Grants Hub](#) website.

Individual feedback is not available for this selection process.

10. Successful grant applications

10.1 The grant agreement

If you are successful, you must enter into a legally binding comprehensive grant agreement with the Commonwealth represented by the Department of Social Services.

The Department of Social Services will use the Comprehensive Grant Agreement. The Standard terms and conditions for the grant agreement will be applied and cannot be changed. A schedule may be used to outline the specific grant requirements.

There will be at least one schedule in funding agreement offered to successful organisations that will be based on **Appendix V** of these Guidelines, concerning how all funded bodies under this Grant Opportunity will work together in collaboration.

Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations and will be reflected as Supplementary Conditions.

The Department of Social Services will negotiate agreements with successful applicants by 30 November 2017. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant. Grant recipients must work towards their website, and on-line presence, and electronic communications and publications being compliant with the Web Content Accessibility Guidelines (WCAG) 2.0.

The Department of Social Services may introduce a requirement for Organisations to use the DSS Data Exchange Portal (DEX) during the grant funding period. Under those circumstances:

- Grant recipients would be expected to ensure they have suitable information technology systems* in place to allow them to meet their data collection and reporting obligations.
- Grant recipients would be expected to have IT systems and software packages that are compatible with Department of Social Services' reporting requirements. Any specialised technology is detailed in the grant agreements for the DRO Grant Opportunity.

*Please Note there are no minimum Information Technology requirements for grant recipients.

Where a grantee fails to meet the obligations of the grant agreement, the Department of Social Services may:

- terminate the entire grant agreement
- shorten the entire grant funding period
- withhold payment until issue is resolved.

You should not make financial commitments until a grant agreement has been executed by the Commonwealth.

10.2 How the grant will be paid

The grant agreement will state the:

- maximum grant amount to be paid.

We will not exceed the maximum grant amount under any circumstances. If you incur extra eligible expenditure, you must pay it yourself.

Grant funding will be paid:

- on milestones specified or six monthly
- there may be an initial payment on execution of the grant agreement dependant on negotiation details
- there are no provisions to carry-over unspent funds from other prior funding arrangements with the Department of Social services.

10.3 Grant agreement variations

We recognise that unexpected events may affect the progress of a project. In these circumstances, you can request a project variation, including:

- changing project milestones
- extending the timeframe for completing work plan activities but within the maximum time period allowed in this Grant Opportunity being 30 June 2020
- see also **Sections 1** and **2**.

The Grant Opportunity does not allow for:

- an increase to the agreed amount of grant funds unless authorised by an appropriate decision maker/delegate
- undertaking additional activities outside the agreed work-plan without first negotiating the redirection of resources with the Department of Social Services
- overseas travel and accommodation costs (unless incurred in advance of a reimbursement to be made to you under the Department of Social Services / Australian Human Rights Commission - [Supporting participation by representatives of people with disability in key international forums on human rights – Activity.](#))
- individual advocacy services.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. Contact your Department of Social Services Grants

Agreement Manager for further information. We will not consider changes after the grant agreement end date.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the annual activity work plan and overall intended activity outcome
- consistency with the Grant Opportunity policy objective and any relevant policies of DSS
- changes to the timing of grant payments
- availability of Grant Opportunity funds.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website, 14 days after the date of effect³ as required by Section 5.3 of the *CGRGs*.

12. Delivery of grant activities

12.1 Your responsibilities

Successful applicants must achieve outcomes through their systemic advocacy activities, to be measured and reflected within their respective Annual Activity Work Plans.

You must submit Annual Activity Work Plans and Progress Reports in line with the timeframes in the grant agreement.

These Plans will be negotiated each year of the funding period, and will be drawn from priority activities negotiated with the Department of Social Services. Specific projects and activities and specified performance indicators will form part of the Annual Activity Work Plans.

The grant agreement will outline the specific grant requirements.

We will expect you to report on:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- meeting milestones and other timeframes specified in the grant agreement
- complying with record keeping, reporting and acquittal requirements in accordance with the grant agreement
- participating in Grant Opportunity evaluation or review as necessary for the period specified in the grant agreement
- ensuring that the grant activity outputs and outcomes are in accordance with the grant agreement
- ensure that workers (paid and voluntary) undertake training appropriate to the service they deliver.

For further detail of key priority areas see **Appendix II**.

³ See glossary

12.2 Department of Social Services' responsibilities

The Department of Social Services will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant
- evaluate or review the grantee's performance.

We will monitor the progress of your project by assessing Annual Activity Work Plans and Progress Reports you submit, and may conduct site visits to confirm details of Annual Activity Work Plans and Progress Reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.3 Grant payments and GST

Payments will be made as set out in the grant agreement. Before any payments are made, you must provide, either:

- a tax invoice for the amount of the payment (the Australian Government's default invoice process is Recipient Created Tax Invoices), with
 - evidence that you have achieved milestones
 - any other conditions of payment (e.g. evidence of purchase of equipment, satisfactory Activity Progress Reports, approvals, and any other documentation).

Or

- if as part of a regular milestone payment(s) under the grant agreement schedule, evidence that you have achieved these milestones, such as acceptance of:
 - agreed Annual Activity Work Plans and/or Annual Strategic Activity Work Plans
 - agreed satisfactory six or twelve month Activity Progress Reports, or
 - any other documentation or services as specified as a deliverable under the Annual Work Plan or grant agreement, or variation to the grant agreement.

12.4 Evaluation

The Department of Social Services **may** review or evaluate the DRO Grant Opportunity (within the **Disability and Carer Service Improvement and Sector Support Program**) to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with any review or evaluation conducted of this Grant Opportunity.

12.5 Acknowledgement

The Department of Social Services logo is designed to be used on all materials and at events related to systemic policy gathering or promotion activities undertaken on behalf of the Department under the DRO Grant Opportunity. Whenever, under these circumstances, the logo is used, the publication or event must also acknowledge the Commonwealth as follows:

'This activity received grant funding from the Australian Government.'

For materials and events that are not promotional, but are being undertaken under the annual DRO Grant Opportunity activity Work Plan, DSS should be consulted concerning branding.

13.Probity

The Australian Government will make sure that the Grant Opportunity process is fair, according to the published Grant Opportunity guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1 Complaints process

The Department of Social Services Complaints Procedures apply to complaints about the Grant Opportunity. All complaints about a grant process must be lodged in writing.

Any questions you have about grant decisions for the Grant Opportunity should be sent to support@communitygrants.gov.au.

Applicants can contact the complaints service with complaints about Community Grants Hub's service(s) or the application process.

Details of what constitutes an eligible complaint can be provided upon request by the Community Grants Hub. Applicants can lodge complaints through the following channels:

Telephone: 1800 634 035

Fax: (02) 6204 4587

Mail: Community Grants Hub Complaints
Department of Social Services
GPO Box 9820
Canberra ACT 2601

Alternatively, a complaint can be made over the phone on 1800 634 035 or in person at any Department of Social Services office.

If an Applicant is at any time dissatisfied with Department of Social Services / the Community Grants Hub's handling of a complaint, they can contact the Commonwealth Ombudsman

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a [conflict of interest](#), or perceived conflict of interest, if Department of Social Services and Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Grant Opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform the Community Grants Hub in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

The chair of the Expert Panel will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*. We publish our conflict of interest policy available on the [Community Grants Hub](#) website.

13.3 Privacy: confidentiality and protection of personal information

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

You are required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the Australian Government's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under the Grant Opportunity in any other Australian Government

business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

- the committee and other Commonwealth employees and contractors to help us manage the Grant Opportunity effectively
- employees and contractors of the Department of Social Services so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

We may share the information you give us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995.*

We will treat the information you give us as sensitive and therefore confidential if it meets all of the four conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else
4. you provide the information with an understanding that it will stay confidential.

The grant agreement will include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.4 Freedom of information

All documents in the possession of the Australian Government, including those about the Grant Opportunity, are subject to the *Freedom of Information Act 1982 (FOI Act)*.

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator
 Department of Social Services
 Public Law Branch
 GPO Box 9820
 CANBERRA
 ACT 2601

By email: **foi@DSS.gov.au**

14. Glossary

Term	Definition
Activity Progress Reports	A report that details the achievements undertaken by a funded organisation against key performance indicators. Its format is to be agreed to by DSS and periodically reviewed.
Alliance	Two or more individual organisations who under this Grant Opportunity propose to work together in an Alliance. It implies governance arrangements are in place to create cohesion among Alliance members. There must be one organisation agreeing to be the Lead Coordinator for the Alliance. That role can be rotated on an Annual Basis among its membership. The Department does not determine who is in this role; however, there must always be a nominated lead coordinator responsible to also produce the Alliance Annual Strategic Progress Report and Alliance Annual Strategic Work Plan.
Annual Activity Work Plan	A report that details the planned activities to be undertaken by a funded organisation against key performance indicators. Its format is to be agreed to by DSS and periodically reviewed.
Annual Strategic Work Plan	For use with an Alliance funded group of organisations, delivered by the Lead Coordinating Alliance Organisation. A report that provides high level coordinated perspective of the planned activities to be undertaken by Alliance members, for use in demonstrating the coordinated approach expected of an Alliance against high level performance indicators. Its format is to be agreed to by DSS and periodically reviewed.
Annual Strategic Progress Report.	For use with an Alliance funded group of organisations, delivered by the Lead Coordinating Alliance Organisation. A report that provides high level coordinated perspective of the strategic achievements of Alliance members. For use in demonstrating the coordinated approach expected of an Alliance against high level performance indicators. Its format to be agreed between DSS and all Alliance members and periodically reviewed.
Assessment Criteria	The specified principles or standards against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings (as defined in the CGRGs).
CaLD	Culturally and Linguistically Diverse
COAG	The Council of Australian Governments
commencement date	The expected start date for the grant activity.
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the

Term	Definition
	PGPA Act.
completion date	The expected date that the grant activity must be completed and the grant spent by.
Consortium	A Consortium is two or more organisations which are working together to combine their capabilities when developing and delivering a grant activity. There is only one funded organisation in a Consortium, who is the Lead Organisation and they assume the management of the grant agreement with the Department of Social Services. All other members of the Consortium operate under the direction of the Lead Organisation. The Lead Organisation role cannot rotate among other members of the Consortium.
cost shifting	Involves 'substitution of effort' by the Commonwealth for activities of another organisation or level of government. For example, cost shifting occurs where the Commonwealth provides a grant for an activity that would usually be paid for by a state, territory, or local government, such as municipal services.
Commonwealth Grants Rules and Guidelines (CGRGs)	The Commonwealth Grants Rules and Guidelines (CGRGs) establish the Commonwealth grants policy framework. They contain the key legislative and policy requirements, and explain the better practice principles of grants administration. Entities then determine their own grants administration practices in accordance with the CGRGs. http://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines-July2014.pdf
date of effect	This will depend on the particular grant. It can be the date in which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	The person who makes a decision to award a grant.
Disability and Carer Service Improvement and Sector Support (DCSISS) Program	The DCSISS Program sits under Outcome 3: Disability and Carers – Program 3.1: Disability, Mental Health and Carers. The Disability Representative Organisations (DRO) Grant Opportunity sits under the DCSISS Program.
disability, people with	People with Disability is as defined under Article 1 of the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD): "Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others."

Term	Definition
Disability Reform Council (DRC)	Disability Reform Council (the Council) of the Council of Australian Governments.
Disability Representative Organisation (DRO)	<p>Disability Representative Organisations (DROs) are generally organisations controlled by a majority of people with disability at the board and membership levels, or independent organisations of persons with disability. At least some individuals within the organisations' membership, and board of directors/management/council, must have lived experience of disability as defined under Article 1 of the UNCRPD.</p> <p>DRO can also mean an organisation that represents disability service providers. A variety of disability related service providers are referred to within the Disability Services Act 1986, and as Registered Providers of Support, under the NDIS Act of 2013. These are for services directly in support people with disability.</p>
Disability Representative Organisation (DRO) Program Activities	The DRO Grant Opportunity Activities aim to promote an understanding of the lives of people with disability, promote and protect the rights and dignity of people with disability, and foster support for their participation in all aspects of community life. See Section 3 .
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria.
Government Priority Areas	As detailed in Section 3 and Appendix II . The priority areas represent where government wishes to have resources focussed and outcomes achieved under a grant agreement.
grant	<p>a grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a) under which relevant money or other Consolidated Revenue Fund (CRF) money, is to be paid to a recipient other than the Commonwealth; and b) which is intended to assist the recipient achieve its goals; and c) which is intended to help address one or more of the Australian Government's policy objectives; and <p>under which the recipient may be required to act in accordance with specified terms or conditions. CGRGs section 2.3</p>
grant activity	Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
grant agreement	Grant agreement means the contract template used by

Term	Definition
	Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth.
grant opportunity	A notice published on GrantConnect and Community Grants Hub websites advertising the availability of Department of Social Services Commonwealth grants.
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect and also for the Community Grants Hub website, to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities
grantee	An individual/organisation that has been awarded a grant.
LGBTIQ	The Australian Government uses the initials 'LGBTIQ' to refer collectively to people who are lesbian, gay, bisexual, transgender, intersex, or queer.
Lead Coordinator (Alliance)	There must be a nominated Lead Coordinator as part of an Alliance. This Lead Coordinator of an Alliance may on an annual basis rotate to another member organisation as agreed and at the discretion of Alliance member organisations.
Lead Organisation (Consortium)	There can only be one Lead Organisation of a Consortium, they alone must apply for funding and enter into direct funding with DSS. They direct the activities of all other Consortium members.
National Disability and Carers Advisory Council (NDCAC)	The National Disability and Carers Advisory Council provides advice on issues of strategic importance in relation to the disability and carer sectors, and will focus on driving the implementation of the overarching National Disability Strategy, the National Disability Insurance Scheme, enhanced supports and services for carers, and reforms to disability employment.
National Disability Insurance Scheme (NDIS)	National Disability Insurance Scheme, for more information visit https://www.ndis.gov.au/
National Disability Strategy (NDS)	National Disability Strategy 2010-2020 for more information visit link
Portfolio Budget Statement (PBS) Program	Described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower levels, more

Term	Definition
	publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities
selection criteria	Comprise eligibility criteria and assessment criteria.
selection process	The method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
Social Model of Disability	The Social Model of Disability is consistent with the UNCRPD and is distinguished through its recognition that the obstacles faced by people with disability are often more a reflection of societal barriers and discrimination, rather than a person's specific medical condition or impairment.
we	The Department of Social Services (DSS).
you/your	In this template, 'you' or 'grantee' refers to the individual, non-government organisation (including as part of an Alliance) or Consortium Lead organisation, making an application.

Appendix I - Funding may be used for the following Disability and Carer Service Improvement and Sector Support Program Activities

Under Section 2.6 “Eligible and ineligible activities” of the Disability, Mental Health and Carers Program: Disability and Carer Service Improvement and Sector Support (DCSISS) Program Guidelines Overview, of April 2017:

Funding may be used for the following service improvement and sector support activities:

- *Informing the Commonwealth about issues relevant to its sector, including issues relevant to persons with a disability. For example:*
 - informing the Commonwealth about relevant issues in relation to people with disability
 - contributing to Government policy
 - providing advice and recommendations on proposed legislation or policies affecting the disability sector
 - collecting and analysing information about the sector and representing the views of an organisation’s members and also non-members views where engaged
 - providing input into Australian Government reviews, inquiries and consultative processes
 - providing social policy or research papers to the Department of Social Services, in accordance with Government Priorities (**Appendix II**).

- *Disseminate and coordinate information about Commonwealth policies to its constituency and States and Territories. For example:*
 - raising awareness activities, of the benefits of integration of people with disability in every aspect of political, social, economic and cultural life
 - disseminating information between Government and constituents
 - promotional and awareness raising activities directly attributed to the provision of this DRO Grant Opportunity.

- *Develop and deliver a communications campaign through electronic media, television, radio or telephone to raise awareness of people with disability and issues affecting them. For example*
 - delivering electronic media campaigns to raise awareness of people with disability.

One of the general principles of the UNCRPD is ‘full and effective participation and inclusion in society’ (art 3(c)). Also, art 4(1) says that State parties ‘undertake to ensure and promote the full realization of all human rights and fundamental freedoms for all persons with disabilities without discrimination of any kind on the basis of disability’, and this may include measures consistent with the following articles of the CRPD: art 8 (awareness-raising), art 9 (accessibility), art 13 (access to justice), art 19 (living independently and being included in the community), art 20 (personal mobility), art 24 (education), art 25 (health), art 26 (habilitation and rehabilitation), art 27 (work and employment), art 28 (adequate standard of living and social protection), art 29 (participation in political and public life), and art 30 (participation in cultural life, recreation, leisure and sport).

The following are examples of activities that may be funded in accordance with Australia's obligations under the UNCRPD:

- promoting an understanding of the lives of people with disability, promoting and protecting the rights and dignity of people with disability; and fostering support for their participation in all aspects of community life
 - encouraging support for their dignity, rights and well-being
 - accessibility support for people with disability in the process of monitoring the UNCRPD and development of alternative forms of relevant resources
 - delivering non-electronic media campaign to promote an understanding of people with disabilities as per Article 8 of the UN Convention on the Rights of People with Disabilities (CRPD)
 - promoting specific objectives contained in relevant provisions under the CRPD in relation to maximizing the potential of people with disability, to participate as equal citizens
 - domestic consultation with people with disability, their families and carers, and their representative organisation in the wider community on implementation of the UNCRPD) in Australia and issues of Australia's adherence and development of resources
 - international representation (limited to DRO related salaries and wages) by Australians with disability as part of monitoring and reporting under the UN Convention and related UN Treaty obligations, or for other approved international representation events (see Travel conditions in "**Costs that can be incurred**" section below).
- *Undertake specific measures to give effect to Australia's obligations under the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD). For Example*
 - Operate as an effective and significant national level peak body for disability representative organisations.

See pages 8 and 9 of DCSISS Guidelines for more details on all references.

Costs that can be incurred

The kinds of costs that you may use DRO Grant Opportunity funding to pay for include:

- staff salaries and on-costs wages or contracted staff costs and on-costs (including training and development) directly attributable to the delivery of the grant activity as per the grant agreement.
- operating expenses directly attributable to the delivery of the grant activity as per the grant agreement such as:
 - telephones
 - rent and outgoings
 - computer/IT/websites/social media/software
 - insurance
 - utilities
 - postage
 - stationery and printing
 - accounting and auditing
 - evaluation
 - domestic travel and travel related accommodation
 - advance travel and accommodation payments made expressly for international travel, where it has been approved to be fully reimbursed under the “Supporting participation by representatives of people with disability in key international forums on human rights” program operated by DSS and the Australian Human Rights Commission.
 - communication and collaboration with other disability and non-disability organisations concerning the issues of representation of people with disability and related issues
 - preparation of research papers and reports
 - hosting events including roundtables, conferences and workshops etc.

You can only spend grant funds on eligible grant activities as defined in your grant agreement.

Appendix II – Government Priority Systemic Policy Areas for DRO Grant Opportunity Activities (including Experience and Expertise Priority Area Codes for use in Application Attachments)

Code	Area of Expertise/ Experience
1	Reinvigoration of the National Disability Strategy, through the National Disability Strategy Second Implementation Plan, noting also that the Disability Reform Council of COAG have identified as priorities:
	1A Criminal Justice
	1B Mental Health
	1C Indigenous Disadvantage
2	General systemic advocacy
3	Women
4	Aboriginal and Torres Strait Islander
5	Cultural and Linguistic Diversity
6	Children and Youth
7	Older people (including ageing transition)
8	Rural and Remote
9	LGBTIQ, gender diversity and related
10	National Disability Insurance Scheme
11	NDIS Quality and Assurance
12	Carer Reform as it impacts on people with disability
13	Disability employment reform

Appendix III - Table on specific eligibility issues for grant applicants

Eligibility Questions that may form part of Application Process

No	Question	If answer is Yes	If answer is No	Notes
1	Are you applying as individual (not within either an Alliance or Consortium)?	If yes then you must upload a completed Attachment A Template as part of Criterion 6 with your application.	If No then Not Applicable	
2	Are you applying as an organisation as part of an Alliance (An individual organisation that will work with others and not in a Consortium)?	If yes then you must upload a completed Attachment B Template as part of Criterion 6 with your application.	If No then Not Applicable	If shortlisted (see Section 5) Alliance members will be contacted to provide copy of additional Alliance documentation based on advice in Appendix IV. This information must be provided by 5.00pm (AEDT) three working days after the request for additional information was made. Failure to comply with this request will exclude further consideration under the application process.
3	Are you applying as the Lead Coordinator Organisation of an Alliance?	If yes then you must upload a completed Attachment B Template as part of Criterion 6 with your application.	If No then Not Applicable	See also above note.

No	Question	If answer is Yes	If answer is No	Notes
4	Confirm that your organisation does have an ARBN or ACN as per the Grant Opportunity Guidelines?	Select Yes if You are confirming that your organisation does have an ARBN or ACN as per the Grant Opportunity Guidelines.	Select No if you cannot confirm that your organisation has an ARBN or ACN as per the Grant Opportunity Guidelines. NOTE: This response will impact on your assessment for eligibility.	Advice is provided in the application process on how to seek registration for an ARBN or ACN.
5	Are you applying as a Lead organisation of Consortium?	If Yes then you must upload a completed Attachment C using the Attachment C Template as part of Criterion 6 with your application.	If No then Not Applicable	<p>Please also note that if shortlisted you will be contacted and requested to provide completed member templates using the Attachment C1 Template. This information must be provided by 5.00 pm (AEDT) three working days after the request for additional information was made.</p> <p>One template per Consortium Member must be completed.</p> <p>Failure to comply with this request will exclude further consideration under the application process.</p>
6	Confirm that your organisation does meet eligibility criteria as per the Grant Opportunity Guidelines.	Select Yes if you are confirming that your organisation will agree to a funding agreement, including the requirements for agreement to cooperation	Select No if you cannot confirm that your organisation meets the eligibility criteria as per the Grant Opportunity Guidelines. NOTE: This	

No	Question	If answer is Yes	If answer is No	Notes
		and collaboration expectations, as outlined in the Grant Opportunity Guidelines.	response will impact on your assessment for eligibility.	
7	If successful, I acknowledge that our organisation will agree to a funding agreement, including the requirements for agreement to cooperation and collaboration expectations, as outlined in the Grant Opportunity Guidelines.	Select Yes if you are confirming that your organisation will agree to a funding agreement, including the requirements for agreement to cooperation and collaboration expectations, as outlined in the Grant Opportunity Guidelines.	Select No if you cannot confirm that your organisation meets the eligibility criteria as per the Grant Opportunity Guidelines. NOTE: This response will impact on your assessment for eligibility.	If successful in the Grant Selection process, as Lead of a Consortium, the values of collaboration and cooperation will not only be applied in your funding arrangements with the Department but you must also agree to maintain the same arrangements between your organisation and each member of the Consortium. Appendix V provides details of the issues expected under such arrangements.

Appendix IV - Guidance for completion of Alliance Document

This is a document to be created and co-signed by all Organisations who are proposing to form (or are in) an Alliance.

Alliance members must create “**A SINGLE**” commonly signed document. If short-listed DSS WILL seek a copy of this documentation, which must be provided by 5.00 pm (AEDT) three working days after the request for additional information was made.

It is strongly recommended that such documentation exists at time of application, and organisations must be ready to provide this material if sought.

This documentation must include the following information

- 1) Proposed or Current Name of Alliance of organisations – it is not mandatory to have a name although recommended.
- 2) Names and ARBN or ACNs of all member organisations party to this Alliance. Your organisation under Alliance arrangements must be able to deliver services in more than one state or territory, so an ARBN or ACN is required.
- 3) A statement that demonstrates how the Alliance will operate and deliver outcomes in line with the grant agreements.
- 4) A statement that confirms that should the Alliance be successful, all members agree to the expectation of cooperation with the Department of Social Services and other parties. Details of the issues of cooperation and Collaboration are included at **Appendix V** for reference.
- 5) Details of which organisation will be the initial Lead Coordinator for the Alliance
 - The Lead Coordinator organisation will nominate a spokesperson, the default being the Lead Coordinator organisation’s Chief Executive Officer (CEO) or equivalent, to speak on behalf of the Alliance.
 - If the Lead Coordinator role rotates, then the spokesperson role should also rotate to the new Lead Coordinator. Rotation should not occur more than annually for consistency of relationship management.
 - If the proposed spokesperson is someone other than a funded CEO or equivalent, then details of that person should be included in this document and provided if shortlisted. Please take into consideration advice on spokesperson conditions as detailed in **Section 3**.

This document must be signed and dated by all members of the Alliance.

Appendix V - Guidance on DSS expectations and values on collaboration and cooperation by all funded parties under DRO Grant Opportunity

DSS funds Disability Representative Organisations to support people with disability, and/or people with lived experience of disability and/or the representation for disability service providers who support people with disability to ensure that disability issues and a diversity of voices are represented in Australian Government decision-making and policy outcomes.

This Guidance establishes the principles that will inform how those funded under this Grant Opportunity will work together in pursuit of these objectives. **This guidance, or parts thereof, will be proposed as Special Conditions within DRO Grant Opportunity Comprehensive Grant agreements**

The Special Conditions will seek for all DRO Grant Opportunity funding recipients to agree to some or all of the following:

For the purposes of this **Appendix** the term Parties refers to all DRO funded organisations, Consortium and Alliance members.

1. DISABILITY REPRESENTATIVE ORGANISATIONS

1. Disability Representative Organisations will aim to:

1.1. Work cooperatively and collaboratively to provide informed and representative advice to government reflective of the diverse views, experiences and circumstances of people with disability, in particular people with disability experiencing intersectional disadvantage.

1.2. Cooperation and Collaboration might include:

- a) Sharing information about activities you will be doing with the other Parties; inviting comment, offering opportunity to leverage resources, and collaborate in the running of these activities.
- b) Consulting with those bodies who may not be Parties to this funding, where they share disability interest and expertise, including non-disability bodies, complementary to the objectives of the DRO Grant Opportunity. For example: helping identify issues for mainstreamed services delivered to people with disability under the National Disability Strategy.
- c) Working to resolve differences/difficulties between funded Parties and non-funded parties, where otherwise a poor relationship might hinder the objectives of the DRO Grant Opportunity.
- d) Helping break down barriers between opposing interest groups where your engagement assists in developing more robust policy advice to government and/or improves the community of inter/intra-DRO relationships.
- e) Sharing opportunities for experiences, for example rotation of people that might attend forums or meetings to allow for development, capacity building and succession planning relating to systemic advocacy and policy skills.

- 1.3. Pool or share resources to reduce operational costs.
- 1.4. Identify and harness the specialised skills of each collaborating DRO so that they can be mobilised in support of shared objectives.
- 1.5. Maintain discretion as required and exercise appropriate judgement when consulted on the development of government policy.
- 1.6. Concentrate effort on stated Government disability policy priorities to avoid wasting resources.
- 1.7. Look for opportunities to build policy skills and resilience in the sector.
- 1.8. Remain flexible in their approach to their work plans to ensure outputs and outcomes to meet changing government and member priorities.
- 1.9. Provide the other Parties with any information that the other Parties may reasonably require in order to undertake the actions in respective grant agreements.
- 1.10. Ensure that any information provided to another Party is accurate, current, complete and correct. If aware that any information provided is not accurate, current, complete or correct, then advise affected parties of the deficiency in the information as soon as possible.

2. THE DEPARTMENT OF SOCIAL SERVICES

2. The Department of Social Services will aim to:
 - 2.1. Document internal processes and procedures to support retention of DSS corporate knowledge of the operation of the DROs to minimise the impact of staff-turnover
 - 2.2. Be flexible in relation to shifting priorities, in particular where DRO interests evolve
 - 2.3. Inform the DROs of emerging policy development processes to enable the DROs' early participation in these processes, noting priority sources include:
 - a) National Disability Strategy 2010-2020 Implementation and Reinvigoration
 - b) National Disability Insurance Scheme and Quality Assurance Framework
 - c) Disability Employment Reform
 - d) Carer Reform as it impacts on people with disability
 - e) Systemic disability advocacy issues arising and associated with standards of delivery of mainstream services by the states and territories.
 - 2.4. Facilitate engagement between the DROs and other government agencies. This includes, but is not limited to:
 - a). assuring other government agencies, including the National Disability and Carers Advisory Council (NDCAC), are aware of DRO activities;
 - b). connecting DROs with relevant colleagues in other government agencies;
 - c). inviting other government agencies, including NDCAC, to participate in DRO forums or events;

- d). engage with, and build an evidence base of issues and case studies with disability advocacy stakeholders to inform government policy.

3. PRINCIPLES TO WORKING TOGETHER

3.1. The Parties will aim to keep each other informed when they are working on issues or documents that could reasonably be considered sensitive by other Parties or stakeholders and will aim to avoid publishing related material without advising other Parties in advance.

3.2. DROs will aim to provide DSS with reasonable notice of their intention to publish any report, analysis or media release that could reasonably be considered sensitive by another Party, the Australian Government, or stakeholder.

3.3. Disability, Employment and Carers Group (DECG) of DSS will aim to provide the DROs with at least [10] business days to action a request for their input or comment, unless the request relates to an emerging issue that requires immediate action. DECG will also seek to assist other areas of the Department to adopt this approach.

4. PRINCIPLES FOR GOVERNANCE DIVERSITY AND SUCCESSION PLANNING

4.1. Each DRO will establish (and implement) governance mechanisms to ensure that its board (or equivalent governance body) is appropriately diverse and inclusive.

4.2. Unless the DRO is funded only to represent Service Providers, people with disability should be representative in the membership of both the organisation and its Board (or equivalent governance body).

4.3. Each DRO will include (and implement) governance mechanisms for regularly refreshing the membership of its board (or equivalent governance body), including the position of Chair (or equivalent).

4.4. Each DRO that is part of an Alliance, will agree to identify a Lead Coordinator among the Alliance organisations. This may be on an annual rotation, and DSS will be kept informed on which organisation is in this lead role.

4.5. The Lead Organisation of a Consortium will have in place arrangements to suitably manage and account for the resources and outcomes of other members (or sub-contracted organisations). Should other member organisations cease involvement in the Consortium the following steps will be taken by the Lead Organisation:

- a). recover unallocated funds including where the departing other member has taken payment for non-delivered activities
- b). consult with DSS on any proposed replacement of this member organisation, or an alternative arrangement where, for example, a redistribution of funds to achieve work plan activities is proposed
- c). not proceed with any redistribution of funds or engagement of new member without written agreement from DSS. DSS will require a replacement member to agree to all the same conditions and complete **Attachment C1** as was set out in the application process
- d). surrender to DSS funding, for wider redistribution, if unable to achieve a DSS approved strategy to achieve agreed priority work plan activities within six months of the departing member.

5.6 The Lead Organisation of a Consortium will put in place arrangements between each member of the Consortium and the Lead of the Consortium, that is based on **Appendix V** and obliges these members to the same level of accountability as expressed in the Special Conditions of the elements of **Appendix V** reflected in the Grant agreement agreed by the Lead Organisation with DSS.

5. BUDGET PRINCIPLES

5.1. Each DRO will spend the largest proportion of its total budget on work plan activities, inclusive of work plan activity-related human resource costs.

5.2. Each DRO will aim to reduce operational costs, including operations-related human resource costs, through collaboration, resource pooling and the sharing of services where possible.

5.3. Each DRO will aim to spend less than [15] per cent of its total budget on operational costs, including operations-related human resource costs.

5.4. DRO activities funded under this Grant Opportunity are to be undertaken and delivered for **domestic systemic disability purposes** only. Funding cannot be used for overseas travel, projects or events. Specifically, overseas consultancies and participation in overseas aid programs should be fully funded from other sources. Exceptions include:

- a). salaries of staff attending an overseas event sponsored under the DSS-Australian Human Rights Commission “Supporting participation by representatives of people with disability in key international forums on human rights” program
- b). preparation of shadow reports under Australia’s obligations to the Committee of the UNCRPD
- c). interim bookings made for travel, which have been agreed by DSS to be fully reimbursed by DSS and the AHRC under the DSS/AHRC international representative travel program.

6. PRINCIPLES FOR SECURING THIRD PARTY FUNDING AND PARTNERSHIPS

6.1. DSS encourages the DROs to seek third party funding for projects outside of the DRO Grant Opportunity.

6.2. The DROs will exercise judgement when seeking and accepting third party funding and/or establishing partnerships with third parties that may be inconsistent with DSS DRO Grant Opportunity objectives.

6.3. The DROs will ensure third party funded activities do not undermine a DROs ability to achieve DSS funded objectives.

7. PRINCIPLES TO WORKING WITH THE MINISTER’S AND/OR ASSISTANT MINISTER’S OFFICE

7.1. DROs will aim to notify the Minister/Assistant Minister, through the relevant diary Ministerial Office manager, of events to which the Minister/Assistant Minister may be invited, at least six weeks before the event.

7.2. When a DRO notifies the Minister/Assistant Minister, or their Office, of an upcoming event, it will also inform DSS of that event.

7.3. If a DRO requires a meeting room in Parliament House, the DRO will arrange the sponsorship of a Member of Parliament and make the necessary room booking arrangements.

7.4. To assist DSS in briefing Ministers, if a DRO seeks a meeting with either Minister, it will advise DSS as soon as possible that the request has been made, including details of the request. DROs should be prepared to assist DSS in preparation of background material that will assist the meeting, particularly where there are issues that are specialised, and will also provide biographies of those seeking a meeting to DSS on request.