

Information, Linkages and Capacity Building (ILC)

National Readiness Grants, Round 2 Information Linkages and Referrals

Questions and Answers

Please note this Q&A document does not, in any way, replace or override information provided in the Information, Linkages and Capacity Building (ILC) National Readiness (Round 2) Information, Linkages and Referrals Grant Opportunity Guidelines, Application Pack, its attachments and/or appendices.

1. What is the purpose of the ILC National Readiness Grants?

The purpose of the ILC National Readiness Grants is to build:

- the capacity and readiness of organisations and the community to operate within a nationally consistent approach to ILC; and
- the foundations required to deliver ILC activities on a national scale.

2. What are the application dates for the ILC National Readiness Grants?

This ILC National Readiness Grants round will open on 16 August 2017 and will close at 2pm AEST on 29 September 2017.

3. Why is the NDIA only calling for projects in Activity Area 1 - Information, linkages and referrals for this ILC National Readiness Grants round?

The Information, Linkages and Referrals Activity Area is being targeted so that that the foundations required for national delivery of these types of activities are built ahead of the national rollout of ILC in 2019-20.

4. What if I have an idea for a National Readiness project that fits into the other Activity Areas described in the ILC Policy?

In this round of ILC National Readiness Grants, the NDIA will only fund activities that fit into Activity Area 1 - Information, Linkages and Referrals. Any applications submitted in this grants round for projects outside of this Activity Area will not be considered.

5. What does the Application Pack include?

The Application Pack for the ILC National Readiness Grants round includes the following documents:

1. Information, Linkages and Capacity Building (ILC) National Readiness (Round 2) Information, Linkages and Referrals Grant Opportunity Guidelines
2. Streamlined Grant Agreement – Terms and Conditions
3. Application form
4. Question and Answers
5. Budget template
6. Unable to Provide Financial Statements Declaration template
7. Sample Application Form
8. Key Questions from Application Form

6. I am not really sure if my idea is exactly what you are looking for. Can you give an example of what kinds of projects you will fund?

The NDIA will not give specific examples of the kinds of activities that will be funded, to enable organisations to be creative and innovative in their approach to ILC.

All applications will need to address the assessment criteria outlined in the Application Pack and the NDIA encourage all interested organisations to read the Information, Linkages and Capacity Building (ILC) National Readiness (Round 2) Information, Linkages and Referrals Grant Opportunity Guidelines before commencing an application.

7. Where can I go to understand more about ILC and ILC outcomes?

The NDIA has developed the [ILC Toolkit](#) to help organisations get ready for ILC. The NDIA has also released the [ILC Outcomes Framework Discussion Starter](#) to provide more detail about how outcomes from ILC funded activities will be monitored, measured, reported and evaluated.

8. How much money is available for this round of ILC National Readiness Grants?

Up to \$25,300,000 (Inc. GST) is available in 2017-18, and up to \$4,781,700 (Inc. GST) is available in 2018-19. Organisations will be able to apply for grants of up to 2 years.

There is no maximum limit on the amount that can be applied for. Applicants should, however, be aware that the amount of funding applied for will be taken into account when determining whether or not an individual application represents value for money.

9. The NDIA has confirmed that it will open an ILC Jurisdictional Based Grants round later in 2017 targeting New South Wales (NSW), South Australia (SA) and the Australian Capital Territory (ACT). Can organisations submit an application in both the current ILC National Readiness Grants round and the upcoming Jurisdictional Based round?

Yes, eligible organisations are welcome to apply in both rounds, noting:

- The ILC National Readiness Grants round will only consider funding projects that fit into the Information, Linkages and Referrals Activity Area with the overall aim of building the foundations required for national delivery of these activities ahead of the national rollout of ILC in 2019-20; and
- if an application is successful in the ILC National Readiness Grants round it will not be possible for the same application to be funded in the ILC Jurisdictional Based Grants round later in 2017.

10. Can organisations located in Western Australia apply for ILC National Readiness Grants?

Yes. Organisations located in Western Australia (WA) may apply for ILC National Readiness Grants provided they meet all other eligibility criteria. However, organisations based in WA will not be funded to deliver ILC activities in WA. This is because the Commonwealth and WA Governments have signed a Bilateral Agreement covering the implementation of the NDIS in WA, which provides for the WA Government to fund ILC in that State. Should this change in the future, the NDIA reserves the right to change the scope of national delivery in future grant rounds.

11. Will national projects delivered through the ILC National Readiness Grants include on the ground delivery in Western Australia?

No, organisations that are successful in receiving an ILC National Readiness grant to deliver a national project will not be expected, nor funded, to include Western Australia (WA) in the delivery of their activities. This is because the Commonwealth and WA Governments have signed a Bilateral Agreement covering the implementation of the NDIS in WA, which provides for the WA Government to fund ILC in that State. Should this change in the future, the NDIA reserves the right to change the scope of national delivery in future grant rounds.

12. Are not for profit organisations eligible to apply?

Yes. The Grant Opportunity Guidelines for this ILC National Readiness Grants Round provide further information about eligibility.

13. If I am proposing to use subcontractors, do the subcontractors need to complete a separate application form?

No. Only the lead organisation needs to complete an application form.

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

Only attachments specifically requested will be considered.

You must attach a budget using the template provided in the application pack available on GrantConnect and the Community Grants Hub websites. Applications that include a budget not using the template provided will be deemed non-compliant.

You must attach your two most recent sets of year-end financial statements. If you are unable to provide financial statement you must complete and attach the Unable to Provide Financial Statements Declaration template provided in the application pack.

15. What are the Terms and Conditions for the ILC National Readiness Grants?

A copy of a Streamlined Grant Agreement - General Grant Conditions for the ILC National Readiness Grants is included in the Application Pack.

16. If I am not able to submit my application by the due date, can I get an extension?

No. If an application is late or the Community Grants Hub (the Hub) is requested to approve a lodgement after the closing date, the Hub may determine that there were exceptional circumstances beyond the Applicant's control resulting in an inability to meet the stipulated deadline. Examples of exceptional circumstances could include, but may not be limited to*:

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

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

17. Where should I go for further information regarding the grant funding round and application process?

Please email your enquiries to support@communitygrants.gov.au or call 1800 020 283 or TTY 1800 555 677.

18. Who is undertaking the assessment of applications?

The NDIA is partnering with the Community Grants Hub to administer the application process for this ILC National Readiness Grants round. The final decision on successful applicants rests with the NDIA Delegate.

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

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

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

Individual feedback will not be provided for this funding round. Instead, a Feedback Summary will be publicly released to provide general round-specific information. The Feedback Summary 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 following the finalisation of the round.

21. What is the maximum term of funding?

Applications for ILC National Readiness Grants will be for up to 2 years of funding from the date of signing the grant agreement.

22. The NDIS does not roll out in our area until late 2018. Are we able to apply for the current round of ILC National Readiness Grants, or do we need to wait until the NDIS rolls out in our area?

You do not need to wait until the NDIS or ILC rolls out in your area to be eligible to apply for an ILC National Readiness Grant. ILC National Readiness Grants are open to applications from all eligible applicants.

23. Core operational funding is included in the ineligible funded activities. Please define 'core operational funding'?

Core operational funding is listed as ineligible expenditure in 4.2 of the ILC National Readiness Grant Opportunity Guidelines. Core operational funding refers to operating and administration expenses not directly related to the delivery of the activities in the application.

New Question and Answer added 14 September 2017

24. Are applicants only required to provide Working with Vulnerable People registration if available in their home state?

A Working with Vulnerable People Registration/Check, or equivalent check, is required in the jurisdiction in which the employee, contractor or sub-contractor of the grant recipient will be operating, or delivering a service. Where a jurisdiction has multiple registrations available, then the grant recipient must be satisfied that an employee, contractor, or sub-contractor has all required registrations to work with a particular client.

New Question and Answer added 20 September 2017

25. Can applicants sell products produced with grants funds to mainstream service providers?

The Terms and Conditions for Grant Agreements make clear that Intellectual Property rights for any material developed utilising a CICD ILC Grant remain with the grant recipient, on the condition that the NDIA is given full and free access to those materials. Nothing in this clause or any other precludes an organisation making commercial use of the materials developed utilising CICD ILC grant funds.

New Question and Answer added 28 September 2017

26. I am unable to attach my Financial Statements to my application because the file size is too large. What do I need to do?

In the Application Form select 'No' to the following question in the Financial Viability and Governance Section –

'Is the Applicant able to provide the following financial information?'

'Two most recent sets of year-end financial statements.' YES/NO (select NO)

In the text box that appears explain that the Financial Statements are too large to attach to the application form.

Then in the Application Form under Attachments – Financial Statements, upload a completed 'Declaration – Unable to Provide Financial Statements' template (provided on the Hub website).

Email your Financial Statements to support@communitygrants.gov.au by 5pm AEDT Friday 6 October 2017. In the email ensure you include your Application Submission Reference Number and your Legal name.

New Question and Answer added 28 September 2017

27. When working with the budget excel document the % of total column(I) for Year 2 is not calculating the % of the year 2 total, instead it is calculating the percentage of the total of year 1.

Please note within the Budget Template for the ILC National Readiness Grants (Round 2), the Year 2 column % of total is not performing the correct calculation. Please disregard the percentage amount being calculated, but continue to populate the appropriate inputs to derive the total cost breakdown.

