Questions and Answers
Print Disability Services Program

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

The Application Form must be submitted by **2.00pm Canberra local time AEDT on 26 October** 2017. It is recommended that you submit your application well before the closing time and date.

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

No, extensions will not be given.

If an application is late or the Community Grants Hub is requested to approve a lodgement after the closing date, the late application policy available on the Community Grants Hub website will apply.

3. Are not for profit organisations eligible to apply?

Yes

4. How much funding is available for this Program?

Total funding of up to $5.703 million is available over the three years commencing on 1 July 2018 concluding on 30 June 2021. This funding will be distributed evenly across the three years of the agreement (ie $1.901 million per year).

5. Is the funding on-going?

No

6. If my organisation is a part of a group of organisations, can we submit a joint application through a consortium (joint) arrangement?

A joint application can be submitted. The joint application must include details of each of the organisations under **'Activity Details'** in the Application Form. The Community Grants Hub may ask for further information regarding the members of the consortium before any agreement being finalised. If a joint application is successful, the Department of Social Services will enter into a Grant Agreement with the nominated lead organisation.

7. What is a lead organisation

A lead organisation must be an entity type as listed at Section 3.1 of the Grant Opportunity Guidelines which is able to enter into the Grant Agreement.

If you submit a joint application, you must nominate a lead organisation for the application. The lead organisation for the project will, if your application is successful, sign the Grant Agreement, receive the funding and take legal responsibility for performing the activities and meeting the outcomes of the Grant Agreement.

8. Would the Department prefer a consortium (joint) arrangement?

Individual and consortia/joint applications will be considered equally.

9. What are the contract conditions for this grant?

A copy of the Terms and Conditions for the Grant Agreement is included in the Grant Opportunity documentation.

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

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

11. Where should I go for further information?

Please email your enquiries to support@communitygrants.gov.au or for general enquiries call the Grants Hotline on 1800 020 283.

12. What Feedback will be available for this funding round?

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

13. Can single organisations submit more than one application?

Yes. Organisations can submit applications detailing different service delivery models.

Examples:

- As a sole provider organisation
- As a lead organisation with services subcontracted out to (smaller/specified) entities
- As a consortium with a lead organisation

All delivery models (as listed above) must achieve the outcomes of the program and provide value for money.

One application per applicant per delivery model will be assessed. If more than one application for the same model is submitted, only the latest eligible application will be considered.

14. Can I run my project idea by you to get your opinion?

Due to probity reasons, it is not possible to comment on the eligibility of an organisation, an applicant, or provide pre-assessment of an application prior to submission. Please refer to the Print Disability Services Program Grant Opportunity Guidelines for more information.

15. What do I select for the service coverage areas for where my project will be delivered in the Activity Details Section tab of my Application Form?

The drop down menu has only one option under 'Coverage Type' which is 'State 06'.

If you click the drop down arrows in the 'Available coverage areas/s' box, the word 'Australia' appears indicating that this grant agreement will require services to be delivered in all States and Territories of Australia.

If you click on the word 'Australia' and then click the + symbol it will add the word Australia to the 'List of chosen coverage area/s' box and you can move on within the form.

New question and answer added 18 October

16. **Section 4.2 bullet point 3 – major capital expenditure. Our interpretation is that grant money can be used capital equipment if it directly relates to production /conversion to alternative formats e.g. for embossers, or specialist equipment for production of braille or tactile graphics. But not for capital expenditure indirectly related to production. Is this correct?**

Grant funds can be used for the purchase or hire of plant and equipment that is directly related to the production of digital masters'.

New questions and answers added 20 October

17. **Is the government seeking providers to develop Easy English materials as part of this funding?**

No – this is not what this funding is for – it is for the production of digital masters for conversion into Braille, audio, large print, tactile graphics, e-Text, Easy English, accessible PDF, DAISY and MP3

18. **Can you give us some specific examples of materials that will need to be produced and the potential circumstances behind the request for production?**

The digital masters produced and obtained through cross border exchange will be used to produce works in the following formats: Braille, audio, large print, tactile graphics, e-Text, Easy English, accessible PDF, DAISY and MP3

19. **Will the services relate to particular topic areas?**

No - all topics can be converted to a suitable medium for eligible clients

20. **Will there be expectations around turnaround?**

There will be a target set per annum with an expectation that the client can expect delivery within three months of request if agreed to by the provider.

21. **We have sought legal advice around the copyright issues in relation to the production of Easy English materials in similar ways to what we assume happens with Braille at the moment.**

The current exceptions to Copyright Act apply to providers of PDSP but these do not currently include Easy English – but at this program is NOT for easy English productions, it is not relevant for this program.

22. **At this time, our organisation would not be exempt from the conditions in the Copyright Act that are offered to organisations who produce formats such as Braille, as described at this link:** https://www.humanrights.gov.au/publications/copyright-and-print-disability-frequently-asked-questions

This has raised a series of issues for us around Copyright, as follows:

- **It would be against our legal advice to produce Easy English material without seeking permission from the original content owner. Is the Government willing for the supplier to take the time required to ask the original content owner for permission? What happens if the content owner says no?**

Not applicable

- **Who would own the copyright of the new material? This could be particularly challenging in relation to the ownership of images – many of the images used in the production of Easy English materials are owned by third party organisations such as stock photography or image software companies and those organisations would retain copyright.**

Not Applicable

- **Would the government be prepared to support us to apply for an exemption to the Copyright Act? This must be done through the Attorney General's office.**

 Not Applicable

23. **Has the Government funded Easy English services in the past**

Not under this program

24. **Is it possible for us to have some information about the successful grants that were awarded in the past? We would like: descriptions of the projects and what was delivered (or at least what was proposed to be delivered) generic information about what successful grant applicants did well against each selection criteria – it seems to be standard practice to publish this kind of information for other grants in the Hub.**

It is not appropriate to provide information about previous grant rounds. Information about what is expected to be delivered by successful tenderers is outlined in the application documents.