# Information, Linkages and Capacity Building (ILC)

# Jurisdictional Based Grants – NSW, SA and ACT

# Questions and Answers (Q&As)

(**Note** – This questions and answers document does not, in any way, replace or override information provided in the Grant Opportunity Guidelines for Information, Linkages and Capacity Building (ILC) Jurisdictional Based (Round 2) New South Wales (NSW) – South Australia (SA) – Australian Capital Territory (ACT), or the Application Pack.

## 1. When will the ILC Jurisdictional Based Grants for the other States be released?

For a full timetable of when ILC will start in each State and Territory click here. From 1 July 2019 the NDIA will fund ILC activities across all States and Territories, except Western Australia. The NDIA anticipates opening a national ILC grant round in late 2018 for activities to be delivered in Tasmania, Victoria, Northern Territory and Queensland, with funding expected to flow from 1 July 2019.

## 2. 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 has completed two rounds of ILC grants and funded 61 projects. To get an understanding of the sorts of projects that have been funded you may wish to visit the ILC page of the NDIS website.

Please bear in mind that all applications will need to address the selection criteria outlined in the Grant Opportunity Guidelines and will be assessed through a competitive, merit based process. The NDIA encourages all interested organisations to read the ILC Policy and the Grant Opportunity Guidelines before commencing an application.

## 3. Can organisations apply to deliver an activity across multiple jurisdictions?

In the application form applicants must nominate the state or territory where their proposed activity will be delivered. An application cannot involve the delivery of an activity in more than one jurisdiction. However, an organisation may submit an application for one or more jurisdictions for the same activity. As set out in section 5 of the Grant Opportunity Guidelines, applications will be assessed by jurisdiction.

## 4. Are the grant applications assessed against other applications for the same activity areas?

No. Grant applications are assessed against other applications within the same jurisdiction.

## 5. Do current ILC Grant recipients need to reapply in this round or will they be given separate extensions?

Current ILC Grant Recipients will need to reapply if they wish to deliver an ILC activity within SA, NSW and/or the ACT in 2018-19 and/or 2019-20.

### 6. Will the NDIA consider part-funding of an application?

The NDIA may consider funding part of a proposal in an application.

### 7. Can organisations submit an application for both the ILC Jurisdictional Based Grants and the recently closed ILC National Readiness Grants?

Yes. Organisations are welcome to apply in both rounds, noting that:

- The current ILC Jurisdictional Based Grants funding round focuses on:
    - activities that will be delivered in NSW, or SA, or the ACT; and
    - activities that will be delivered in one of the four Activity Areas in the ILC Policy; and
- The recently closed ILC National Readiness Grants funding round:
    - focused on projects with national reach or national consistency; and
    - only considered applications for funding under Activity Area 1 from the ILC Policy - Information, Linkages and Referrals.

### 8. What is the process for assessing activities that have been submitted for both the ILC Jurisdictional Grant Round and the ILC National Readiness Grant Round? For example, if the activity is successful in the ILC National Readiness Grant Round, would this result in the activity not being eligible for funding through the ILC Jurisdictional Based Grant Round?

Activities submitted in an application for the ILC National Readiness Grant Round that closed on 29 September 2017 can also be submitted for the Jurisdictional Based Grant Round, although the proposed activity must be delivered in NSW, or ACT, or SA.

However, if an activity is funded because the application is successful in the National Readiness Grant Round, then the activity would not be eligible for funding through the ILC Jurisdictional Based Grant Round (see section 4.2 of the Grant Opportunity Guidelines).

Applications for activities that are submitted through the ILC National Readiness Grant Round will be assessed separately to activities submitted through the ILC Jurisdictional Based Round, however processes will be in place to ensure the same activity is not funded through both the ILC National Readiness Grant Round and the ILC Jurisdictional Based Grant Round.

Where an application is seeking funds to continue delivery of a project previously funded through an ILC Jurisdictional Based or National Readiness Grant Rounds, then the applicant must demonstrate that the need being addressed still exists and how the continuation of the project will contribute to achievement of ILC outcomes (see section 4.2 of the Grant Opportunity Guidelines).

### 9. Why are sole traders not eligible for funding?

Section 3.1 of the Grant Opportunity Guidelines outlines the entity types eligible to apply for an ILC grant. Sole traders are not eligible for funding as this type of entity is not considered to be an appropriate type of entity to receive ILC grant funding.

### 10. Can a consortium of sole traders be eligible for funding?

Sole traders are not eligible for funding through the ILC Jurisdictional Based Round and therefore a consortium of sole traders is also not eligible. Please refer to the above question regarding why sole traders are not eligible.

### 11. Can a company outsource to a sole trader?

Unless there are Specified Personnel identified in the Grant Agreement, the General Grant Conditions permit outsourcing (which includes outsourcing to sole traders) subject to certain conditions outlined in Clause 5 of the General Grant Conditions:

> *Clause 5. Subcontracting*
>
> *5.1 You remain responsible for compliance with this Agreement, including in relation to any tasks undertaken by subcontractors.*
>
> *5.2 You agree to make available to us the details of any of your subcontractors engaged to perform any tasks in relation to this Agreement upon request.*
>
> *5.3 You must ensure any subcontract entered into for the purposes of this Agreement is consistent with your obligations binding on you under this Agreement.*

### 12. 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.

### 13. If an organisation is a member of a consortium that has submitted one application, is this counted as an application for the consortium member?

Applications submitted by a consortium only count towards the lead member's total number of applications. For other non-lead members of a consortium, an application submitted as part of a consortium will not count towards the total number of applications that can be submitted by the non-lead member. Section 2.3 of the Grant Opportunity Guidelines sets out the number of applications an Applicant may make.

### 14. Who owns the Intellectual Property of the funded activities once the project/funding ceases?

The grant recipient owns the Intellectual Property Rights of the activity material created undertaking the activity. However, as stated in the Grant Conditions included in the Grant Opportunity Documents, the NDIA can use, reproduce, publish and adapt reporting material for the NDIA's purposes, but not activity material. Reporting material refers to all material that is required for reporting purposes as specified in the Grant Agreement and any material developed independently of undertaking the activity that is incorporated in or supplied as part of the reporting material.

### 15. Would the grant cover Intellectual Property protection such as patent application for IP emerging from the project?

Section 4.1 of the Grant Opportunity Guidelines outlines how recipients can use the grant money. Payment of Intellectual Property protection for any material created by a recipient in undertaking the grant activity is not considered to be an eligible grant activity as such costs are not directly attributable to the provision of the grant activity or operating and administration expenses directly related to the grant activity.

### 16. Does each selection criteria have equal weighting?

The weighting for each selection criterion is provided at section 6 of the Grant Opportunity Guidelines.

The selection criteria for grants under $10,000 are equally weighted. This means that each criterion contributes equally to the overall score.

The selection criteria for grants over $10,000 does have different weighting. The first three selection criteria are weighted 25% towards the overall application score. Criterion 4 is weighted 10%, and criterion 5 is weighted 15%.

### 17. What happens if any of the selection criteria are not addressed in the application form?

The online application form requires a response to each selection criterion in order to be submitted. Each question contributes to the overall score of the application.

### 18. Is there a word limit for the selection criteria?

The application form has a 300 word limit per selection criterion.

### 19. What is the 'Proposed Activity Summary'?

Applicants are required to provide a summary of their Proposed Activity. This will provide us with an overview of what your activity involves. The Proposed Activity Summary should address each of the following points:

- What you plan to do: briefly describe the key features of the activities you plan to undertake
- How many people you expect will benefit from the proposed activity: tell us how many people (with and without disability) will benefit from being involved?
- The geographic location/s of your activities: tell us where your activities will be available to people
- The duration of the proposed activities: how long (in months or years) will your project last?
- What you expect to achieve: what results are you expecting?

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

Only attachments specifically requested will be considered.

<u>Grants under $10,000</u>

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

<u>Grants over $10,000</u>

4

The following document must be included with your application:

- An indicative budget using the template provided on GrantConnect and the Community Grants Hub websites.

Grants over $100,000
The following documents must be included with your application:

- An indicative budget using the template provided on GrantConnect and the Community Grants Hub websites.
- Two most recent sets of year-end financial statements, inclusive of Profit and Loss Statements and Balance Sheet (preferably audited).

## 21. Who is undertaking the assessment of applications?

Section 8 of the Grant Opportunity Guidelines sets out the assessment process. The NDIA is partnering with the Department of Social Services Community Grants Hub to administer the application process for this round of the ILC Jurisdictional Based Grants. The Department of Social Services assess the applications and provide an assessment report to an Expert Panel. The Expert Panel then makes recommendations to the NDIA delegate who makes the final decision regarding the successful applicants.

## 22. Who is involved in the Expert Panel?

The Expert Panel may include a mix of employees of the NDIA, Commonwealth, State and Territory Governments, people with disability, and people of specialist relevant expertise.

## 23. Regarding geographic locations, will the application require use of Australian Bureau of Statistics data or can applicants apply by LGA?

In the online application form applicants will need to select the jurisdiction where they would provide the proposed activity. If the activity is not planned to be provided across the whole jurisdiction, coverage areas will need to be selected. The coverage areas that can be selected in the application form are the Australian Bureau of Statistics' Statistical Areas Level 3 (SA3 2011).

## 24. 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.

## 25. What feedback will be available for this funding round?

Feedback summaries for this round will be published on the Community Grants Hub website to provide all organisations with easy to access information about the assessment process and the main strengths and areas for improving their applications.

Individual feedback will be available. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

## 26. When does the grant round close?

The application form must be submitted by **2.00pm AEDT on 30 November 2017**. It is recommended that you submit your application well before the closing time and date. Late applications may not be accepted.

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

Extensions will not be provided.

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. The Community Grants Hub may determine that there were exceptional circumstances beyond the Applicant's control resulting in an inability to meet the stipulated deadline. Examples of exceptional circumstances could include, but may not be limited to*:

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

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

### 28. 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.

### 29. What are the Grant Conditions for the ILC Jurisdictional Based Grants?

A copy of the Grant Conditions for the ILC Jurisdictional Based Grants is included in the Grant Opportunity Documents.

### 30. How much funding is available in the ILC Jurisdictional Based Grant Round (NSW SA ACT)?

The proposed allocations by financial year for each jurisdiction in this round are detailed below. The final allocation of funding will depend on the number, coverage and quality of applications for each jurisdiction.

| Financial year | NSW | SA | ACT |
|---|---|---|---|
| **2018-19** | 46,552,000 | 10,543,500 | 3,300,000 |
| **2019-20** | 15,680,674 | 3,551,495 | 642,632 |
| **Total** | 62,232,674 | 14,094,995 | 3,942,632 |

### 31. Is the funding ongoing?

No. For the ILC Jurisdictional Based Round 2, funding is only available for 2018-19 and 2019-20 financial years.

### 32. How much funding is available in ILC?

The budget for 2017-18 to 2020-21 that is being used to deliver ILC is detailed below.

| Financial Year | Amount |
|---|---|
| 2017-18 | $68,871,000 |
| 2018-19 | $105,264,000 |
| 2019-20 | $119,348,000 |
| 2020-21 | $118,603,000 |

This budget will be used to fund activities in the first four areas described in the ILC Policy. This amount does not include the budget for Local Area Coordination (LAC) - that is being implemented separately by the NDIA.

### 33. Does the application form allow participants to identify other funding sourced for the activity and the status of that additional funding source?

Yes. The online application form asks whether the activity relies on any contributions other than the ILC funds being applied for, the source of the funding, the amount and the status of the application.

### 34. Is Local Area Coordination (LAC) part of ILC?

Yes. Just as ILC is essential to the overall success of the NDIS, Local Area Coordination (LAC) is central to the success of ILC. Partners in the Community delivering Local Area Coordination will be the single largest investment by the NDIA in delivering outcomes for ILC.

LACs will have three important roles:

1. Work directly with people with disability over the age of 7 years old who have an NDIS plan to connect into mainstream services and community activities and get their plan into action
2. Provide short term assistance to people who do not have an NDIS plan to connect into mainstream services and community activities
3. Work with their local community to make it more accessible and inclusive.

LACs will be skilled at helping people with disability who come from all walks of life. But it is unreasonable to expect they will be able to help everyone with everything all of the time. So we will fund activities in ILC that will complement and strengthen their role.

### 35. How will ILC, LAC and ECEI work together?

The work of ILC, LAC and Early Childhood Early Intervention (ECEI) are all linked. All make an important contribution to the overall goal of the NDIS to help people with disability to achieve their goals and live an ordinary life. The focus of all three is to look at ways to improve community inclusion for people with disability.

The NDIA's approach to ECEI is focused on children with disability or developmental delay aged 0 to 6 years and their families. The family-centred approach is about focusing on the individual needs of each child and working with families to identify appropriate supports and to link them with mainstream services. The ECEI approach will lead to greater inclusion for children with disability by building on family strengths and growing

the capacity of mainstream and community services to support children with developmental delay or disability.

In a similar way, the role of the LAC is to link people with disability into mainstream services and activities in their community. They will also work within their local communities to make sure they become more accessible and inclusive. LACs also have a particular role in helping people with disability who do not have an NDIS plan.

We will use the funding we have in ILC to make sure there is information and support available to people with disability and their families that our LAC and ECEI partners can refer people and families to so they can get the help they need. For example we will fund information about particular types of disabilities that our ECEI and LAC partners can use and refer people to.

### 36. Where can I find more information to help me get ready?

The NDIA has developed an ILC Toolkit to help organisations to prepare for the ILC grants process.

### 37. How can my organisation get updates about ILC?

Organisations and individuals can register to receive updates on ILC by signing up to the ILC mailing list.