



# Information, Linkages and Capacity Building (ILC) National Information Program Funding Round 2019-2022 Grant Opportunity Guidelines

<b>Opening date:</b>	Friday, 5 April 2019
<b>Closing date and time:</b>	11:00PM AEST on Friday, 10 May 2019
<b>Commonwealth policy entity:</b>	National Disability Insurance Agency (NDIA)
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5:00PM AEST on Friday 3 May 2019
<b>Date guidelines released:</b>	Friday, 5 April 2019
<b>Type of grant opportunity:</b>	Open competitive

## Contents

<b>1</b>	<b>Introduction</b>	<b>5</b>
<b>2</b>	<b>About the grant program</b>	<b>5</b>
2.1	About the National Information Program – ILC 2019-2022 Funding Opportunity	6
2.1.1	ILC Activity Area and ILC Outcomes	8
2.1.2	Grant round type	8
2.2	Monitoring and Evaluating of the National Information Program	9
<b>3</b>	<b>Grant amount and grant period</b>	<b>9</b>
3.1	Grants available	9
3.2	Activity period	10
<b>4</b>	<b>Eligibility criteria</b>	<b>10</b>
4.1	Who is eligible to apply for a grant?	10
4.1.1.1	Applications from a consortium	12
4.1.1.2	Applications under an auspice	12
4.2	Organisations currently in receipt of NDIA ILC funding	13
4.3	Organisations that are NDIA registered providers of support	13
4.4	Partners in the Community (Local Area Coordination and/or Early Childhood Early Intervention Partners)	13
4.5	Additional eligibility requirements	14
4.6	Who is not eligible to apply for a grant?	14
4.7	What qualifications, skills or checks are required?	14
<b>5</b>	<b>Use of grant funds and eligible activities</b>	<b>14</b>
5.1	Eligible grant activities	14
5.1.1	Information resources	15
5.1.2	Target Groups 1 to 3	16
5.1.2.1	Target Group 1 - Information for people with disability, their families and carers	16
5.1.2.2	Target Group 2 - Information about disability for mainstream organisations and service systems	17
5.1.2.3	Target Group 3 - Information for specific cohorts	18
5.2	Eligible expenditure	18
5.3	What the grant money cannot be used for	19
<b>6</b>	<b>The assessment criteria</b>	<b>20</b>
<b>7</b>	<b>How to apply</b>	<b>23</b>
7.1	Number of applications	23
7.2	Application requirements	24
7.3	Assistance with the application	24
7.4	Inquiries about the grant application questions	24
7.5	Changes to an application	24

7.6	Record and acknowledgement of application .....	24
7.7	Attachments to the application .....	24
7.8	Timing of grant opportunity processes.....	25
7.9	Questions during the application process .....	26
<b>8</b>	<b>The grant selection process .....</b>	<b>26</b>
8.1	Assessment of grant applications .....	26
8.2	Financial viability .....	27
8.3	Who will assess and select applications? .....	27
8.4	Who will approve grants? .....	27
<b>9</b>	<b>Notification of application outcomes.....</b>	<b>28</b>
9.1	Feedback on your application .....	28
<b>10</b>	<b>Successful grant applications .....</b>	<b>28</b>
10.1	The grant agreement .....	28
10.2	Commonwealth Child Safe Framework .....	28
10.3	Multicultural Access and Equity .....	29
10.4	How we pay the grant .....	29
10.5	Grant payments and GST .....	29
<b>11</b>	<b>Announcement of grants .....</b>	<b>30</b>
<b>12</b>	<b>How we monitor your grant project .....</b>	<b>30</b>
12.1	Monitoring and evaluating your grant .....	30
12.2	Keeping us informed .....	30
12.3	Reporting .....	31
12.4	Performance indicators .....	31
12.5	Financial declaration .....	31
12.6	Grant agreement variations .....	32
12.7	Compliance visits .....	32
12.8	Record keeping.....	32
12.9	Evaluation .....	32
12.10	Acknowledgement.....	32
<b>13</b>	<b>Delivery of grant activities .....</b>	<b>32</b>
13.1	Grant recipient's responsibilities .....	32
13.2	NDIA's responsibilities .....	32
<b>14</b>	<b>Probity.....</b>	<b>33</b>
14.1	Enquiries and feedback .....	33
14.2	Conflicts of interest .....	34
14.3	Privacy: Confidentiality and protection of personal information.....	34
14.4	Freedom of information.....	36
<b>15</b>	<b>Glossary.....</b>	<b>37</b>

# ILC National Information Program Funding Round 2019 – 2022

## **The program is designed to achieve Australian Government objectives**

This grant opportunity funds projects to increase the accessibility, quality and consistency of information about disability types and service and support options available to people with a disability, carers and families, services and support organisations, and identified cohorts.

This grant opportunity contributes to the National Disability Insurance Agency's (NDIA) Information, Linkages and Capacity Building (ILC) component which funds innovative ways to increase the independence, social and community participation of all people with a disability, including NDIS participants and non-participants. The NDIA works with stakeholders to plan and design the grant program according to the

[Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



## **The grant opportunity opens**

We publish the grant guidelines on [GrantConnect](#) and [Community Grants Hub](#) websites.



## **You complete and submit a grant application**

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



## **We assess all grant applications**

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



## **We make grant recommendations**

We provide advice, through the Selection Advisory Panel, to the decision maker on the merits of each application.



## **Grant decisions are made**

The decision maker decides which applications are successful.



## **We notify you of the outcome**

We advise you of the outcome of your application.



## **We enter into a grant agreement**

We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.



## **Delivery of grant**

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



### **Monitoring & Evaluation of the grant opportunity**

As part of the new ILC Investment Strategy, we monitor and evaluate your specific grant project and the National Information Program – ILC Grant Opportunity as a whole. We require you to provide specified data about your project and organisation, access to participants of your project for surveys and other information gathering and we may engage in deeper evaluation activities. We aim to share this data with you to provide you with an understanding of the relevant status and success of your project.

## **1 Introduction**

These guidelines contain information for the National Information Program – ILC Funding Round 2019 – 2022.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the National Disability Insurance Agency (NDIA). The NDIA will enter into a grant agreement with you if successful.

The Community Grants Hub administers the program according to the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

## **2 About the grant program**

The vision of the National Disability Insurance Scheme (NDIS) is to empower people with disability to choose and achieve their goals within an inclusive community, leading to their increased independence and social and economic participation. The NDIS achieves this through two components:

- Individual Funding Packages (or NDIS participant plans)
- Information, Linkages and Capacity Building (ILC) – designed to support both NDIS participants and non-participants

ILC is funded under the Community Inclusion and Capacity Development (CICD) Program (aka ILC Program), which was established as part of the NDIS funding commitment in the 2013-14 Portfolio Budget Statement (PBS). The objective of the ILC Program is to build innovative ways to increase the independence, social, community and economic participation of all people with disability.

The CICD Program (aka ILC Program)\* budget for the period 2019-20 to 2021-22 that is being used to deliver the ILC National Information Program is detailed below.

*\* National Disability Insurance Agency Portfolio Budget Statements 2018-19*

Administered Funds Breakdown (exclusive of GST)	2019-20	2020-21	2021-22	Total
		\$16 million	\$20 million	\$15 million

Over the last two years, the ILC Program has funded over 200 ILC Grants to help make communities more accessible and inclusive for people with disability, working towards enabling people with disability to:

- have the ability to achieve their goals (capability).
- be included in all aspects of community life (opportunity).

From July 2019, the NDIA is taking a more strategic and programmatic approach to ILC investment following the release of the [ILC Investment Strategy](#) in December 2018.

The ILC Investment Strategy encompasses four discrete yet complementary programs that will be progressively implemented from July 2019. The overarching governance policy for the complementary programs are set out in the ILC Program Guidelines.

These programs will all include enhanced expectations regarding measurement and evaluation to enable the impact and effectiveness of these programs to be understood over time, so learnings and adjustments can be made. This will require applicants to provide information to ILC as part of their project delivery and reporting. This approach will also enable scaling and replication of those activities that lead to improved outcomes for people with disability, their families and carers.

The first of four major funding streams from the ILC Investment Strategy is the National Information Program.

## 2.1 About the National Information Program – ILC 2019-2022 Funding Opportunity.

The National Information Program will contribute to increasing the accessibility, quality and consistency of information available to people with disability, families, carers and relevant supports and services. It aims to both improve the capacity of people with disability to exercise choice and control and to enhance the ability of relevant supports and services to respond to the needs and expectations of people with disability.

The National Information Program will commission information products and activities that complement, but do not duplicate the various information already provided by the NDIA, either directly or through its Partners in the Community. This funding round will target diagnostic-specific disability organisations and peak bodies with credibility and reach. The intention is that products commissioned through this program will be collated into a consolidated, national platform of information resources. These resources will be actively disseminated through grant-funded organisations and the NDIA's Local Area Coordinator and Early Childhood Early Intervention networks. The final year of the multi-year grants will require grant recipients to participate in the establishment of the platform.

As this is a national grant round, applications should focus on the delivery of information at a national level rather than at a state level. However, projects can be delivered by state based and/or smaller organisations but we encourage innovative options that support collaboration and partnering between networks of localised organisations and consideration of how to ensure national reach & dissemination of all information resources developed. Proposals that seek to

aggregate, consolidate or triangulate existing sources of quality information and update or present this information in new formats and approaches will be considered.

This funding round invites applications that seek to meet one or more of the following aims:

1. Deliver up to date, high quality information in a variety of products about specific disability types, functional impacts, supports and services available for individuals with disability, their families and carers which will increase individuals' ability to exercise choice and control.
2. Provide information about disability that is relevant for mainstream organisations and service systems and increase the ability of organisations and services to be relevant and responsive<sup>1</sup>.
3. Develop and disseminate information, which meets the needs of specific cohorts including Culturally and Linguistically Diverse (CALD) communities, Aboriginal and Torres Strait Islander (A&TSI) communities, LGBTQI+ communities, and communities living in rural and remote areas.

This will include information and resources on disability types listed at section 5.1.2. We also invite applications that may cover other forms of impairment and disability not mentioned in section 5.1.2. The NDIA will give consideration to the availability and adequacy of existing information resources, including those commissioned through previous ILC funding rounds in assessing applications with a view to addressing specific gaps and priorities.

Examples of information resources which may be developed could include but are not limited to:

- information about specific cohorts, diagnostic types or functional impacts
- information about the disability at various stages (e.g. post diagnosis, or progressive stages for degenerative disability such as Multiple Sclerosis)
- information about disability at various life transition points (school, work, living independently etc.)
- services and supports available

Proposals may complement or build on existing initiatives an organisation has in place, but cannot overlap. Meaning that funding will not be provided for a proposal that has already received funding from another source for the same purpose. For example, this grant could be used to expand a small pilot project where funding has ceased, however, you could not use this funding to conduct another small pilot.

Importantly, the information and resource products developed must be done so with consideration of the potential to increase in scale or be replicable in other areas; and/or inform the development of models of good practice to deliver ILC outcomes.

The NDIA would encourage applications from organisations that propose projects which may:

- reduce duplication of local and national information and consolidate information or resources into a single accessible location or format.
- develop information resources in areas or disability types or other relevant areas where none exists or where there is minimal information and resources.

---

<sup>1</sup> Note that there will be future ILC funding focussing on mainstream capacity building and so proposals in this grant round must focus on information provision aspects only.

The NDIA would encourage partnerships and consortia in applications that enable collaboration between smaller and larger organisations that focus on a specific cohort, age or other characteristic. The NDIA would also encourage partnerships with mainstream organisations that possess expertise in developing information resources to support development and delivery of the project. People with a disability must be involved in the co-design of all products developed through this grant round.

Information resources developed through the National Information Program must be available for dissemination via our Partners in The Community.

Successful applicants will be required to undertake monitoring and evaluation activities as part of their grant delivery to ensure the activities and resources are of benefit to people with disability, their families and carers. This may include the inputting and provision of data on product use and reach and other reporting as part of the NDIA's grant management approach. This approach also supports monitoring and evaluation of the utility and effectiveness of ILC funding delivered via the ILC Investment Strategy.

In addition, successful applicants will be required to provide an electronic copy of the information resources that are developed as part of the reporting requirements.

### **2.1.1 ILC Activity Area and ILC Outcomes**

This funding round is aligned with the following key [ILC Policy Activity Area](#):

“Information, Linkages and Referrals” – this is about making sure that people with disability and their families and carers have access to up to date, relevant and quality information. It is also about making sure they are linked into services and supports in the community that meet their needs.

The ILC Outcome sought via this funding round is that:

- People with disabilities are connected and have the information they need to make decisions and choices

Specific outcomes for the National Information Program include:

- Increased access to high quality, accessible, relevant and easy to understand information.
- Improved knowledge about disability and/or where to find support from mainstream and community services.
- Increased effectiveness of referrals resulting in a connection with mainstream and community services.
- Increased use of information to make decisions to shape and plan an ordinary life.

### **2.1.2 Grant round type**

The National Information Program is an open, competitive grant round. An open, competitive grant round means that eligible applications are assessed against the nominated selection criteria and against other applications.

This is a national grant round. Applicants can submit applications that are national, state-based or across multiple jurisdictions, although national proposals are highly encouraged. Applicants do not need to be situated within a jurisdiction to be eligible to apply for delivery of activities there, however the applicant's knowledge and connection (or ability to build this connection) with the community that it is proposing to deliver activities in, will be considered during the selection process. Partnerships or links within local community organisations are encouraged.

## 2.2 Monitoring and evaluating of the National Information Program

Under the new ILC Investment Strategy, the NDIA has committed to strengthening monitoring and evaluation of all funding provided through the four new funding streams.

Information about what you will be required to deliver in addition to your grant activity deliverables if successful in your grant application is detailed in Section 12 and will be included in the grant agreement. By submitting your application, you agree to implement the monitoring and evaluation requirements required by the NDIA.

Please note that failure to comply with these requirements may result in the delay of funding instalments to deliver your grant.

## 3 Grant amount and grant period

### 3.1 Grants available

The grant round will comprise a small volume of large grants intended to result in the development and dissemination of information products and resources with national reach and greater impact. There will be some scope for smaller grants where there are identified gaps and a smaller scale is warranted, e.g. to meet the needs of a remote area, or specific cohort.

Up to \$51 million (GST excl.) is available for the period FY2019-20 through to FY 2021-22 for the National Information Program.

Organisations are encouraged to apply for grants of an amount over \$300,000 (GST Excl) over 3 years. Grants of less than \$300,000 may not be considered. There is no upper limit for the amount of funding that can be applied for in this grant round, however, value for money will be a key consideration during the assessment process.

The grant duration cannot exceed 3 years and grants will likely commence from August/September 2019.

We anticipate to fund through this funding round major information products covering all disability groups and cohorts. This information will be utilised by people with disability who are funded participants in the Scheme as well as people with disability who are not eligible for an NDIS individual funding package. The information will also be utilised by families and/or carers of people with disability, as well as Partners in The Community, and mainstream and community organisations across Australia.

Where it is identified after the closing date that some disability types have no suitable applications submitted for the development and/or the delivery of information/resources, then funds will be apportioned from the round to allow for a more targeted approach to sourcing organisations to deliver information products where necessary.

NDIA reserves the right to increase or decrease the overall amount of funding available in this funding round.

The NDIA is not under any obligation to fund every application that meets the ILC Program objectives and assessment criteria.

If the NDIA considers that applications received are unlikely to:

- meet the NDIA and ILC Program Guidelines objectives
- deliver a satisfactory result for the community

all or part of the funding round may be withdrawn or readvertised at the NDIA's discretion; or the NDIA may decide to conduct a new and/or different selection process for the funding round.

Applicants should 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.

For all funding rounds or opportunities, the NDIA decision maker will ultimately determine whether an application will receive funding and/or whether the allocated budget for the funding round is fully expended.

### 3.2 Activity period

The maximum grant period is three years. Applications for less than three years may be considered, such as where the activity will result in the establishment of printed materials or website.

You must complete your activity within three years, likely commencing from August/September 2019.

An extension to the grant period may be negotiated with the NDIA. Any extension **must** be agreed to in writing by both parties and the grant recipient may be required to submit a revised project outline and supporting budget.

The NDIA expects to offer further funding opportunities to the sector with longer funding terms as part of the new [ILC Investment Strategy](#). Applying for this grant round will not exclude you from being able to apply for future ILC funding opportunities. If the application is successful, you will still be able to apply for future funding opportunities as long as the proposals do not duplicate existing activities that have already received funding.

Please subscribe to the [ILC mailing list](#) to receive updates on future ILC funding opportunities.

## 4 Eligibility criteria

### 4.1 Who is eligible to apply for a grant?

The NDIA can only provide funding to an organisation that is a legal entity. Lead organisations of a consortium or Auspicee organisations applying on behalf of Auspicee organisations must be a legal entity.

To be eligible you must be one of the following entity types:

Entity Type	Description
Incorporated Association	An Incorporated Association is an association that has been incorporated or registered as an incorporated association under the relevant incorporated associations' legislation in the State or Territory in which they were formed.
Cooperative	A Cooperative is an entity of that name which has been established and/or registered as a cooperative under the relevant legislation in the State or Territory in which they formed. Sometimes this is under the incorporated associations' legislation.
Statutory Entity	Some statutory entities are not Government entities, but have been created by, or at least recognised by Commonwealth or State/Territory legislation. Often these are religious or educational institutions that pre-date the current forms of legal entities. For example, the Anglican Church to the extent that

Entity Type	Description
	it holds and administers property, is recognised as a distinct type of corporation under various different Acts in each State.
Partnership	A Partnership is an agreement by legal persons to share responsibility for debts, losses and obligations which any individual Partner may take on in the course of conducting the business or activities of the Partnership. An individual partner may be any of the types of legal entities described herein. A Partnership may consist of both Government and private partners. An individual partner can enter into agreements on behalf of the Partnership.
Trustee on behalf of a Trust	A trust is a set of relationships between legal entities. A trust, per se, cannot enter into an agreement. The trustee of a Trust is a legal entity that can enter into agreements on behalf of the Trust (provided the terms of the trust permit it to do so). The trustee can be any of the types of legal entities described herein.
Non-corporate Commonwealth Entity	A Non-corporate Commonwealth Entity is a Commonwealth entity that is part of the Commonwealth and which represents and acts on behalf of the Commonwealth. They are Commonwealth Departments i.e. a Department of State, as recognised by the Administrative Arrangements Orders, or a Parliamentary Department.
Corporate Commonwealth Entity	A Corporate Commonwealth Entity is a Commonwealth entity that is a body corporate. It is legally separate to the Commonwealth and has the capacity to enter into contracts in its own right. It is a body corporate established under Commonwealth legislation.
Non-corporate Commonwealth Statutory Authority	A Commonwealth Non-corporate Statutory Authority is an entity that is separate to the Commonwealth but is not strictly a body corporate for example it may be a commission, a commissioner, an authority, or other statutory position to which a person or persons may be appointed. It is established by Commonwealth legislation.
Commonwealth Company	A Commonwealth Company is a company incorporated under the Corporations Act 2001, owned or controlled by the Commonwealth.
Non-corporate State or Territory Entity	A Non-corporate State or Territory Entity is a State or Territory entity that is part of the State or Territory. It represents and acts on behalf of the State or Territory. It is not legally separate to the State or Territory. Known as Departments of State in South Australia and Directorates in the ACT.
Corporate State or Territory Entity	Corporate State or Territory Entities are State or Territory entities that are a body corporate. They are legally separate to the relevant State or Territory and have the capacity to enter into contracts in their own right. They are body corporates established under State or Territory legislation.
Non-corporate State or Territory Statutory Authority	A State or Territory Non-corporate Statutory Authority is an entity that is separate to the State or Territory but is not strictly a body corporate, for example it may be a commission, a commissioner, an authority, or other statutory position to which a person or persons may be appointed. It is established by State or Territory legislation.

Entity Type	Description
Local Government	A Local Government Entity is an entity established under State or Territory local government legislation, for the purposes of governing local areas within the State or Territory. In States, they are generally referred to as local councils.
Company	A Company is a company incorporated under the Corporations Act 2001 of the Commonwealth.
Indigenous Corporation	A Corporation incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 – CATSI Act.
Unincorporated Association	While groups or organisations not legally formed or registered are not eligible to apply in their own right, an Unincorporated Association is eligible to apply if they: <ul style="list-style-type: none"> <li>• have a legal entity type sponsor</li> <li>• link up to an incorporated parent organisation provided it is a legal entity to apply on their behalf (see Section 4.6.1)</li> <li>• arrange to be auspiced by a legal entity (see Section 4.1.2).</li> </ul>

#### 4.1.1.1 Applications from a consortium

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above and meets the additional eligibility criteria (refer to Section 4.5). Non-lead members of the consortium **do not** need to be legal entities.

The lead organisation completes and submits the application on behalf of the consortium members. The lead organisation must identify all other members of the proposed consortium in the application. Only the lead organisation will enter into a grant agreement with the NDIA, but the lead organisation must have the authority to do so on behalf of the consortium members.

You must have a formal agreement in place between all consortium members prior to execution of the grant agreement.

#### 4.1.1.2 Applications under an auspice

NDIA can only award grants to an organisation that is a legal entity to ensure that the organisation can be held legally responsible for meeting the contractual obligations of the grant.

An organisation/group that is an eligible applicant type (section 4.1) but is not a legal entity, may still be able to participate in the grant round if they are able to establish an auspice arrangement. An auspice arrangement can also be used by organisations unwilling or unable to take on the responsibilities of grant management.

The organisation/group (auspicee) must arrange for another organisation to be their auspisor. The auspisor applies on behalf of the auspicee. The Auspicee will still carry out the project, but under the direction of the auspisor.

The auspisor becomes the applicant and, if the application is successful, the auspisor will receive and manage the funding on behalf of the auspicee. If successful, the auspisor is the contracting entity and is legally responsible for meeting the contractual obligations of the grant. This means that the auspisor may direct the auspice to deliver the grant project in a certain way.

The auspisor can be any organisation that is a legal entity (Section 4.1) and capable of satisfying the additional requirements outlined in Section 4.5.

The auspicee must complete the template provided on the GrantConnect website authorising the auspisor to apply on their behalf. The Applicant will be prompted to include this template as part of the application process.

If the grant is successful the Auspisor and Auspicee must enter into an Auspice Agreement and show proof of this. An Auspice Agreement is a legally binding document. [Not-for-profit Law](#) has information about auspicing, including a template Auspice Agreement.

An auspisor may auspice more than one group or organisation, but must submit a separate application, and enter into a separate funding agreement, for each group or organisation auspiced.

*E.g. Grady Support Group meets the eligibility, but they are not incorporated. They approach All4One who submits an application to be the auspisor of the Grady Support Group. If successful, All4One will receive the grant funding. They may also direct Grady Support Group to undertake activities to ensure that the Grady Support Group are compliant with the grant agreement and other terms of their Auspice Agreement.*

*E.g. Grady Access-a-ball social sporting group meets the eligibility of being an organisation run by and for people from culturally and linguistically diverse communities. Even though they are incorporated, they don't feel confident to manage the grant by themselves. The Grady City Council has agreed to auspice their application and manage the funding on their behalf.*

## **4.2 Organisations currently in receipt of NDIA ILC funding**

Applicants that are currently receiving ILC funding through a previous ILC Grant round, may apply, however the current level of ILC funding, progress against existing project plans, and the timeliness and quality of reporting back to the NDIA will be considered during assessment. Applicants cannot apply for funding that duplicates activities/projects they have already received ILC funding to deliver.

## **4.3 Organisations that are NDIA registered providers of support**

NDIA registered providers of support can apply for a grant under this ILC funding opportunity. However, it is expected that this delivery is incidental to the process of delivering information and for any proposed project the application must identify a clearly delineated and discrete project separate to the NDIS provider's day to day business operations and articulate the benefits for the intended target group/recipients. ILC funds cannot be used for the benefit of business growth and expansion.

The NDIA recognises that, in a small number of cases, this may result in actual or potential conflicts of interest. Organisations intending to apply for funding should refer to the Conflict of Interest Section (Section 14.2) in these Grant Opportunity Guidelines.

## **4.4 Partners in the Community (Local Area Coordination and/or Early Childhood Early Intervention Partners)**

Organisations partnering with the NDIA to provide Local Area Coordination (LAC) and/or Early Childhood Early Intervention (ECEI) services through the NDIS Partners in the Community Program are eligible to apply if they meet the eligibility criteria.

Activities must not duplicate activities that would be expected to be delivered through their Partner role. Organisations intending to apply for funding under this grant approach should refer to the Conflict of Interest Section (Section 14.2) in these guidelines.

## 4.5 Additional eligibility requirements

We can only accept applications from applicants that:

- have an Australian Business Number (ABN) or be willing to obtain one prior to the execution of the grant agreement
- are registered, or willing to register for the purposes of GST if their income turnover, as a result of a successful grant, will exceed the thresholds defined by the Australia Tax Office
- have an account with an Australian financial institution

All applicants must have Public Liability Insurance coverage for the duration of the project.

[Note: applicants may be asked for a copy of their Public Liability Insurance].

## 4.6 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

Party Type Value	Description
Person	A Person is a natural person, an individual, a human being.
Sole Trader	A Sole Trader is a Person who trades in their own right, and controls and manages their business. They are legally responsible for all aspects of the business, and personally responsible for debts and losses incurred in carrying on their business.  They may trade under their own name, or they may operate under a separate registered Business Name. The legal contracting entity is the Person.
International Entity	An International Entity is a foreign party that is not registered for business in Australia.
Unincorporated Association	Groups or organisations not legally formed or registered are not eligible to apply in their own right.

## 4.7 What qualifications, skills or checks are required?

If you are successful, personnel working on the grant project, including subcontracted personnel, must maintain accreditations and qualifications as required by law and relevant industry standards.

# 5 Use of grant funds and eligible activities

## 5.1 Eligible grant activities

For the National Information Program applicants can apply to deliver information resource/s in two ways:

- Information *resources* in a particular *product*.
- Information *resources* as an *activity*.

See 5.1.1 for an explanation of information resources in a *product* or as an *activity*.

For this grant round, we require all successful grant recipients to consider the accessibility and inclusivity of information resources that will be developed. A guide to accessible and inclusive documentation can be found [here](#) or [here](#).

Likewise, all web-based material must be fully compliant with [WCAG Web Content Accessibility Guidelines](#).

### 5.1.1 Information resources

An applicant's project must deliver information resources to at least one of the three identified target groups below. Applications for the development of information resources for specific cohorts (Target Group 3) must be led by, or partnered with, an organisation that specialises in the support of the relevant specific cohort. Such an organisation will typically be governed and staffed by members of that community and provide services solely to members of that community.

#### Target Groups:

Target Group 1. Development of information resources for people with disability, their families and carers

Target Group 2. Development of information resources for mainstream organisations and service systems

Target Group 3. Development of information resources for specific cohorts – Aboriginal and Torres Strait Islander (A&TSI), Culturally and Linguistically Diverse (CALD), LGBTQI+, rural and remote communities.

Detailed information about the target groups is available at 5.1.2

#### Information Resources

Eligible grant activities include, but are not limited to development of the following information resources classified into information *product/s* or information *activity/activities*.

Information resources will need to be developed and disseminated to one or more of the *target groups* identified above.

Innovative approaches to delivery of information resources and types of information resources is encouraged, particularly through the use of technology.

#### Information Products

Examples of information products that could be funded include, but are not limited to:

- digital products including:
  - Digital products\* (one way) websites, online toolkits, guides, apps, online clearinghouse, webinars, library, database, guide, mapping services, guides, flyers, brochures etc.)
  - Digital products (two way/interactive) for example, email, Social media, chatbots, interactive or online hub or portal.
- audio and video products (podcasts, radio programs, instructional, information or human interest story videos)
- hard copy information/collateral/products\* (guides, toolkits, flyers, brochures, diagnosis information)
- newsletters, magazines, journals (either digital or hard copy)

- telephone (hotlines, phone numbers, SMS/text)

*\*Note information resources can be delivered as both a hard copy and online resource (eg a PDF flyer may exist electronically on a website or be distributed through email or hard copies printed and distributed at an event). Applicants should outline information resources and activities and their intended use in the body of their application in addition to selecting from the above list in the application.*

## **Information activities**

Examples of eligible information activities which could be delivered through the National Information Program may include use of the internet, other broadcast approach (eg: radio) or a variety of traditional workshops, seminars, fora, or other events.

### **5.1.2 Target Groups 1 to 3**

#### **5.1.2.1 Target Group 1 - Information for people with disability, their families and carers.**

The National Information Program aims to develop and provide consistent, accessible information about a range of disability types, or relevant services and supports that is used nationally and fosters choice and control for people with disability, their families and carers, to help ensure they receive services and supports that meet their needs.

This includes both NDIS participants and non-participants (i.e. people with disability who are not eligible to access individually funded supports and services).

Development of information resources for one or more disability types is prioritised for this grant round and target group. While development of information resources about general disability is acceptable for this grant round, applications to address the following disability types is preferred.

The disability types are:

- Autism
- Intellectual Disability
- Psychosocial Disability
- Cerebral palsy
- Other neurological
- Developmental delay
- Other physical
- Hearing impairment
- Acquired Brain Injury (ABI)
- Visual Impairment
- Multiple Sclerosis
- Global Developmental Delay
- Stroke
- Spinal Cord Injury
- Other Sensory/Speech
- Other

It is acknowledged that a range of views may exist in relation to approaches for the support or management of a disability. Applicants must consider the available evidence base in developing information to ensure that the resulting information resources support and enable informed choice and control.

Eligible elements of a project could include development of one or more information *products* or *activities* identified at 5.1.1. and may include the development and provision of consistent, accessible information about

- a specific disability type, diagnostic type, diagnosis or functional impact (information about general disability is acceptable but information to address the 16 disability types is a key focus of this grant round)
- information products that support management of a disability type (e.g. assistive technology)
- where to access peer supports, such as local self-advocacy or self-management groups and meetings
- advice at key life transition points and/or various stages, e.g. post diagnosis, progressive stages for degenerative disability such as Multiple Sclerosis
- options at key life transition points (school, work, living independently etc.)
- support to use existing information sources or relevant organisations to get information
- establishment or piloting new or innovative information or products for supports or services
- improving and building on resources already developed
- information campaigns to raise awareness about a disability type
- developing and delivering information products and tools that assist with connection to local mainstream and community supports and engagement in community activities

Development of the above is also encouraged in order to cater for the development and dissemination of information, for people with disability, their carers and families who identify with a specific cohort such as Culturally and Linguistically Diverse (CALD) communities, Aboriginal and Torres Strait Islander (A&TSI) communities, LGBTQI+ communities and communities living in rural and remote areas.

#### **5.1.2.2 Target Group 2 - Information about disability for mainstream organisations and service systems**

The National Information Program will also fund information projects relevant to mainstream organisations and service systems about different disability types and best practice supports which in turn will help people with disability access and utilise services and supports.

Increasing relevant information for service organisations will build a national information platform that provides relevant and consistent information across Australia for and to organisations and service systems and enhance their ability to deliver services and supports for people with disability.

Examples of eligible activities could include:

- Information for services to gain a better understanding of a range of disability types and how to become more inclusive and provide the most relevant and appropriate services required by each disability group and cohort.
- Information products that increase the understanding and awareness of organisations interacting with people with disability.

- Employment advice guides (creating an inclusive workplace culture, modification information for specific disability, discrimination information and obligations, employment incentives).
- Inclusive Services advice guides (creating inclusive retail/service experiences, discrimination and obligations).
- Advice guides (creating inclusive team/club culture, modification information for specific disability, discrimination information and obligations).

Note for this target group the National Information Program will not support the delivery of information for and about clinical services which remain the responsibility of community and mainstream health services.

### 5.1.2.3 Target Group 3 - Information for specific cohorts

Eligible activities focused on the following cohorts can be funded through the National Information Program.

- Culturally and Linguistically Diverse (CALD) communities
- Aboriginal and Torres Strait Islander (A&TSI) communities
- LGBTQI+ communities
- Communities living in rural and remote areas.

Information resources for cohorts can also include any type of information *product* or *activity* as outlined at 5.1.1 . For cohort groups, funding can be directed towards:

- developing cultural or community appropriate information.
  - Information translated from English to other languages (CALD and A&TSI)
  - Information requiring application of cultural relevant/specific focus (CALD, A&TSI, LGBTQI+)
- disseminating information about disability types in a cultural sensitive way
- advice guides (working with these cohorts, creating inclusiveness, discrimination information and obligations)
- information for rural and remote locations

## 5.2 Eligible expenditure

You can only spend the grant to pay for:

- staff salaries and on-costs that can be directly attributed to the provision of the project as per the grant agreement
- the portion of operating and administration expenses directly related to the project as per the grant agreement, such as:
  - telephones
  - computer/ IT/website/software
  - insurance
  - utilities
  - postage
  - stationery and printing
  - accounting and auditing

- travel/accommodation costs
- assets as defined in the grant agreement terms and conditions that can be reasonably attributed to meeting agreement deliverables
- a proportion of the grant funding can be used for evaluation of the funded project to demonstrate delivery of outcomes
- use of external consultants to support development of information resources is eligible but should be short term. The applicant must clearly describe in the application how the use of the consultant will result in a transfer of skill development (eg use of a consultant to design and deliver a train the trainer model) with subsequent training facilitated by the organisation.

Successful applicants can only spend grant funds on eligible grant activities as defined in the grant details in their grant agreement.

### 5.3 What the grant money cannot be used for

Applicants cannot direct the ILC Grant funding towards:

- costs incurred from activities delivered prior to the ILC funding being approved (retrospective costs)
- costs incurred in the preparation of a grant application or related documentation
- costs that the organisation would usually fund (e.g. general ongoing administration of an organisation such as electricity, rent)
- the purchase of land, major capital expenditure or major construction/capital works
- overseas travel
- activities subsequently funded from another funding source for the same purpose
- activities that are the role of peak body activities such as policy advice, advocacy, research or diagnosis
- projects that provide individual advocacy or systemic advocacy:
  - Systemic advocacy typically builds upon the outcomes of research, inquiries and reviews and seeks to improve understanding of an issue and initiate change for a group of people. Individual advocacy is when someone advocates on behalf of someone else. Both activity types are not eligible for funding in this grant round.
  - Self-advocacy type activities can be funded through this grant round (e.g. activities which focus on 'speaking up'), as it involves supporting people with disability to increase their capacity to exercise their rights by helping them build their capacity to voice their concerns, access information, resolve issues and identify available support options.
- activities and supports that would be deemed reasonable and necessary for participants and funded under an NDIS Plan. Funds may not be provided directly to individuals
- activities that other Commonwealth, state, territory or local government bodies have responsibility for ensuring access and inclusion of people with disability. For example:
  - Employment – ILC Grants cannot be used to fund activities that are the responsibility of the Disability Employment Services 'Employment Assistance Fund', which provides financial support for work-related equipment, modifications and services to adjust the workplace to suit employees with disability or Disability Awareness Training see <https://www.jobaccess.gov.au/employment-assistance-fund-eaf>

- Education – ILC Grants cannot be used to pay for the cost of teachers or childcare workers to undertake disability inclusion training or to fund activities that are the responsibility of the National Disability Coordination Officer (NDCO) program that works strategically to assist people with disability access and participate in tertiary education and subsequent employment.
- Transport – ILC Grants cannot be used to fund capital works to make a transport facility more accessible
- Health – ILC Grants cannot be used to pay for the cost of health professionals to undertake disability inclusion training
- activities to fulfil the obligations of the organisation under the disability discrimination legislation to be accessible, inclusive and meet the needs of people with disability, such as a reasonable adjustment under the *Disability Discrimination Act 1992* (Cth) (e.g. general inclusion or disability awareness training for staff)
- activities that could be more appropriately provided by other mechanisms or support services such as “reasonable adjustment” under the *Disability Discrimination Act 1992* (Cth)
- activities that are considered by the NDIA as being eligible for funding support through a more appropriate source
- activities that duplicate previous ILC Grant funded projects
  - Where an application is seeking funds to continue delivery of a project previously funded through an ILC Grant round, the applicant must demonstrate that the need being addressed still exists, and must explain how the continuation of the project will contribute to achievement of ILC outcomes
  - Activities that are funded, or are eligible to be funded, under other government initiatives will not be funded in this grant round.
- activities that duplicate the activities undertaken by NDIS Partners in the Community (Local Area Coordination and/or Early Childhood Early Intervention) organisations.

## 6 The assessment criteria

You must address all of the following assessment criteria in the application.

The application form includes character limits – up to 3500 characters (525 words) per criterion. The application form will not accept characters beyond this limit.

### Criterion 1 - Need and suitability

**Demonstrate the need and the suitability of the proposed grant activity for the selected target group. (If your proposal is specifically targeted at any of the cohort groups then you should also provide evidence of need for those cohort groups).**

In your response, we are looking for evidence of why this project is necessary and how it will provide an innovative solution to the provision of information resources for one of the three target groups outlined at Section 5 of the Grant Opportunity Guidelines.

When addressing the criterion strong applicants will:

- Describe the need or issue that the proposed project will address and why the information resource proposed is important and necessary.

- Explain how the proposed information resource will effectively address the information need amongst the selected target group/s.
- Describe how the project design and delivery will provide an innovative information solution within the three-year grant timeframe and beyond.

We encourage reference to relevant data or research to support your explanation. Your answer could include:

- Specific evidence of need (e.g. research, reports, studies) and if that evidence has been tested in the local situation, particularly for cohort groups.
- A clear description of the link between how the proposed grant project will create a change in the need/issue.
- A clear description of your method to implement the project.
- Evidence from previous projects you have delivered and any evaluation or assessment which supports the need for the project.

### **Criterion 2 - Outcomes focussed**

**How will the information product or activity assist or improve the way that information is accessed and/or received by people with disability and/or mainstream services and organisations? What are the expected results in developing and disseminating the information resources which will be developed?**

In your response, we are looking for evidence of well thought out projects, project planning and how your organisation understands development of appropriately designed information resources for the target group/s, maintaining currency of information resources, engagement and communications planning to increase awareness of the information resources.

When addressing the criterion strong applicants will:

- Demonstrate the benefit for the selected target group in using the information resource or activity.
- Describe how the information resources proposed will increase knowledge and lead to increased social and community participation for the selected target group (people with disability or cohort groups), and for mainstream organisations and service systems - how it leads to increased understanding of disability and ability to deliver services and supports for people with disability.
- Describe how your communications planning will engage and undertake outreach to the target group/s and community to increase awareness, access to and use of your information resources.

### **Criterion 3 - Sustainability**

**Demonstrate how the proposed project will ensure the information resources will be embedded in the organisation, shared or knowledge transferred and how you will ensure information resources retain currency and relevance for the target group/s throughout the life of the grant and beyond.**

In your response, we are looking for evidence that you will ensure your information resources developed through your project have longevity, are maintained; what your organisation will do to embed the ongoing management and update of the information resources to ensure currency and accuracy throughout and beyond the life of the grant.

When addressing the criterion strong applicants will:

- Describe how information resources developed will be maintained and kept updated during the life of and beyond the project. How the information resources will be retained for utilisation over time.
- Describe how you will continue to share the learning and resources developed beyond the life of the grant. How might the resources developed be shared beyond your organisation or with the sector more broadly.
- Describe what opportunities there are for scalability and replication of your project.

#### **Criterion 4 – Organisational Capacity**

**Organisational capability and capacity.** Describe your organisation’s capability and expertise and/or experience to deliver the proposed project. What evidence is there that your organisation is best placed to deliver the project and what prior experience supports your claim?

**Project Management.** Describe how your organisation will project manage the proposed project and undertake the following in delivering your proposal:

- Involving people with disability in co-design processes and including roles at a governance, staff or volunteer level.
- Project management including how any risks for the project will be identified and managed.
- Explain the relevant experience and qualifications held by key personnel and their role in managing the proposed project.

When addressing the criterion strong applicants will:

- Demonstrate appropriate project management approach including an outline of how your organisation will manage resources, governance, finances, risk, monitoring and evaluation.
- Explain the relevant experience and qualifications held by key personnel and their role in managing the proposed project, as well as how people with disability will be involved in the project design and delivery.
- Outline what experience your organisation has in developing information resources for the target groups.

Applicant’s response could:

- Use examples to describe your organisation’s experience with developing and implementing similar projects.
- Explain the relevant experience and qualifications held by key personnel and their role in managing the proposed activity.
- Outline what experience your organisation has in developing information products or activities for people with disability.

In your answer we are looking for evidence that you are taking a planned approach to the project and have the organisational skills, capability and capacity to manage the project. Your answer could describe:

- Examples of implementing projects of similar scale and a similar type of project.
- Your experience in working with the target audience or community.
- The project planning you have done so far and other kinds of planning, like risk management, communications/engagement planning.

## Criterion 5 - Reach

### How will the proposal ensure a national approach to delivery and accessibility for people across Australia?

In your response, we are looking for evidence of ability to deliver to national audiences through existing or proposed networks and/or delivery channels.

When addressing the criterion strong applicants will:

- Demonstrate the ability to deliver and operate the project within a nationally consistent approach, or demonstrate the potential for scalability to other locations.
- Demonstrate the ability to partner with other organisations and cohorts in order to deliver a nationally consistent approach
- Describe proposed delivery channels so that the diverse information needs of people with a disability are met.
- Describe how the project will reduce duplication and enhance quality and ease of access to information nationally

## 7 How to apply

Before applying, you must read, understand and familiarise yourself with a number of key documents.

These include the:

- Grant Opportunity Guidelines
- terms and conditions
- questions and answers
- ILC Outcomes Framework Discussion Starter available on the [ILC Toolkit](#)

Grant round documents are found at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda<sup>2</sup> will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

### 7.1 Number of applications

Applicants can only submit one application, either on behalf of their own organisation or as the lead organisation of a consortium. The lead organisation of the consortium is the applicant. Applications submitted as a consortium counts towards the total number of applications of the lead organisation only. Applicants can participate in additional applications as non-lead members of consortia.

Applicants can also apply as the Auspisor of another organisation. Acting as an Auspisor does not count towards the number of applications that an organisation is eligible to submit.

Where an applicant submits more applications than it is eligible to submit, only the application received closest to the closing date will be accepted.

---

<sup>2</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents

## 7.2 Application requirements

To apply you must:

- complete the online application form on [GrantConnect](#) or the Community Grants Hub website
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 11:00PM AEST on Friday 10 May 2019

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* and we will investigate any false or misleading information and may exclude your application from further consideration.

## 7.3 Assistance with the application

The application form includes help information.

If you need more help with the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) before the closing date and time. The Community Grants Hub do not have to accept any additional information, or request from you to correct your application after the closing time.

## 7.4 Inquiries about the grant application questions

Applicants' may seek clarification until 5:00PM AEST Friday 3 May 2019. For transparency and probity purposes all questions should be directed to the Community Grants Hub on 1800 020 283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) . Answers to Frequently Asked Questions will be made available at the Community Grants Hub.

## 7.5 Changes to an application

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

## 7.6 Record and acknowledgement of application

You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application.

## 7.7 Attachments to the application

All of the following document/s should be attached to your application:

- Project Indicative Budget (template available on the Community Grants Hub website)

- The two most recent sets of year-end, and preferably audited financial statements inclusive of Profit and Loss Statements and Balance Sheets
- Completed Auspice Declaration (only for organisations to authorise another organisation to apply on their behalf) (template available on the Community Grants Hub website), and
- Signed trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not requested.

**Please note:** There is a 2mb limit for each attachment.

## 7.8 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

All applications must be submitted by **11:00pm AEST Friday 10 May 2019**.

The start date for the grant activities is likely to be August/September 2019 and the grants will run for a maximum of three years. Applicants are likely to be notified of the outcome of their application in July/August 2019. Below are the anticipated timeframes for this funding opportunity.

Table 1: Indicative timing for this funding opportunity

Activity	Timeframes
Application period	Open: Friday 5 April 2019 Close: 11pm AEST, Friday 10 May 2019
Assessment of applications	May/June 2019
Notification to unsuccessful applicants	Anticipated July 2019
Negotiations and award of grant agreements	Anticipated August 2019
Activity commences	August/September 2019
End date	Dependent on the term of Agreement (cannot exceed three years from commencement date)

### Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

## How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub via [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

Written requests to lodge a late application will only be accepted within three days after the grant opportunity has closed.

NDIA will determine whether a late application will be accepted. The decision will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

## Expected timing for this grant opportunity

If you are successful, you will likely be expected to start your grant project in August/September 2019.

## 7.9 Questions during the application process

If you have any questions during the application period contact the Community Grants Hub on 1800 020 283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

The Community Grants Hub will respond to emailed questions within five working days. Answers to questions are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5:00PM AEST on 3 May 2019. Following this time, only questions about using and/or submitting the application form will be answered.

# 8 The grant selection process

## 8.1 Assessment of grant applications

The Assessment Centre will review your application against the eligibility criteria in section 4. Only eligible applications will move to the next stage.

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications. We will consider your application on its merits, based on how:

- well it meets the criteria
- it compares to other applications

A Selection Advisory Panel will consider whether it provides value with relevant money.<sup>3</sup>

When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel will have regard to:

- the overall objective/s to be achieved in providing the grant.
- whether the proposed project is in scope of the ILC policy.
- needs of the ILC Priority Cohorts for the round
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant activities will target groups or individuals
- the risks, financial and other, that the Applicant or project poses for the NDIA

During assessment, the NDIA will consider capacity, where the applicant is involved in multiple applications via consortia or auspice arrangements. The NDIA will also consider potential duplication of funding across multiple consortia applications involving the same organisation (i.e. will consider whether applicants are receiving multiple streams of funding for delivering the same or similar services or projects through multiple consortia).

## **8.2 Financial Viability**

Applicants may be subject to a financial viability assessment.

## **8.3 Who will assess and select applications?**

The Assessment Centre will assess each eligible and compliant application on its merit and compare it to other eligible applications. The Assessment Centre will be made up of Community Grants Hub staff, who will undertake training to ensure consistent assessment of all applications.

The Selection Advisory Panel will inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs. The Selection Advisory Panel may include a mix of employees of the NDIA, Commonwealth Government, people with disability, and people of specialist relevant expertise.

The Selection Advisory Panel may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees.

The Selection Advisory Panel recommends to the decision maker which applications to approve for a grant.

## **8.4 Who will approve grants?**

The NDIA decision maker decides which grants to approve based on the recommendations of the Selection Advisory Panel and the availability of grant funds for the purposes of the grant program.

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

---

<sup>3</sup> See glossary for an explanation of 'value with money'.

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

The NDIA decision maker will not approve funding if they reasonably consider the program funding available 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

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

### 9.1 Feedback on your application

A Feedback Summary will be published on the Community Grants Hub website to provide all organisations with easy to access information about the grant selection process and the main strengths and areas for improving applications.

## 10 Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding grant agreement with the NDIA.

Each agreement has general/standard grant conditions that cannot be changed. We will use a schedule to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

You will likely have twenty (20) business days from the date of a written offer to sign and return this grant agreement. The agreement is not considered to be executed until both you and the NDIA have signed the agreement. During this time, we will work with you to finalise details.

The NDIA will negotiate agreements with successful applicants. 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.

Applicants should not make financial commitments related to this grant, until a grant agreement has been executed by the NDIA.

### 10.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children

- projects that involve contact with children that is a usual part of, and more than incidental to, the grant project.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant project involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

### **10.3 Multicultural Access and Equity**

The Australian Government's *Multicultural Access and Equity Policy* obliges Australian government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners - are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency.

### **10.4 How we pay the grant**

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 costs, you must meet them yourself.

The grant will be paid via Electronic Funds Transfer (EFT) into the bank account nominated by the applicant in the application form. No other forms of payment (e.g. cheque) are available.

NDIA will make an initial payment on execution of the grant agreement. We will make subsequent payments progressively based on the progress reports and the eligible expenditure.

### **10.5 Grant payments and GST**

Payments will be made as set out in the grant agreement.

If the successful applicant has indicated that it is registered for GST, a GST payment of 10% of the value of the grant will be added to the grant amount requested.

Organisations that are not registered for GST at the time of signing the grant agreement will not be paid a GST component.

It is the responsibility of the applicant to manage its obligations for registration for GST as set by the Australian Taxation Office. This includes registering for GST if the organisation's income as a result of success in a grant round exceed the thresholds set by the Australian Taxation Office. Note that organisations need to be registered for GST if their total turnover thresholds reaches and exceeds \$75,000 individual, \$150,000 not-for-profit. Total GST turnover also includes grant funding.

The GST status of the organisation at the time of execution of the grant agreement will hold throughout the term of the grant. The NDIA is not obligated to pay a GST component to applicants who have registered for GST following execution of the grant agreement.

If an applicant receives a grant, they should consider speaking to a tax advisor about the effect of receiving a grant before they enter into a grant agreement. Applicants can also visit the [Australian Taxation Office website](#) for more information.

## 11 Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

## 12 How we monitor your grant project

### 12.1 Monitoring and evaluating your grant

As part of the new ILC Investment Strategy, the NDIA has established an ILC Monitoring and Evaluation Framework. This Framework defines various measures and associated indicators that align with the ILC Outcomes Framework and the National Disability Agenda.

There is a requirement to comply with the specific requirements for your project as defined in your grant agreement. These requirements do not preclude any self-directed or self-commissioned monitoring and evaluation activities and we encourage you to consider additional activities to enhance your own knowledge of your project and its impact.

Various tools may be utilised to support the Monitoring and Evaluation Framework these may include:

1. Activity Work Plans including progress reports.
2. Surveys, questionnaires or similar tools provided or sent to project participants for completion as scheduled (generally bi-annually).
3. Other monitoring and evaluation tools and/or activities as required and agreed upon by both parties.

Please note that failure to comply with these requirements may result in the delay of funding instalments.

### 12.2 Keeping us informed

You should let us know if anything is likely to affect your grant project, services or organisation.

We need to know of any changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due because of these changes.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of the terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant.

### **12.3 Reporting**

As part of the grant agreement negotiations, the NDIA will provide successful recipients with an Activity Work Plan template. The Activity Work Plan documents planned deliverables, milestones and outputs for the funded project. The Activity Work Plan also documents risk management and community engagement relevant to the funded project.

Successful applicants' progress and outcomes against the Activity Work Plan will be monitored throughout the grant through regular reports.

The grant agreement will specify the type and frequency of reports the grant recipient will be required to submit. Grant recipients are required to have organisational processes and systems in place to allow them to meet their data collection and reporting obligations outlined in their grant agreement.

Successful applicants must submit reports in the timeframes stated in the grant agreement. The NDIA will provide templates for these reports to enable them to report on:

- progress against agreed project milestones
- eligible expenditure of grant funds.

Successful recipients will also be required to access project participants or users of the supported programs. Through tools such as surveys or other information gathering devices, this will allow ILC to determine the outcomes of the project in relation to the particular measures and indicators within the ILC Monitoring and Evaluation Framework.

Grant recipients will be required to provide reporting each six months on the number of users utilising their products, as well as noting the barriers and enablers relative to their project.

Grant recipients will need to maintain a database of users (or have a method of reaching users) of their programs. They will be required to provide a request for a survey to these users every six months.

### **12.4 Performance indicators**

Grant recipients will be required to report on outputs, outcomes and process measures as defined by ILC in accordance with the ILC Monitoring and Evaluation Framework. These will be defined and documented through the Activity Work Plan. Further information and guidance will be provided to grant applicants, if successful, regarding specific indicators.

Specific performance indicators will be documented in your grant agreement and the activity work plan. This will enable the impact of individual activities funded through the ILC Program as well as the impact of the ILC Program overall, to be tracked.

NDIA will provide templates to successful grant applicants for reporting purposes and which grant recipients are expected to use.

### **12.5 Financial declaration**

You will be required to provide a declaration in a format decided by us that the grant money was spent in accordance with the grant agreement, and to report on any underspends of the grant money.

## 12.6 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Grant Agreement Manager within the NDIA.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

## 12.7 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

## 12.8 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

## 12.9 Evaluation

The NDIA will evaluate the grants awarded through this ILC Grant opportunity to measure how well the outcomes and objectives have been achieved. The grant agreement requires grant recipient to provide information that forms the basis of this evaluation.

## 12.10 Acknowledgement

All publications relating to grants awarded under these Grant Opportunity Guidelines must include the following acknowledgement:

*“Funded by the NDIS through the Information, Linkages and Capacity Building (ILC) – National Information Program Funding Round 2019-22”.*

# 13 Delivery of grant activities

## 13.1 Grant recipient’s responsibilities

Grant recipients will be responsible for:

- submitting reports in line with the timeframes specified in the grant agreement and on the templates provided
- meeting the terms and conditions of the grant agreement and managing the grant project efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement.

## 13.2 NDIA’s responsibilities

The NDIA has responsibility for the day-to-day oversight of the ILC Program. For individual grants the NDIA will:

- identify suitable applicants to deliver the activities required as per these Grant Opportunity Guidelines

- administer the ILC Program in a professional and effective manner, and in accordance with applicable legislation (e.g. *the National Disability Insurance Scheme Act 2013, Public Governance Performance Accountability Act 2013, Commonwealth Grant Rules and Guidelines*)
- work with grant recipients to ensure the ILC Program is implemented to agreed standards and within the approved budget and timeframe
- in approving activities for funding, ensure that relevant outcomes expressed within these ILC Grant Opportunity Guidelines are achieved
- work to ensure that the outcomes contained within the ILC Program Guidelines are being met and evaluate the organisation's performance against the project outcomes
- publish information on the successful grants on the NDIS website
- monitor the progress of project by assessing submitted reports
- conduct site visits to confirm details of reports if necessary
- occasionally, where required, re-examine claims, seek further information or request an independent audit of claims and payments
- evaluate the ILC Grant program to measure how well the outcomes and objectives have been achieved. The grant agreement will require grant recipients to provide information to help with this evaluation.

## 14 Probity

The NDIA and Community Grants Hub and GrantConnect will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These guidelines may be changed by NDIA. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

### 14.1 Enquiries and feedback

#### **Complaints about the selection process**

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

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the complaints form on the Department of Social Services website, by phone or mail.

Phone: 1800 634 035

Mail: Complaints  
GPO Box 9820  
Canberra ACT 2601

#### **Complaints about this program**

The ILC Branch within the NDIA handles complaints about the program. All complaints about the program must be lodged in writing and sent to [ILC@ndis.gov.au](mailto:ILC@ndis.gov.au). Any questions you have about grant decisions for the program should also be sent to [ILC@ndis.gov.au](mailto:ILC@ndis.gov.au)

## Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or NDIA has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or NDIA.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 14.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if NDIA and the 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
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/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 think there is an actual, apparent, or perceived conflict of interest, you must inform the NDIA and the Community Grants Hub in writing immediately.

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](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Community Grants Hub](#) website.

## 14.3 Privacy: Confidentiality and protection of personal information

We handle your personal information in accordance with law, including the Australian Privacy Principles under the *Privacy Act 1988* and the *National Disability Insurance Scheme Act 2013*. This includes letting you know:

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

Further information about how we handle your personal information is found in our [Privacy Policy](#).

Applicants are required to declare their ability to comply with the *Privacy Act 1988* and the *National Disability Insurance Scheme Act 2013* and impose the same privacy obligations on any subcontractors they engage to assist with the activity, and this will be part of their Agreement obligations. The applicant must ask for the NDIA's consent in writing before disclosing confidential information.

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; 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 NDIA may also use and disclose information about grant applicants and grant recipients under the program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may disclose information to:

- The Selection Advisory Panel and other NDIA employees and contractors to help us manage the program effectively
- Employees and contractors of the NDIA so they 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 applicants provide us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- *National Disability Insurance Scheme Act 2013*
- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act 2013*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995*

We will treat the information given to us as confidential if it meets all of the four conditions below:

1. The applicant clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Disclosing the information would cause unreasonable harm to you or someone else.
4. The applicant provides 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.

## 14.4 Freedom of information

All documents that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

All freedom of information requests must be referred to the Freedom of Information team by email to [foi@ndis.gov.au](mailto:foi@ndis.gov.au)

## 15 Glossary

Term	Definition
Accountable authority	See subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
Administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
Assessment criteria	Are 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 grant opportunity, to determine application rankings.
Auspicor	An auspicor is a legal entity that applies on behalf of another organisation. The Auspicor becomes the applicant and is legally responsible for the project, its delivery, evaluation and acquittal of funding.
Auspicee	An organisation or unincorporated group that authorises another organisation to apply and manage the grant funding and contractual arrangements on behalf of the Auspicee. The Auspicee will still deliver the project, but the Auspicor will manage the funding and all relationships and requirements with the funding body.
Commencement date	The expected start date for the grant project
Completion date	The expected date that the grant project must be completed and the grant spent by
Consortium	A consortium is an association of two or more organisations or groups with the objective of participating in a common project or pooling their resources for achieving a common goal. One organisation in a consortium must be nominated as the 'lead organisation' and the others are referred to as Non-lead organisations.
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 PGPA Act
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

Term	Definition
Date of effect	Can be the date on 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.
Eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Grant	For the purposes of the CGRGs, a 'Grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> <li>a. under which relevant money<sup>4</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>5</sup> is to be paid to a grantee other than the Commonwealth</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
Grant project	Refers to the project/tasks/services or activities that the grantee is required to undertake
Grant agreement	Sets out the relationship between the parties to the agreement, and specifies the details of the grant
<a href="#">GrantConnect</a>	Is the Australian government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
Grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
Grantee	The individual/organisation which has been selected to receive a grant

---

<sup>4</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>5</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
NDIA Decision Maker	The decision maker for the funding round as per the <i>NDIA's Financial Authorisations – Version 2018-01</i> . In this grant round the NDIA decision maker will likely be the Chairman of the NDIA Board.
Portfolio Budget Statement (PBS) Program	Described within the entity's <a href="#">Portfolio Budget Statement</a> , 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 level, more 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.
Selection Advisory Panel	Provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the overall grant round objectives, service location and value for money perspectives.
Value with money	<p>Refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> <li>• quality of the project proposal and activities</li> <li>• fit for purpose of the proposal in contributing to government objectives</li> <li>• absence of a grant is likely to prevent the grantee and government's outcomes being achieved</li> <li>• potential grantee's relevant experience</li> <li>• performance history.</li> </ul>