



Australian Government

Community
Grants Hub
Improving your grant experience



s22

Autism Community Network
PO Box 188
Riverwood NSW 2210

s22

Dear s22

The Community Grants Hub, on behalf of the Department of Social Services, is pleased to invite your organisation to deliver a project to support people with autism and their family and carers living in New South Wales and provides them with information and services.

Please find enclosed the Grant Opportunity Documents consisting of the Grant Opportunity Guidelines and the Simple Commonwealth Grant Agreement Conditions.

Please respond to this invitation by completing the Service Delivery Plan on the template provided below and returning it to support@communitygrants.gov.au.

The closing date for your response is **2.00pm AEST, Tuesday, 25 September 2018**.

Please quote 2018-2445 - Inclusive Communities Grants on the subject line of your document when communicating with the Community Grants Hub.

If you have any questions, please email the Community Grants Hub at support@communitygrants.gov.au up until **Monday, 24 September 2018**.

Yours sincerely

The Community Grants Hub



Australian Government

Community Grants Hub
Improving your grant experience



Attachment A

**Acceptance of the Invitation to deliver
2018-2445 - Inclusive Communities Grants**

ID and Project Name	2018-2445 - Inclusive Communities Grants			
Funded Organisation	Autism Community Network			
Location	NSW			
Funding Amount (GST exclusive) and Activity Period	2018-19	2019-20	2020-21	Total Funding
	\$173,496	\$142,370	\$149,598	\$465,464



Strong and Resilient Communities Activity Inclusive Communities Grants Service Delivery Plan

Organisation Legal Name: Autism Community Network

Name of Contact Person: s22

Address: PO Box 188 Riverwood NSW 2210

Phone: 02 95439036

Email: s22

Describe the project and who it will support.

Your response should include:

- the demographic of the service delivery area
- how the project will be delivered and promoted, and when it will be open to the public
- who will benefit and how
- how you will involve key stakeholders or governing bodies within the target community.

Please limit your response to 600 words.

(Signed)

(Date)

Name of signatory: _____

Position of signatory: _____

Organisation: _____



Strong and Resilient Communities Activity Inclusive Communities Grants Service Delivery Plan

Organisation Legal Name: Autism Community Network

Name of Contact Person: s22

Address: Illawong Community centre – 273 Fowler Rd Illawong NSW 2234
PO Box 188 Riverwood NSW 2210

Phone: 02 9543 9036 / s22

Email: s22

Describe the project and who it will support.

Your response should include:

- the demographic of the service delivery area
- how the project will be delivered and promoted, and when it will be open to the public
- who will benefit and how
- how you will involve key stakeholders or governing bodies within the target community.

The Autism Community Network (ACN) is a charity focused around building a strong community of support for autism. We use our combined knowledge and experiences as carers or individuals in the 'autism community' to help each other. Our goal is to create a society where people with autism and their families can lead rich, full and rewarding lives.

We currently support over 1,370 families who come together both on-line and across 38 different groups in 17 Local Government Areas in Sydney and some regional areas.

As at September 2018, these include:

BAYSIDE | BLACKTOWN | CAMDEN | CANTERBURY-BANKSTOWN |
CUMBERLAND | GEORGES RIVER | HAWKESBURY | HILLS SHIRE | HORNSBY |
INNER WEST | LAKE MACQUARRIE | NORTHERN BEACHES | PARRAMATTA |
RYDE | SUTHERLAND SHIRE | SYDNEY CITY | WOLLONGONG |

The project is to be able to continue to meet the needs of so many families and individuals impacted by autism conditions. It is open and will continue to provide what we have seen is a very in demand service over the last 8 years. Our goal remains to continue building capacity across each community we move in to. This is achieved by recruiting suitable volunteers who are trained

and supported to run our programs on a local level. They run carer support groups, information events, and social skills programs for kids on the spectrum and social events for adults on the spectrum. Once we are established in a region we also apply for club grants to provide the programs that need funding for resources or professionals. These include programs such as Cooking clubs, Music Therapy, Fitness clubs and so on.

We connect with all key stakeholders in each community we establish support in.

Government: We meet with local State and Federal members of parliament, as well as councils to introduce our programs and promote what is available to local residents dealing with autism.

Local Clubs: We endeavour to establish relationships with local clubs, preferring to run our carer support groups there. This allows clubs to know us as well as be aware of the need for support in their community; it also strengthens our chances of obtaining a club grant as we grow to provide more support locally.

Agencies: We work with FACS, Ability Links and any other government or NGOs as we regularly refer, or recommend services for people in their care. Our preference is also to partner with local community organisations to promote and provide our programs.

This is the model we have used successfully for many years.

As the NDIS only caters to a small percentage of people on the autism spectrum, programs like ours allow all adults, kids and carers dealing with autism to access appropriate programs to break away from the isolation of autism and become a part of their local community.

As we never charge anyone to help them, we rely on community support and philanthropy to continue to grow. Those efforts alone are not enough, and this grant will help us employ suitable management level staff to run the organisation as it keeps growing as well as establishing partnerships and fundraising processes to make us financially sustainable.

s22

Signed:

Name: s22

Date: 20 September 2018



Australian Government

Department of Social Services

**Commonwealth
Simple Grant Agreement**

between

the Commonwealth represented by

Department of Social Services

and

Autism Community Network Incorporated

Grant Agreement 4-9TQC5HW

Once completed, this document, together with each set of Grant Details and the Commonwealth General Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth and the Grantee.

Parties to this Agreement

The Grantee

Full legal name of Grantee	Autism Community Network Incorporated
Legal entity type (e.g. individual, incorporated association, company, partnership etc)	Incorporated Association
Trading or business name	Autism Community Network
Any relevant licence, registration or provider number	CFA/22825 INC 9896017
Australian Company Number (ACN) or other entity identifiers	-
Australian Business Number (ABN)	64 103 662 535
Registered for Goods and Services Tax (GST)	Y
Date from which GST registration was effective	.
Registered office (physical/postal)	Illawong Community Centre, 273 Fowler Rd, ILLAWONG NSW 2234
Relevant business place (if different)	PO Box 188 Riverwood NSW 2210
Telephone	02 9543 9036
Fax	-
Email	info@autismcommunity.org.au

The Commonwealth

The Commonwealth of Australia represented by Department of Social Services
71 Athllon Drive, GREENWAY ACT 2900
ABN 36 342 015 855

Background

The Commonwealth has agreed to enter into this Agreement under which the Commonwealth will provide the Grantee with one or more Grants for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use each Grant and undertake each Activity in accordance with this Agreement and the relevant Grant Details.

Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms (if any);
- (c) the General Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details or the Supplementary Terms is a reference to the Agreement in relation to that particular Grant and Activity. If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire Agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, Agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

Grant Details

Organisation ID:	4-9D7KU2
Agreement ID:	4-9TQC5HW
Schedule ID:	4-9TQC5HZ

A. Purpose of the Grant

The purpose of the Grant is to:

Build strong, resilient, cohesive and harmonious communities to ensure that individuals, families and communities have the opportunity to thrive, be free from intolerance and discrimination, and have the capacity to respond to emerging needs and challenges.

This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.

The Grant is being provided as part of the Strong and Resilient Communities program.

Inclusive Communities - 4-9TQC5IH

B. Activity

Inclusive Communities grants aim to increase the social and economic participation of vulnerable and disadvantaged individuals and families within their communities, and enhance their lifetime wellbeing and sense of community belonging.

This Inclusive Communities grant will be provided specifically for a project that supports people with autism and their family and carers living in New South Wales and will provide them with information and services.

Important requirements

You must comply with:

- DSS Departmental Policies*;
- the relevant Guidelines*;
- the Data Exchange Protocols*; and
- any other service compliance requirements applicable for the Activities you are funded to deliver.

*Any or all of these may be amended by us from time to time. If we amend these we will notify you in writing at least one month prior to the changes coming into effect. The latest version can be found on the Department of Social Services website <https://www.dss.gov.au/>.

You must ensure that cultural and linguistic diversity is not a barrier for people targeted by this Activity, by providing access to language services where appropriate.

Data Exchange Reporting

You are required to provide client level data and service delivery information from all recipients of this Activity in accordance with the Data Exchange Protocols (<https://dex.dss.gov.au/data-exchange-protocols/>).

You must provide the data required within the Data Exchange through an approved mechanism as outlined in the Data Exchange Protocols.

You are required to finalise the submission of data within the Data Exchange for each reporting period within 30 days of the reporting period ceasing, as set out in the reporting schedule below.

Activity Work Plan

The detailed deliverables and activities you will undertake to fulfil this Activity must be provided as part of your Activity Work Plan, to be developed in consultation with, and provided to the Department as specified in Item E. Once mutually agreed the Activity Work Plan will form part of the Agreement. You are required to report against any performance measures set out in the Activity Work Plan within 30 days of the reporting period ceasing.

Service Types

Where you are funded for more than one service type under this Activity, and you have met the requirements within one of these service areas, you may shift all or part of any remaining funds to another service type you support under this Activity. You must advise us of resource attributions annually through the Activity Work Plan Report as detailed in Item E.

Outlet Locations

You must advise us of the outlet locations for this Activity within 3 months of the execution of this Agreement. Thereafter, you must advise us of any changes to outlet locations annually through the Activity Work Plan Report as detailed in Item E.

Service Areas

You must provide services across the service area as outlined in the table below.

Where you are funded for more than one service area, and you have met the requirements within one of these service areas, you may shift all or part of any remaining funds to another service area you support under this Activity. You must advise us of resource attributions annually through the Activity Work Plan Report as detailed in Item E.

Use of Location, Service Information and Attributed Funding Information

The information listed below on location, service area and any attributed DSS funding amounts will be used by us to provide reports, by region, on DSS's funding.

The information may be published on a Commonwealth website.

Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
Activities are completed according to scope, quality, timeframes and budget defined in the Activity Work Plan.	The Department and you agree that the Activity Work Plan has been completed as specified or, in case of divergence, to a satisfactory standard.
Number of clients assisted	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Number of events / service instances delivered	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Percentage of participants from priority target groups	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Percentage of clients achieving individual goals related to independence, participation and well-being	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Percentage of clients achieving improved independence, participation and well-being	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.

Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1	Direct Funded	Autism Community Network Incorporated	Illawong Community Centre 273 Fowler Rd ILLAWONG NSW 2234

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	State/Territory	NSW

C. Duration of the Grant

The Activity starts on 15 November 2018.

The Activity (other than the provision of any final reports) ends on 30 June 2021 which is the Activity's Completion Date.

The Agreement ends on 30 November 2021 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

D. Payment of the Grant

The total amount of the Grant is \$465,464.00* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2018-2019	\$173,496.00
2019-2020	\$142,370.00
2020-2021	\$149,598.00

*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the grant is to be paid is:

BSB Number	s22
Financial Institution	s22
Account Number	s22
Account Name	s22

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

Milestone	Anticipated date	Amount (excl. GST)	GST	Total (incl. GST)
Full payment of 2018-19 funds	On Execution	\$173,496.00	\$17,349.60	\$190,845.60
Half-yearly payment of 2019-20 funds	9 July 2019	\$71,185.00	\$7,118.50	\$78,303.50
Half-yearly payment of 2019-20 funds	2 December 2019	\$71,185.00	\$7,118.50	\$78,303.50
Half-yearly payment of 2020-21 funds	14 July 2020	\$74,799.00	\$7,479.90	\$82,278.90

Half-yearly payment of 2020-21 funds	1 December 2020	\$74,799.00	\$7,479.90	\$82,278.90
Total Amount		\$465,464.00	\$46,546.40	\$512,010.40

Invoicing

None Specified

Taxes, duties and government charges

GST Provisions – you are a Government Related Entity

D.1 In this clause:

- (a) the term '**GST Act**' means the *A New Tax System (Goods and Services Tax) Act 1999* (Cth);
- (b) the terms '**supply**', '**supplier**', '**taxable supply**', '**tax invoice**', '**GST**', '**input tax credit**' and '**decreasing adjustment**' have the same meaning as given in the GST Act; and
- (c) '**receiver of the supply**' has the same meaning as the term 'recipient' has in the GST Act.

D.2 The parties have entered into this Agreement on the understanding that:

- (a) the parties are both 'government related entities' as defined in the GST Act; and either:
 - (b) the payment of the Grant:
 - (i) is covered by an appropriation under an Australian law; and
 - (ii) is calculated on the basis that the sum of the Grant and anything else that you receive from us in connection with, or in response to, or for the inducement of that supply under this Agreement, or a related supply does not exceed your anticipated or actual costs of making those supplies; or
 - (c) the payment of the Grant is a kind of payment specified in regulations made for the purposes of s.9-17 of the GST Act.

D.3 On the basis of the matter described in clause D.2, the parties rely on s.9-17 of the GST Act for no GST being imposed in connection with a supply made under this Agreement.

D.4 You must pay all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this Agreement, except as provided by this clause.

D.5 If, despite clauses D.2 and D.3, one party ('**supplier**') makes a taxable supply to the other party ('**receiver of the supply**') under this Agreement the receiver of the supply will pay without set-off, on provision of a tax invoice, an additional amount to the supplier equal to the GST imposed on the supply in question.

D.6 No party may claim or retain from the other party any amount in relation to a supply made under this Agreement for which the first party can obtain an input tax credit or decreasing adjustment.

D.7 The parties acknowledge and agree that each Party:

- (a) has quoted its Australian Business Number to the other; and
- (b) must tell the other of any changes to the matters covered by this clause.

D.8 This clause survives the expiry or termination of this Agreement or any aspect of it.

OR

GST Provisions – you are registered or required to be registered for GST

D.1. In this clause:

- (a) the term '**GST Act**' means the *A New Tax System (Goods and Services Tax) Act 1999* (Cth);
- (b) the terms '**supply**', '**supplier**', '**taxable supply**', '**tax invoice**', '**GST**', '**input tax credit**', '**decreasing adjustment**' and '**adjustment note**' have the same meaning as given in the GST Act; and
- (c) the term '**RCTI**' means a 'recipient created tax invoice' as defined in the GST Act. For the purpose of this Agreement, an RCTI is a tax invoice belonging to a class of tax invoices that the Australian Commissioner of Taxation has determined in writing may be issued by the receiver of the supply; and
- (d) '**receiver of the supply**' has the same meaning as the term 'recipient' has in the GST Act.

D.2 You must pay all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this Agreement, except as provided by this clause.

D.3 If one party ('**supplier**') makes a taxable supply to the other party ('**receiver of the supply**') under this Agreement the receiver of the supply will pay without set-off, on provision of a tax invoice or RCTI, an additional amount to the supplier equal to the GST imposed on the supply in question.

D.4 If an amount on account of GST has been included in the consideration for a supply under this Agreement, the amount of GST is as specified in this Item D.

D.5 If an amount on account of GST has been included in the consideration for a supply under this Agreement and the supply is not a taxable supply for any reason, the supplier must, on demand, refund the amount paid on account of GST to the receiver of the supply.

D.6 No party may claim or retain from the other party any amount in relation to a supply made under this Agreement for which the first party can obtain an input tax credit or decreasing adjustment.

D.7 The parties acknowledge and agree that each party:

(a) is registered for GST purposes;

(b) has quoted its Australian Business Number to the other; and

(c) must tell the other of any changes to the matters covered by this clause.

D.8 We (as the receiver of the supply) will issue RCTI(s) and any adjustment notes for any taxable supplies you make to us under this Agreement within 28 days of us determining the value of the taxable supplies in question.

D.9 You must not issue tax invoices or adjustment notes for taxable supplies you make to us under this Agreement.

D.10 Both parties must comply with the determination scheduled to GST Ruling 2000/10.

D.11 We will not issue RCTI(s) or adjustment notes for taxable supplies you make to us under this Agreement at any time that either Party fails to comply with any of the requirements in clauses D.7 to D.11.

E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due Date
Activity Work Plan	Output-level detail for the funded Activity negotiated with the Department and captured in an Activity Work Plan as per Item E.2	18 January 2019
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 30 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2019
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2019
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.5	15 August 2019
Financial Acquittal Report	Financial Acquittal from 1 July 2018 to 30 June 2019 as per Item E.4	31 October 2019
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 30 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2020
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2020
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.5	15 August 2020
Financial Acquittal Report	Financial Acquittal from 1 July 2019 to 30 June 2020 as per Item E.4	31 October 2020
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 30 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2021
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2021

Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.5	15 August 2021
Financial Acquittal Report	Financial Acquittal from 1 July 2020 to 30 June 2021 as per Item E.4	31 October 2021

E.1 Performance Reports

Data Exchange Reports

You must provide client and service delivery information to the Department of Social Services (DSS) via the Data Exchange in accordance with the Data Exchange Protocols, within 30 days of the completion of a reporting period, as outlined in Item E.

The Data Exchange Protocols can be found at <https://dex.dss.gov.au/data-exchange-protocols/>.

E.2 Activity Work Plan

The Activity Work Plan will be negotiated between you and us from time to time as agreed by both parties during the life of the Agreement. Using our Activity Work Plan template it will specify the Activity Details, deliverables, timeframes for delivery and measures of achievement. It may include a budget or other administrative controls intended to help manage activity risks. Once the Activity Work Plan has been agreed by both parties it will form part of the Agreement.

E.3 Annual Report

None Specified

E.4 Accounting for the Grant

A Financial Declaration must be submitted for each financial year funded under this Grant Agreement. A Financial Declaration is a certification from the Grantee stating that funds were spent for the purpose provided as outlined in the Grant Agreement and in-which the Grantee is required to declare unspent funds. The Financial Declaration must be certified by your Board, the Chief Executive Officer or one of your officers, with authority to do so verifying that you have spent the funding on the Activity in accordance with the Grant Agreement.

E.5 Other Reports

Activity Work Plan Report

For the purposes of this Agreement, Activity Work Plan Report means a document to be completed by you, on a template or system provided by us. The preferable way to submit the Report would be through the Grant Recipients Services Portal when it becomes available.

The Activity Work Plan Report template asks for progress on requirements in the Activity Work Plan for the reporting period including any compliance requirements.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	s22 [REDACTED]
Position	General Manager
Postal/physical address(es)	PO Box 188, RIVERWOOD NSW 2210
Business hours telephone	02 9543 9036
Mobile	s22 [REDACTED]
Fax	-
E-mail	s22 [REDACTED]

Commonwealth representative and address

Name of representative	s22 [REDACTED]
Position	CGH – Delivery Contract Manager
Postal/physical address(es)	GPO Box 9820, SYDNEY NSW 2001
Business hours telephone	s22 [REDACTED]
Mobile	Not specified
E-mail	s22 [REDACTED]@dss.gov.au

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

Organisation ID:	4-9D7KU2
Agreement ID:	4-9TQC5HW

Signatures

Executed as an agreement

Signed for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through Department of Social Services, ABN 36 342 015 855 in the presence of:

<p><u>s22</u></p> <p>_____ (Name of Departmental Representative)</p> <p><u>TEAM LEADER - TRANSITIONS COE</u></p> <p>_____ (Position of Departmental Representative)</p> <p><u>s22</u></p> <p>_____ (Name of Witness in full)</p>	<p><u>s22</u></p> <p>_____ (Signature of Departmental Representative)</p> <p style="text-align: right;"><u>27.11.2018</u></p> <p><u>s22</u></p> <p>_____ (Signature of Witness)</p> <p style="text-align: right;"><u>27.11.2018</u></p>
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Signed for and on behalf of Autism Community Network Incorporated, ABN 64 103 662 535 in accordance with its rules, and who warrants that he/she is authorised to sign this Agreement

<p><u>s22</u></p> <p><u>PRESIDENT</u></p> <p>_____ (Name and position held by Signatory)</p> <p><u>s22</u></p> <p><u>Treasurer</u></p> <p>_____ (Name and position held by second Signatory/Name of Witness)</p>	<p><u>s22</u></p> <p>_____ (Signature)</p> <p style="text-align: right;"><u>17.11.18.</u></p> <p><u>s22</u></p> <p>_____ (Signature of second Signatory/Witness)</p> <p style="text-align: right;"><u>17.11.18.</u></p>
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Notes about the signature block

- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- If you are a **company**, generally two signatories are required – the signatories can be two Directors or a Director and the Company Secretary. Affix your **Company Seal**, if required by your Constitution.
- If you are a **company with a sole Director/Secretary**, the Director/Secretary is required to be the signatory in the presence of a witness. Affix your **Company Seal**, if required by your Constitution.
- If you are a **partnership**, the signatory must be a partner with the authority to sign on behalf of all partners receiving the grant. A witness to the signature is required.
- If you are an **individual**, you must sign in the presence of a witness.
- If you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required.

1. Undertaking the Activity

The Grantee agrees to undertake the Activity in accordance with this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in Material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

3.1 The Parties agree to notify the other Party of anything reasonably likely to affect the performance of the Activity or otherwise required under this Agreement.

3.2 A notice under this Agreement must be in writing, signed by the Party giving notice and addressed to the other Party's representative.

4. Relationship between the Parties

A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

5. Subcontracting

5.1 The Grantee remains responsible for compliance with this Agreement, including in relation to any tasks undertaken by subcontractors.

5.2 The Grantee agrees to make available to the Commonwealth the details of any of its subcontractors engaged to perform any tasks in relation to this Agreement upon request.

6. Conflict of interest

The Grantee agrees to notify the Commonwealth promptly of any actual, perceived or potential conflicts of interest which could affect its performance of this Agreement and agrees to take action to resolve the conflict.

7. Variation

This Agreement may be varied in writing only, signed by both Parties.

8. Payment of the Grant

8.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with the Grant Details.

8.2 The Commonwealth may by notice withhold payment of any amount of the Grant where it reasonably believes the Grantee has not complied with this Agreement or is unable to undertake the Activity.

8.3 A notice under clause 8.2 will contain the reasons for any payment being withheld and the steps the Grantee can take to address those

reasons.

8.4 The Commonwealth will pay the withheld amount once the Grantee has satisfactorily addressed the reasons contained in a notice under clause 8.2.

9. Spending the Grant

9.1 The Grantee agrees to spend the Grant for the purpose of undertaking the Activity only.

9.2 The Grantee agrees to provide a statement signed by the Grantee verifying the Grant was spent in accordance with the Grant Details.

10. Repayment

10.1 If any of the Grant has been spent other than in accordance with this Agreement or any amount of the Grant is additional to the requirements of the Activity, the Grantee agrees to repay that amount to the Commonwealth unless agreed otherwise.

10.2 The amount to be repaid under clause 10.1 may be deducted by the Commonwealth from subsequent payments of the Grant.

11. Record keeping

The Grantee agrees to maintain records of the expenditure of the Grant.

12. Intellectual Property

12.1 The Grantee owns the Intellectual Property Rights in Material created undertaking the Activity.

12.2 The Grantee gives the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, publish and adapt Reporting Material for Commonwealth Purposes.

12.3 The licence in clause 12.2 does not apply to Activity Material.

12.4 This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material.

13. Privacy

When dealing with Personal Information in carrying out the Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of an Australian Privacy Principle.

14. Confidentiality

The Parties agree not to disclose each other's confidential information without prior written consent unless required or authorised by law or Parliament.

15. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when

requested.

16. Indemnities

16.1 The Grantee indemnifies the Commonwealth, its officers, employees and contractors against any claim, loss or damage arising in connection with the Activity.

16.2 The Grantee's obligation to indemnify the Commonwealth will reduce proportionally to the extent any act or omission involving fault on the part of the Commonwealth contributed to the claim, loss or damage.

17. Dispute resolution

17.1 The Parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

17.2 The Parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

17.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

18. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

19. Cancellation for convenience

19.1 The Commonwealth may cancel this Agreement by notice, due to:

- (a) a change in government policy; or
- (b) a Change in the Control of the Grantee, which the Commonwealth believes will negatively affect the Grantee's ability to comply with this Agreement.

19.2 The Grantee agrees on receipt of a notice of cancellation under clause 19.1 to:

- (a) stop the performance of the Grantee's obligations as specified in the notice; and
- (b) take all available steps to minimise loss resulting from that cancellation.

19.3 In the event of cancellation under clause 19.1, the Commonwealth will be liable only to:

- (a) pay any part of the Grant due and owing to the Grantee under this Agreement at the date of the notice; and
- (b) reimburse any reasonable expenses the Grantee unavoidably incurs that relate directly to the cancellation and are not covered by 19.3(a).

19.4 The Commonwealth's liability to pay any amount under this clause is subject to:

- (a) the Grantee's compliance with this Agreement; and
- (b) the total amount of the Grant.

19.5 The Grantee will not be entitled to compensation for loss of prospective profits or benefits that would have been conferred on the Grantee.

20. Survival

Clauses 10, 12, 13, 14, 16, 20 and 21 survive termination, cancellation or expiry of this Agreement.

21. Definitions

In this Agreement, unless the contrary appears:

- **Activity** means the activities described in the Grant Details.
- **Activity Material** means any Material, other than Reporting Material, created or developed by the Grantee as a result of the Activity.
- **Agreement** means the Grant Details, Supplementary Terms (if any), the Commonwealth General Grant Conditions and any other document referenced or incorporated in the Grant Details.
- **Australian Privacy Principle** has the same meaning as in the *Privacy Act 1988*.
- **Change in the Control** means any change in any person(s) who directly exercise effective control over the Grantee.
- **Commonwealth** means the Commonwealth of Australia as represented by the Commonwealth entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Commonwealth General Grant Conditions** means this document.
- **Commonwealth Purposes** does not include commercialisation or the provision of the Material to a third party for its commercial use.
- **Completion Date** means the date or event specified in the Grant Details.
- **Existing Material** means Material developed independently of this Agreement that is incorporated in or supplied as part of Reporting Material.
- **Grant** means the money, or any part of it, payable by the Commonwealth to the Grantee as specified in the Grant Details.
- **Grantee** means the legal entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Grant Details** means the document titled Grant Details that forms part of this Agreement.

- **Intellectual Property Rights** means all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the *Copyright Act 1968*).
- **Material** includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.
- **Party** means the Grantee or the Commonwealth.
- **Personal Information** has the same meaning as in the *Privacy Act 1988*.

Reporting Material means all Material which the Grantee is required to provide to the Commonwealth for reporting purposes as specified in the Grant Details

DSS Streamlined Grant Agreement - General Grant Conditions

1. Undertaking the Activity

You agree to undertake the Activity in accordance with this Agreement.

2. Acknowledgements

You agree to acknowledge our support in Material published in connection with this Agreement and agree to use any form of acknowledgment we reasonably specify.

3. Notices

3.1 The Parties agree to notify the other Party of anything reasonably likely to affect the performance of the Activity or otherwise required under this Agreement.

3.2 A notice under this Agreement must be in writing, signed by the Party giving notice and addressed to the other Party's representative.

4. Relationship between the Parties

A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

5. Subcontracting

5.1 You remain responsible for compliance with this Agreement, including in relation to any tasks undertaken by subcontractors.

5.2 You agree to make available to us the details of any of your subcontractors engaged to perform any tasks in relation to this Agreement upon request.

5.3 You must ensure any subcontract entered into for the purposes of this Agreement is consistent with your obligations binding on you under this Agreement.

6. Conflict of interest

You agree to notify us promptly of any actual, perceived or potential conflicts of interest which could affect your performance of this Agreement and agree to take action to resolve the conflict.

7. Variation

This Agreement may be varied in writing only, signed by both Parties.

8. Payment of the Grant

8.1 We agree to pay the Grant to you in accordance with the Grant Schedule.

8.2 We may by notice withhold payment of any amount of the Grant where we reasonably believe you have not complied with this Agreement or is unable to undertake the Activity.

8.3 A notice under clause 8.2 will contain the reasons for any payment being withheld and the steps you can take to address those reasons.

8.4 We will pay the withheld amount once you have satisfactorily addressed the reasons contained in a

notice under clause 8.2.

9. Spending the Grant

9.1 You agree to spend the Grant for the purpose of undertaking the Activity only.

9.2 You agree to provide a statement signed by you verifying the Grant was spent in accordance with the Grant Schedule.

10. Repayment

10.1 If any of the Grant has been spent other than in accordance with this Agreement or any amount of the Grant is unspent at the expiry or earlier termination of this Agreement, you agree to repay that amount to us unless agreed otherwise.

10.2 The amount to be repaid under clause 10.1 may be deducted by us from subsequent payments of the Grant.

11. Record keeping

11.1 You agree to maintain records of the expenditure of the Grant.

11.2 You acknowledge that giving false or misleading information to the Department is a serious offence under section 137.1 of the *Criminal Code Act 1995* (Cth).

12. Intellectual Property

12.1 You own the Intellectual Property Rights in Material created undertaking the Activity.

12.2 You give us a non-exclusive, irrevocable, royalty-free licence to use, reproduce, publish and adapt Reporting Material for our Purposes.

12.3 The licence in clause 12.2 does not apply to Activity Material.

12.4 This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material.

13. Privacy

13.1 When dealing with Personal Information in carrying out the Activity, you agree not to do anything which, if done by us, would be a breach of the requirements of Division 2 of Part III of the *Privacy Act 1988*.

13.2 You must notify us in writing of any breach or possible breach of this clause 13.

14. Confidentiality

14.1 Confidential information means information that:

(a) The Parties know, or ought to know is confidential; or

(b) Notified by one Party to the other Party in writing.

14.2 The Parties agree not to disclose each other's confidential information without prior written consent unless required or authorised by law or Parliament.

DSS Streamlined Grant Agreement - General Grant Conditions

15. Insurance

You agree to maintain adequate insurance for the duration of this Agreement and provide us with proof when requested.

16. Indemnities

16.1 You indemnify us, our officers, employees and contractors against any claim, loss or damage arising in connection with the Activity.

16.2 Your obligation to indemnify us will reduce proportionally to the extent any act or omission involving fault on our part contributed to the claim, loss or damage.

17. Use of Specified Personnel

17.1 If Specified Personnel are identified in the Grant Schedule you must inform us in writing if the Specified Personnel is unavailable or unable to undertake the Activity.

17.2 We must agree to any change in Specified Personnel.

18. Vulnerable Persons

18.1 This clause 18 applies if the Activity, or any part of the Activity involves working with or contact with Vulnerable Persons.

18.2 You agree when engaging or deploying a person (whether as an officer, employee, contractor, or volunteer) in relation to any part of the Activity they will comply with the Department of Social Services "Vulnerable Persons, Police Check and Criminal Offences" policy available at www.dss.gov.au as amended from time to time.

19. Dispute resolution

19.1 The Parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

19.2 The Parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

19.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

20. Termination for default

20.1 We may terminate this Agreement by notice where we reasonably believe you:

- (a) have breached this Agreement and we consider the breach cannot be rectified;
- (b) have breached this Agreement and you do not rectify the breach within 10 business days after we give notice;
- (c) have provided false or misleading statements in your application for the Grant; or your application for the Grant was incomplete or incorrect;

- (d) have become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration;
- (e) have, in relation to this Agreement, breached a law of the Commonwealth, or of a State or Territory;
- (f) you have had a Change in the Control, that we, after discussion with you, believe will negatively affect your ability to comply with this Agreement; or
- (g) you have had a Change in Circumstance, that we, after discussion with you believe will negatively affect your ability to comply with this Agreement, and that cannot be rectified within 20 business days or such longer period agreed by both Parties.

20.2 If we terminate the Agreement in accordance with clause 20.1 (e), (f) or (g) we may at our discretion request you enter into a new agreement on different terms and conditions to deliver the Activity.

21. Termination for convenience

21.1 Even though you are not in default, we may terminate or reduce the scope this Agreement by written notice.

21.2 You agree on receipt of a notice of termination or reduction under this clause to:

- (a) stop or reduce the performance of your obligations as specified in the notice; and
- (b) take all available steps to minimise loss resulting from that termination or reduction.

21.3 In the event of termination or reduction under this clause we will be liable only to:

- (a) pay any part of the Grant due and owing to you under this Agreement at the date of the notice; and
- (b) reimburse any reasonable expenses you unavoidably incur that relate directly to the termination or reduction and are not covered by 21.3(a).

21.4 Our liability to pay any amount under this clause is subject to:

- (a) your compliance with this Agreement; and
- (b) the total amount of the Grant.

21.5 You will not be entitled to compensation for loss of prospective profits or benefits that would have been conferred on you.

22. Survival

Clauses 10, 11, 12, 13, 14, 16, 22 and 23 survive termination, cancellation or expiry of this Agreement.

23. Definitions

In this Agreement, unless the contrary appears:

DSS Streamlined Grant Agreement - General Grant Conditions

- **Activity** means the activities described in the Grant Schedule.
- **Activity Material** means any Material, other than Reporting Material, created or developed by you as a result of the Activity.
- **Agreement** means the Grant Schedule, Supplementary Terms (if any), the General Grant Conditions and any other document referenced or incorporated in the Grant Schedule.
- **Change in the Control** means any change in any person(s) who directly exercise effective control over you.
- **Change in Circumstance** means any significant change to you, including but not limited to:
 - (a) Loss of Specified Personnel;
 - (b) Significant loss of staff delivering the Activity;
 - (c) Changes to the location of premises where the Activity is delivered;
 - (d) Changes in your governance arrangements;
 - (e) Changes to your financial management of the Grant;
 - (f) Increased adverse issues management outcomes; and
 - (g) Any negative impact on your financial viability.
- **Commonwealth General Grant Conditions** means this document.
- **Commonwealth Purposes** does not include commercialisation or the provision of the Material to a third party for its commercial use.
- **Completion Date** means the date or event specified in the Grant Schedule.
- **Existing Material** means Material developed independently of this Agreement that is incorporated in or supplied as part of Reporting Material.
- **Grant** means the money, or any part of it, payable by us to you as specified in the Grant Schedule.
- **Grant Schedule** means the document titled Grant Schedule that forms part of this Agreement.
- **Intellectual Property Rights** means all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the *Copyright Act 1968*).
- **Material** includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.
- **Party** means the you or us.
- **Personal Information** has the same meaning as in the *Privacy Act 1988*.
- **Reporting Material** means all Material that you are required to provide to us for reporting purposes as specified in the Grant Schedule.
- **Specified Personnel** means the personnel, if any, required to undertake the Activity or part of the Activity as set out in Item G8 of the Grant Schedule.
- **us, we and our** means the Commonwealth of Australia as represented by the agency specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Vulnerable Person** means:
 - (a) a child, being an individual under the age of 18; or
 - (b) an individual aged 18 years and above who is or may be unable to take care of themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.
- **you or your** means the legal entity specified in the Agreement and includes, where relevant, your officers, employees, contractors and agents.

Families and Communities Program

Strong and Resilient Communities Activity

Inclusive Communities Grant Opportunity Guidelines

Opening date: **13 July 2017**

Closing date and time: **23 August 2017 at 2pm (AEST)**

Commonwealth policy entity: **Department of Social Services**

Co-Sponsoring Entities *None*

Enquiries: If you have any questions, please contact

Phone: 1800 020 283

Email: support@communitygrants.gov.au

Questions should be sent no later than 16 August 2017 (five working days before the closing date)

Date guidelines released: **13 July 2017**

Type of grant opportunity: **Open competitive**

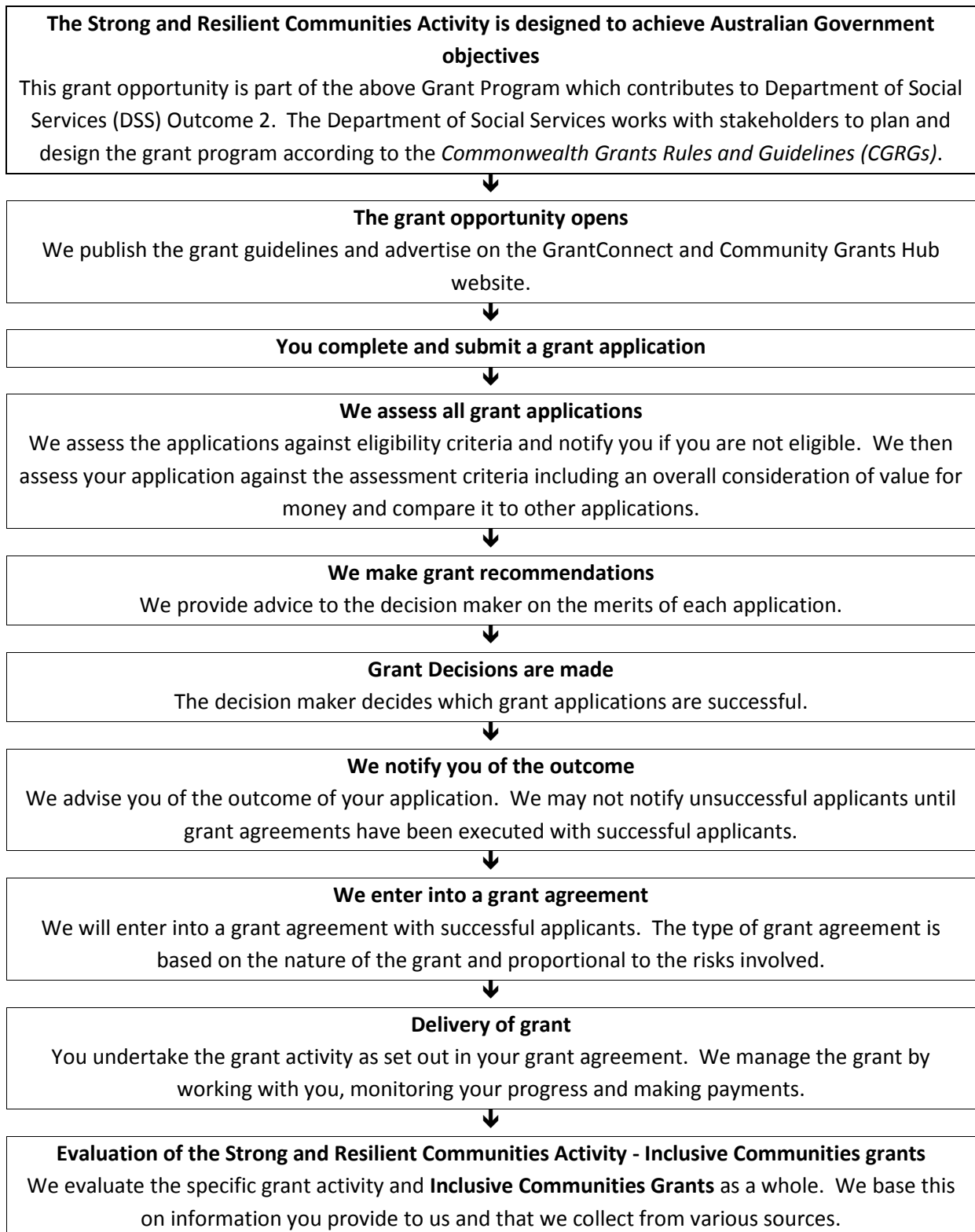
Version **27 July 2017**

Contents

1. Families and Communities Program – Strong and Resilient Communities Activity – Inclusive Communities Grant Opportunity Process.....	4
2. About the Strong and Resilient Communities Activity.....	5
3. About the Inclusive Communities grants.....	6
3.1 What types of projects will be funded?	6
4. Grant amount.....	8
5. Grant eligibility criteria	8
5.1 Who is eligible to apply for a grant?	8
5.2 Who is not eligible to apply for a grant?.....	9
6. Eligible grant activities	9
6.1 What can the grant money be used for?	9
6.2 What the grant money cannot be used for?.....	9
7. The grant selection process	10
8. The assessment criteria	10
9. The grant application process.....	11
9.1 Overview of the application process.....	11
9.2 Application process timing.....	12
9.3 Completing the grant application	12
9.4 Late Applications.....	13
9.5 Attachments to the application	13
9.6 Applications that involve collaboration	13
9.7 Applications from consortia.....	14
9.8 Questions during the application process	14
9.9 Further grant opportunities	15
10. Assessment of grant applications	15
10.1 Who will assess applications?	15
10.2 Who will approve the grants?.....	15
11. Notification of application outcome.....	15
11.1 Feedback on your application.....	15
12. Successful grant applications.....	16
12.1 The grant agreement	16
12.2 How the grant will be paid.....	16
13. Announcement of grants	17

14.	Delivery of grant activities	17
14.1	Your responsibilities.....	17
14.2	The Department of Social Services responsibilities	17
14.3	Payment of the grant	17
14.4	Activity Work Plan.....	17
14.5	Evaluation.....	18
14.6	Acknowledgement	18
15.	Probity.....	18
15.1	Complaints process	19
15.2	Conflict of interest.....	19
15.3	Privacy: confidentiality and protection of personal information.....	20
15.4	Freedom of information.....	21
16.	Consultation.....	21
17.	Glossary.....	22

1. Families and Communities Program – Strong and Resilient Communities Activity – Inclusive Communities Grants Opportunity Process



2. About the Strong and Resilient Communities Activity

The Strong and Resilient Communities Activity is an element of the [Families and Communities Program](#). The Families and Communities Program aims to strengthen relationships, improve well-being of children and young people, reduce the cost of family breakdown, strengthen family and community functioning and facilitate the settlement of migrants and humanitarian entrants in the community.

The Strong and Resilient Communities Activity aims to build strong, resilient, cohesive and harmonious communities to ensure that individuals, families and communities have the opportunity to thrive, be free from intolerance and discrimination, and have the capacity to respond to emerging needs and challenges.

The Strong and Resilient Communities Activity will help to ensure that individuals, families and communities have the opportunity to obtain:

<i>A sense of belonging</i>	<i>Through a greater sense of connection to and pride in their community, with shared values and trust, and a sense of pride in the Australian way of life and culture.</i>
<i>A sense of social inclusion</i>	<i>By providing community members with equitable access to resources, such as education, employment and housing.</i>
<i>Plenty of opportunities to participate</i>	<i>By ensuring that there are opportunities to obtain voluntary work or gainful employment, as well as cooperative involvement in events that cross boundaries of race and culture.</i>
<i>Acceptance from the broader community</i>	<i>With mutual respect, low levels of discrimination, positive attitudes towards minorities and newcomers, and a resilience to accept different points of view.</i>
<i>Self-worth</i>	<i>With good life satisfaction, positive indications of happiness and wellbeing, with reasonable expectations for the future.</i>

The Strong and Resilient Communities Activity will adopt a new approach to address emerging issues within communities. It will focus on strengthening the capacity of communities experiencing disadvantage to become more resilient and inclusive through greater community engagement, participation and belonging in the local community. Communities will be empowered to identify and address issues in their local community.

Grants will be available to eligible community organisations to build and sustain social cohesion and community resilience, whether through employment, education or broader community life. Funded projects will provide individuals with a sense of belonging and communities with the building blocks for community harmony.

The Strong and Resilient Communities Activity will comprise three grant programs:

- Community Resilience;
- Inclusive Communities; and
- National Research.

The Strong and Resilient Communities Activity will fund a diverse range of service types and activities. Due to the size and complexity of the Strong and Resilient Communities Activity, access to funding will be available through a variety of means and at various times throughout the funding period.

Organisations receiving grants under the Strong and Resilient Communities Activity will deliver free, independent, non-judgemental services to support the development and cohesiveness of communities, as well as to assist disadvantaged and vulnerable individuals and families.

The Strong and Resilient Communities Activity will be undertaken according to the *Commonwealth Grants Rules and Guidelines* ([CGRGs](#))

These guidelines contain information for the **Inclusive Communities** grants.

3. About the Inclusive Communities grants

This document sets out:

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

You must read this document before filling out an application.

Inclusive Communities grants aim to increase the social and economic participation of vulnerable and disadvantaged individuals and families within their communities and enhance their life-time wellbeing and sense of community belonging.

Funding will only be available to eligible organisations to deliver one-off, time-limited, projects that support the social and economic participation of people in their communities in the ways outlined below. The projects may include a trial project, seed or start-up funding to establish new activities, and/or short term interventions to resolve a particular issue.

3.1 What types of projects will be funded?

Funding will be available for one-off time-limited projects. There is no limit on the number of applications an eligible organisation is able to submit.

The types of projects that will be funded are:

- projects directed at children and youth under 18 years to:
 - support the development of disengaged and marginalised children and youth through early intervention, mentoring, sport or recreational activities;
 - support the development of children at risk of marginalisation or poor educational outcomes through activities that encourage school attendance and retention;
 - support the development of children at risk of marginalisation or poor educational outcomes through mentoring and support programs.
- projects directed at unemployed people to:
 - provide them with technical and vocational guidance and training programs, including opportunities which will provide them with a pathway to paid employment and improve work skills.

- projects directed at addressing issues of racial, cultural or ethnic discrimination within the community through:
 - educational and awareness activities, community workshops or forums for the purpose of eliminating this discrimination.
- projects directed at addressing issues of discrimination against women to:
 - support women in exercising their rights and freedoms on an equal basis with men.
- projects directed at people with disability or mental health issues to support their full and equal participation in society on an equal basis with others to:
 - support them to become and remain independent and participate fully in the community, including through skills training.
- projects directed at non-Australian citizens, which would generally include humanitarian entrants or newly arrived migrants from culturally diverse backgrounds, to support the social and economic participation of these non-Australian citizens in their communities. This could include but is not limited to:
 - referral to training and work experience opportunities within mainstream organisations to improve language, social and work skills;
 - empowering women through leadership training.
- projects delivered online to support the social and economic participation of people within their communities. This could include but is not limited to:
 - an online service that increases community participation for individuals experiencing or at risk of social isolation;
 - an online service to deliver information and support services to people living in regional and remote communities.
- projects to support the social and economic participation of Indigenous Australians within their communities. This could include but is not limited to:
 - life skills, leadership training and entrepreneurial opportunities;
 - information, training and referral to community activities to build self-confidence, skills and capabilities.

Your Inclusive Communities project **may** include a multicultural arts or festivals event as a sub component of your project proposal. A multicultural arts or festival event will provide an opportunity for Australians of all backgrounds to come together and experience different cultural heritages and traditions, and promote mutual understanding between people of different racial or ethnic backgrounds, and assist in eliminating discrimination. Low social cohesion can have long term implications for community productivity, prosperity, harmony and could pose a risk to Australia's national security. Your multicultural arts and festivals event/s must not exceed more than \$7,500 over the course of your Inclusive Communities project. Your organisation is able to collaborate with other organisations and community groups if you decide to hold a multicultural arts or festivals event as part of your project.

All Inclusive Communities projects **may** include a Harmony Day event. This will help increase exposure within the community of the issues being addressed by your project. Harmony Day, held on 21 March each year, is a celebration for everyone who calls Australia home – from the traditional owners of this land to those who have come from many countries around the world. More information about Harmony Day is available on the [Harmony Day website](#).

4. Grant amount

The Australian Government has allocated \$12.3 million a year for the Strong and Resilient Communities Activity.

For **Inclusive Communities** grants, applications for a minimum of \$20,000 up to a maximum of \$150,000 a year, for up to three and a quarter years, will be considered. The funding will be available from 1 April 2018 to 30 June 2021.

The total allocation for Inclusive Communities grants will be decided on completion of the selection process. This will depend on the number and quality of applications received and the funding allocated through the other Strong and Resilient Communities Activity grant programs.

To maximise funding opportunities we will support a range of projects in various areas of varying amounts of funding and timeframes.

Funding is for one-off time-limited projects. The funding is not intended to be ongoing.

Submitting a grant application does not guarantee that you will receive a grant.

5. Grant eligibility criteria

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

5.1 Who is eligible to apply for a grant?

To be eligible to apply for an Inclusive Communities grant you must be a not-for-profit organisation and:

- be one of the following entity types:
 - a company incorporated in Australia;
 - a trustee on behalf of a trust;
 - an incorporated association;
 - a partnership or consortium, with a lead organisation;¹
 - a registered charity or not-for-profit organisation;
 - an Australian local Government body;
 - an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*.
- be a legal entity, able to enter into a legally binding agreement;
- be registered for the purposes of GST;
- be a permanent resident of Australia;
- be located in Australia;
- have an Australian bank account; and
- be able to provide supporting documentation as outlined in Item 9.5.

Applications from consortia are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible as per the list above.

¹ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 9.7 'Grant Applications from Consortia'

5.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- a for-profit organisation;
- a State or Territory Government;
- an individual;
- an unincorporated association; or
- an overseas resident.

6. Eligible grant activities

6.1 What can the grant money be used for?

You must use the grant to deliver an approved project that meets the aims and objectives of the funded activity as defined in your grant agreement.

You can use the grant to pay for:

- staff salaries and on-costs which can be directly attributed to the provision of the grant program in the identified service area or areas as per the grant agreement;
- employee training for paid and unpaid staff including Committee and Board members, that is relevant, appropriate and in line with the grant program;
- operating and administration expenses directly related to the project as per the grant agreement, such as:
 - telephones;
 - rent and outgoings;
 - computer/ IT/website/software;
 - insurance;
 - utilities;
 - postage;
 - stationery and printing;
 - accounting and auditing;
 - travel/accommodation costs.
- assets as defined in the Terms and Conditions that can be reasonably attributed to meeting agreement deliverables; and
- up to 10 per cent of the grant can be used for evaluation and/or to explore options for future sustainability and ongoing viability of the funded project.

6.2 What the grant money cannot be used for?

You cannot use the grant for the following activities:

- projects that have already commenced or are completed;
- purchase of land;
- major capital expenditure;
- subsidy of general ongoing administration costs such as electricity, phone and rent;
- major construction/capital works;

- costs to attend and travel to conferences and training sessions;
- overseas travel;
- the covering of retrospective costs;
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility; and
- multicultural festivals and events that **do not** form part of a larger social cohesion project.

Please note the grant cannot be used for any costs incurred in the preparation of your grant application or related documentation.

7. The grant selection process

First we will assess your application against the eligibility criteria. Only eligible applications will move to the next stage.

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

- how well it meets the criteria;
- how it compares to other applications; and
- whether it provides value for money.

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

- the relative merit of each application;
- the overall objective/s to be achieved in providing the funding;
- the relative cost of the proposal, or of elements of the proposal;
- the extent to which the applicant has demonstrated a capacity to fund the proposal taking into consideration all possible sources of finance, including debt finance; and
- the geographic location of the proposal.

8. The assessment criteria

You will need to address all of the following assessment criteria in your application. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. The application form includes word limits.

Criterion 1: *Demonstrate a strong need for the project within the target community.*

In responding to this criterion you **must** include:

- the demographic of the community, the extent of the problem you have identified and how the problem relates to the objectives of the Inclusive Communities grants program; and
- what services are already available to support the target participants, and whether (and to what degree) there is unmet need.

Criterion 2: Describe the project in detail, how the project will be delivered and the intended outcomes for all stakeholders.

In responding to this criterion you **must** include:

- a description and objectives of the project, including how the project will be implemented, delivered and promoted;
- who will benefit from the project, what the intended outcomes will be and how the intended outcomes will improve social cohesion and/or community resilience; and
- why the project should be considered a priority.

Criterion 3: Demonstrate your organisations presence in the local community and how your project will link with or complement existing services.

In responding to this criterion you **must** include:

- your organisation's local knowledge, and having or being able to have a continued presence in the area where the project is to be delivered;
- how your project will link in with or complement existing services; and
- how you will involve key stakeholders and/or governing bodies within the target community.

Criterion 4: Demonstrate your organisation's governance and capability to successfully deliver the project.

In responding to this criterion you **must** include:

- your organisation's governance structure, the experience and role of staff, and the organisation's prior experience in delivering similar services;
- your organisation's capability to deliver new services to the target participants;
- your organisation's capability to meet the reporting and performance requirements.

All assessment criteria are given an equal weighting.

Your response to each assessment criterion is limited to 900 words.

9. The grant application process

9.1 Overview of the application process

You must read these grant guidelines, the application form, the questions and answers document, and the draft grant agreement prior to submitting an application.

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

You must address all of the eligibility criteria and all assessment criteria to be considered for a grant. Please complete each section of the application form and ensure each requirement has been considered.

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

Once you have completed the application form, you must submit it electronically by using the submission section at the end of the form. Following electronic submission, a message with your Submission Reference ID will appear on your screen. An email will be sent to the main email contact provided in the application form. A PDF version of your application form is also included in this email.

9.2 Application process timing

The Inclusive Communities grants opportunity will open on 13 July 2017 and close on 23 August 2017.

The start date for the grant activities is from 1 April 2018 and the end date is on or before 30 June 2021. You must spend the grant by the end date shown in your grant agreement.

The expected timing for this grant opportunity is shown in the table below. These dates are indicative only and subject to change depending on the number of applications received and any unforeseen circumstances.

Inclusive Communities	Time
Application period	Open time: 13 July 2017 Close time: 23 August 2017 at 2pm (AEST)
Assessment of applications	7 weeks
Approval of outcomes of selection process	13 days
Negotiations and award of grant agreements	30 days
Notification to unsuccessful applicants	5 days
Activity commences	1 April 2018
End date	30 June 2021

9.3 Completing the grant application

You must submit your grant application on the relevant application form, which can be accessed using the link on the [Community Grants Hub website](#). To help you, instructions are provided in the application form.

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

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

You are responsible for ensuring that your application is complete and accurate and submitted in accordance with the requirements of these grant guidelines.

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

If you find a mistake in your application after it has been submitted, you should contact the Community Grants Hub straight away by phone on 1800 020 283 or by email at support@communitygrants.gov.au. The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub does not have to accept any additional information, nor requests to correct applications after the closing time.

9.4 Late Applications

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

9.5 Attachments to the application

The following documents **must** be included with your application and you must use the provided template where specified.

- Budget for the project proposal (template provided).
- Letter(s) of support from at least one organisation (no template provided).

Applications that include an attachment that does not use the template provided on the Community Grants Hub website (where specified) will be deemed non-compliant and will not proceed to assessment:

All applications **must** include at least one letter of support. Your letter(s) of support **must** clearly show the supporting organisation's name or letterhead, contact details and state why that organisation is supportive of the project. Applications that do not provide at least one letter of support will be deemed non-compliant and will not proceed to assessment.

Letters of support can also be from organisations that are collaborating, either formally or informally, to support and/or deliver the project. Please see Section 9.6 for additional information and requirements to include in the letter of support if your project involves collaboration.

Your supporting documentation should be attached to the online application form in accordance with the instructions provided. **Only attach the requested documents.**

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

9.6 Applications that involve collaboration

Some organisations may apply to deliver a project that includes elements of collaboration with other organisations to deliver grant activities. For the purposes of these guidelines, collaboration is defined as two or more organisations who work together *formally or informally* to combine their capabilities either in the development or the delivery of the grant activity.

If you are submitting a grant application that involves collaborative elements, your application **must** include at least one letter of support from one or more of the organisations involved in the development or the delivery of the grant. Letters of support (collaboration) must include:

- the collaborating organisations name/s;
- an overview of the collaborating organisation/s;

- an overview of how the collaborating organisation/s will work with you to deliver services for the target group;
- whether or not the collaboration is formal (i.e. consortia) or informal (pathways for referral, project promotion etc); and
- the resources the collaborating organisation/s will contribute (if any).

Letters of support that involve collaboration must be added as an Attachment to the application (see *Section 9.5*). Please note: There is a 2mb limit for each attachment. Multiple letters of support will need to be scanned together and included as part of the one attachment.

Applications that specify that a collaborative approach will be undertaken, but do not provide at least one letter of support, will be deemed non-compliant and will not proceed to assessment.

9.7 Applications from consortia

Some organisations may apply as a consortium to deliver grant activities. A consortium is two or more organisations who are working together in a formal capacity and combining their capabilities when developing and delivering a grant activity.

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the application form and identify other members of the proposed consortium in the application.

If your application is successful, we will seek confirmation of your consortium's arrangements through a Memorandum of Understanding which will include:

- an outline of the relevant experience and/or expertise of the consortium members;
- the roles/responsibilities of consortium members and the resources they will contribute (if any); and
- details of a nominated management level contact officer.

Applications from consortia **must** submit a letter of support consistent with *Sections 9.5 and 9.6*. Applications that show a consortium arrangement, but do not provide at least one letter of support, will be deemed non-compliant and will not proceed to assessment.

9.8 Questions during the application process

Questions and answers for this grant round are available on [GrantConnect](#) and the [Community Grants Hub website](#).

If you cannot find an answer to your question, relating to this selection process or the Activity, please send your question to support@communitygrants.gov.au. The Community Grants Hub will respond to your questions within **five** working days.

The Community Grants Hub will only answer questions to explain the requirements of the Application Form and Grant Guidelines. The Community Grants Hub will not advise how to answer to specific selection criteria or advise on individual applications during the assessment process.

Answers to questions will be published on the grant round page within five working days of receipt.

The question and answer period will close at **5:00pm AEST on 16 August 2017**. Following this time, only questions relating to using and/or submitting the Application Form will be answered.

9.9 Further grant opportunities

In the event that there are insufficient suitable applications to meet the program's objectives, the Department of Social Services may approach organisations directly and invite them to apply.

10. Assessment of grant applications

10.1 Who will assess applications?

An assessment team will assess all eligible application on its merits. The assessment team will be comprised of departmental staff. The assessment team will undertake training to ensure consistent assessment of all applications. The assessment team will be bound by the APS Code of Conduct and the Department's Secretary's Instructions.

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

An expert panel comprised of National and State Office staff will then review all ranked applications to ensure consistency and accuracy and to inform the final recommendations for funding.

10.2 Who will approve the grants?

The assessment team will make recommendations to the policy delegate. The policy delegate will be the Branch Manager of the Multicultural and Communities Branch at the Australian Government's Department of Social Services. The policy delegate will make the final decision to approve a grant.

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

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

The policy delegate will not approve funding if they reasonably consider the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value for money.

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

11. Notification of application outcome

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

11.1 Feedback on your application

A feedback summary will be published on the Community Grants Hub website when the grant round has been completed.

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

12. Successful grant applications

12.1 The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth represented by the Department of Social Services. The Department of Social Services will use the [Commonwealth Grant Agreement](#). Standard terms and conditions for the grant agreement will apply and cannot be changed. A schedule may be used 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.

The Department of Social Services will negotiate agreements with successful applicants within 30 business days of your organisation being notified your application has been successful. **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.

You will be required to:

- **Deliver the project and meet the performance reporting and financial acquittal requirements outlined in your grant agreement.**

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

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

12.2 How the grant will be paid

The grant agreement will state the:

- activity requirements;
- maximum grant amount to be paid;
- the payment amount and milestones;
- performance indicators;
- reporting milestones; and
- financial acquittal requirements.

We will make an initial payment on the payment date shown in your grant agreement, when the grant agreement has been executed. We will then make six monthly payments on the dates shown in your grant agreement.

If you incur extra expenditure in delivering the activity, you must pay it yourself.

13. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 14 days after the date of effect² as required by Section 5.3 of the *CGRGs*.

14. Delivery of grant activities

14.1 Your responsibilities

If successful you must carry out the grant activities in accordance with these guidelines and the grant agreement, which includes the standard terms and conditions and any supplementary conditions. The grant agreement will outline the specific grant requirements.

You will be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively;
- meeting milestones and other timeframes specified in the grant agreement;
- complying with record keeping, reporting and acquittal requirements in accordance with the grant agreement;
- participating in grant program evaluation as necessary for the period specified in the grant agreement; and
- ensuring that the grant activity outputs and outcomes are in accordance with the grant agreement.

14.2 The Department of Social Services responsibilities

The Department of Social Services will:

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

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

14.3 Payment of the grant

Payments will be made as shown in the grant agreement. Payments will be GST Inclusive (if applicable).

14.4 Activity Work Plan

You will be required to submit an Activity Work Plan, on a template provided by us, within eight weeks of the execution of the grant agreement.

Your Activity Work Plan will tell us about the scope of your project, what you will be doing, the proposed outcomes, proposed timeframes for delivery and completion, and how you will measure or evaluate your performance.

² See glossary

The Activity Work Plan can be adapted over time or in circumstances where Government priorities change.

14.5 Evaluation

The Department of Social Services will evaluate the Strong and Resilient Communities - Inclusive Communities grants program to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

The Department will evaluate a range of issues, including but not limited to, performance of the program, including efficiency of implementation and effectiveness of the program meeting policy outcomes.

The Department of Social Services, in undertaking an evaluation of the program, will engage with the following tools:

- Post-implementation review – a review that asks and answers questions of whether an initiative was implemented in the manner envisaged, on time and within budget;
- Program Performance Review – a review of whether a program is performing at the optimal level to deliver defined outputs and whether there is scope to improve efficiency and cost effectiveness; and
- Impact Evaluation – an assessment of the extent to which the program is achieving the defined policy outcomes.

The Department of Social Services will be using the Data Exchange to assist in program evaluation. The Data Exchange is an IT system that provides flexible ways to submit performance information to the Department of Social Services.

Your Grant Agreement will be monitored on an on-going basis by the Grant Agreement Manager assigned by the Department. The Grant Agreement Manager will ensure all milestones shown in your Grant Agreement are met.

14.6 Acknowledgement

All publications related to grants under the Program must acknowledge the Commonwealth as follows:

‘This activity received grant funding from the Australian Government.’

15. Probity

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

Note: These guidelines may be changed from time-to-time by the **Department of Social Services**. When this happens the revised guidelines will be published on [GrantConnect](#) and the [Community Grants Hub website](#).

15.1 Complaints process

The complaints procedures available at [Department of Social Service's website](#) apply to complaints about the program. All complaints about a grant process must be lodged in writing.

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

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

Telephone: 1800 634 035
Fax: (02) 6204 4587
Mail: Community Grants Hub Complaints
GPO Box 9820
CANBERRA ACT 2601

A complaints form is available on the [Department of Social Service's website](#).

If an applicant is at any time dissatisfied with the Department of Social Services or the Community Grant Hub's handling of a complaint, they can contact the Commonwealth Ombudsman on:

Phone: 1300 362 072 (Toll free)
Email: ombudsman@ombudsman.gov.au
Mail: Commonwealth Ombudsman
GPO Box 442
CANBERRA ACT 2601

Further information can be found on the [Commonwealth Ombudsman's website](#).

15.2 Conflict of interest

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

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

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

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

The chair of the assessment team will be made aware of any conflicts of interest and will handle them as set out in Australian Government policies and procedures. Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*. Our conflict of interest policy is available on the Department of Social Services website.

15.3 Privacy: confidentiality and protection of personal information

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

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

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

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

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

We may reveal confidential information to:

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

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

- *Public Service Act 1999*;
- *Public Service Regulations 1999*;

- *Public Governance, Performance and Accountability Act;*
- *Privacy Act 1988;*
- *Crimes Act 1914; or*
- *Criminal Code Act 1995.*

15.4 Freedom of information

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

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

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

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

By email: foi@DSS.gov.au

16. Consultation

In 2017 the Department of Social Services circulated an information paper and held teleconference and face to face consultation sessions relating to the Strong and Resilient Communities Activity.

General information was also made publicly available on the Department of Social Services website during this time.

All feedback provided through this process has been considered by the Department of Social Services and used to inform these grant opportunity guidelines, where possible.

17. Glossary

Term	Definition
assessment criteria	The specified principles or standards against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive granting activity, to determine applicant rankings. (as defined in the CGRGs)
date of effect	This will depend on the particular grant. It can be the date in which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable. CGRGs
decision maker	The person who makes a decision to award a grant.
double dipping	Double dipping occurs where a grant recipient is able to obtain a grant for the same project or activity from more than one source. CGRGs
eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria. (CGRGs)
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.
Commonwealth Grant Rules and Guidelines (CGRGs)	The CGRGs establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration and are found on the Department of Finance website
cost shifting	Involves 'substitution of effort' by the Commonwealth for activities of another organisation or level of government. For example, cost shifting occurs where the Commonwealth provides a grant for an activity that would usually be paid for by a state, territory, or local government, such as municipal services. (CGRGs)
grant activity	Is the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement. (Proposed definition in the grants taxonomy)
grant agreement	Grant agreement means the contract template used by Australian Government entities to set out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth. (CGRGs)
grant opportunity	A notice published on GrantConnect advertising the availability of Commonwealth grants. (Proposed definition in the grants taxonomy)
grant program	May be advertised within the 'Forecast Opportunity' (FO) section of GrantConnect to provide a consolidated view of associated grant opportunities and provide strategic context for specific grant opportunities

Strong and Resilient Communities Activity: Inclusive Communities Grants

Term	Definition
grantee	An individual/organisation that has been awarded a grant. (Proposed definition in the grants taxonomy)
PBS Program	Described within the entity’s Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower 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. (CGRGs)
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. (CGRGs)

Strong and Resilient Communities Activity Inclusive Communities Grants

Questions and Answers

The following questions and answers are specific to this grant round. Please also refer to the [Frequently Asked Questions](#) page for general questions about applying for DSS grants.

1. What is the Strong and Resilient Communities Activity?

The Strong and Resilient Communities Activity aims to strengthen the capacity of communities experiencing disadvantage to become more resilient and inclusive through greater community engagement, participation and belonging.

The Strong and Resilient Communities Activity comprises three grant programs:

- Community Resilience
- Inclusive Communities
- National Research.

2. What are Inclusive Communities grants?

Inclusive Communities grants aim to increase the social and economic participation of vulnerable and disadvantaged individuals and families within their communities and enhance their life-time wellbeing and sense of community belonging.

The invited organisations can apply for funding to deliver a one-off time-limited project that supports the social and economic participation of people in their community.

3. .Is the funding on-going?

No. Funding is available for a time-limited project that will commence from October 2018 and will be completed by 30 June 2021.

What is the closing time and date for applications?

The Application Form must be submitted by 2.00pm Australian Eastern Standard Time on Tuesday, 25 September 2018.

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

Only under exceptional circumstances will an organisation be granted an extension for this grant round. Information about the late application process is available on the [Community Grants Hub website](#).

5. What are the contract conditions for this grant?

A copy of the Simple Commonwealth Grant Agreement Conditions is included in the application pack for your information.

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

You will be notified of the outcome of your application at the end of the selection process. .

7. Where should I go for further information?

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

8. Will there be an annual CPI increase for the funding on top of the funding requested or should this be factored into the annual budgets from the beginning?

CPI should be factored into annual budget from within the existing funding envelope.



Australian Government

Department of Social Services

Department of Social Services
GPO Box 9820
BRISBANE QLD 4001
s22 @communitygrants.gov.au

s22
Autism Community Network Incorporated
PO Box 188
RIVERWOOD NSW 2210

Dear s22

I am pleased to offer the following Grant/s to your organisation to undertake the following Activity/ies under the following Program/s.

Note: the amounts in this table may have been rounded. For exact Milestone amount/s, see section D. Payment of the Grant.

Program	Activity Name	Grant Amount * (excl. GST)	GST (if applicable)	Total (incl. GST)
Strong and Resilient Communities	Inclusive Communities - 4-9TQC5IH	\$465,464	\$46,546	\$512,010
Total		\$465,464	\$46,546	\$512,010

*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

This letter, the enclosed document titled *Commonwealth Simple Grant Agreement*, Grant Details, Supplementary Terms (if any) and any documents incorporated by reference into this document form the Agreement. The Agreement can only be varied by written agreement between you and us.

A separate set of Grant Details, including any Supplementary Terms (if any) is provided for each Program, each set of Grant Details may contain one or more Activities. Additional Grant Details may be added to this Agreement by means of variation.

Provision of this Grant is subject to the Agreement being signed by both you and us. The Grant will be paid to you as set out in the Grant Details dependent upon your ongoing compliance with the Agreement.

This offer of a Grant does not imply any commitment to further funding.

You are provided with the Agreement, which must be copied and signed by you. The signature block is contained within the Agreement. By signing the Agreement you have agreed to enter into the Agreement. Once you have signed both copies of the Agreement, you must return them to us at the above address within thirty (30) business days of the date of this letter otherwise this offer will lapse.

When we receive the two signed copies, we will sign and date them and return one copy of the Agreement to you for your organisation's records.

If you believe that you will have difficulties complying with any part of the Agreement, then you will need to resolve these before signing this Agreement. If you are uncertain about any aspects of this Agreement you should seek independent legal advice before execution.

The Grant Agreement Manager/Contact Officer for you to contact regarding any query or issue relating to this agreement is s22 on s22 or email s22@dss.gov.au.

Yours sincerely

s22

Director

Transitions CoE

14 November 2018



Strong and Resilient Communities Activity – Inclusive Communities grant – Activity Work Plan

Instructions

To complete the Activity Work Plan Report you will need a copy of your Grant Agreement.

The Activity Work Plan will be negotiated between you and us and can be adapted from time to time as agreed by both parties during the life of the Agreement.

Activity Details

Organisation Name	AUTISM COMMUNITY NETWORK
Grant Name	INCLUSIVE COMMUNITIES GRANT
Grant Activity ID	4-9TQC5IH
Project Name	STRONG AND RESILIENT COMMUNITIES ACTIVITY
Project Description	Increase Social & Economic participation of vulnerable & disadvantaged individuals within their communities

ACTIVITY DETAILS

Activity Start Date	1 st APRIL 2018	Activity End Date	30 TH JUNE 2021	Total Activity Funding	\$ 465,465 + GST
Activity Work Plan Start Date	NOVEMBER 2018		Activity Work Plan End Date	JUNE 2021	

Activity focus

The **Strong and Resilient Communities Activity** aims to build strong, resilient, cohesive and harmonious communities to ensure that individuals, families and communities have the opportunity to thrive, be free from intolerance and discrimination, and have the capacity to respond to emerging needs and challenges.

Inclusive Communities grant objective: To improve the social and economic participation of vulnerable and disadvantaged individuals and families within their communities.

We are working in the following LGA's Bayside, Blacktown, Camden, Canterbury, Georges River, Hawkesbury, Hills, Hornsby, Inner West, Northern Beaches, Parramatta, Ryde, Sutherland, Sydney and Wollongong.

Activity Deliverables

Objective	Deliverable	Time frame	Measure of success	Progress Report
Increase social participation of carers as well as adults and children with autism to help increase their wellbeing and sense of belonging.	This program will identify volunteers in different regions who are willing to become leaders in their own communities. We will train them and support them to facilitate carer support groups, social clubs for autistic kids and adults and events that enhance	3 years	<ul style="list-style-type: none"> Support 37 existing groups to continue and to prove what their communities need. Establish 10 new groups or activities each year. Attendances at each group to be at least 5 people. While most groups have many more than that 	<ul style="list-style-type: none"> Employed a Community Engagement Officer, \$22 to help us maintain our current assets and develop new growth opportunities. Have enlisted 2 x new Ambassadors to represent us in the

Objective	Deliverable	Time frame	Measure of success	Progress Report
	<p>their communities' capacity to flourish.</p> <p>We currently run Kids' Cooking clubs in Oatley and Parramatta, Youth clubs in Georges River, Hawkesbury and Sutherland, support groups across Sydney and more. In total as at 17 May 2019 we run programs across 17 Local Government Areas, with the majority free to all. Our aim is to increase the regions as every opportunity arises. We are planning support next in Sydney east, Newcastle, and Bathurst.</p>		<p>we are keen to grow the smaller groups further.</p> <ul style="list-style-type: none"> • We currently have 45 volunteers across 17 local government areas, we will be aiming to increase that number to 60 within the next three years at minimum. • Volunteers (and paid staff) will be invited to undergo training twice a year to ensure all who support the community through us are versed in what their responsibilities are. • Training will be made available via short video modules for all to access between training dates. • All staff and volunteers to be provided with an opportunity to complete a Mental health First Aid course. 	<p>wider community. s22 s22 is an NRL star with a high profile, while s22</p> <ul style="list-style-type: none"> • Harness Racing NSW dedicated two meets to autism awareness and the ACN in April. These were in Bathurst and in Menangle Park. • During April Autism Awareness month GM/Founder s22 s22 spoke in Peakhurst, Earlwood and Newcastle to promote the organisation and awareness of autism. • Emailed EVERY NSW government primary school to promote all our support programs for families impacted by autism.
<p>Increase access to information and social support for parents, carers and individuals impacted by autism</p>	<p>The project will coordinate and support volunteer-lead parent and carer support groups and</p>	<p>3 Years</p>	<ul style="list-style-type: none"> • Support all existing groups and create groups in at least 3 new regions each year. 	<p>4 NEW GROUPS HAVE BEEN STARTED:-</p>

Objective	Deliverable	Time frame	Measure of success	Progress Report
	<p>information events in many areas across Sydney.</p> <p>We will conduct presentations both within our own support groups and at other community organisations that wish to share available support for their communities.</p>		<ul style="list-style-type: none"> Promote and review existing groups to ensure growth is sustained. Include guest speakers on relevant subjects Develop awareness / education program to assist other community organisations to better understand autism. Develop training for the Scouts movement to encourage more successful inclusion of autistic participants 	<ul style="list-style-type: none"> Now promoting Sailability as regular event for ACN families. Introduced Kogarah Youth Club Introduced Otford Kids club Introduced Ashfield Kids Yoga club as a pilot Applied for funding for over 40 programs in 2019/20, many of them new.
<p>Introduce initiatives and events to raise profile and increase reach of the ACN.</p>	<p>Organisation of fundraising and awareness events</p> <p>Apply for grants to introduce more programs and hold special events</p>	<p>1 Year</p>	<ul style="list-style-type: none"> Create and promote a Twitter account Create and promote an Instagram account Promote existing programs each Monday via a weekly newsletter via email, public and members only Facebook accounts. Review and debrief on past and upcoming activities via weekly operations meeting. Apply for suitable corporate grants to cover projects club grants will not 	<p>6 Special Events already scheduled for</p> <p>Followers on Instagram and Twitter raised from 6 to 150 within a month.</p> <p>Submitted 46 NSW Club Grants applications at time of writing this report</p> <p>Applied for grants through Telstra and Lend Lease</p> <p>Staff attended Grant Writing workshop to strengthen our ability to meet demands in</p>

Objective	Deliverable	Time frame	Measure of success	Progress Report
			<ul style="list-style-type: none"> • Key office staff attend relevant seminars and workshops to enhance skills. • Key office staff attend networking events • Partnerships with organisations to promote our services and encourage new projects with them. 	<p>applications during grants season.</p> <p>Staff attending workshops to help with marketing and networking opportunities.</p> <p>Signed MoU with Different Journeys, Victorian organisation who will bring their successful models for autistic adults peer support to Sydney.</p>
<p>Find appropriate businesses to partner with to develop and deliver joint programs.</p>	<ul style="list-style-type: none"> • Develop and deliver our Autism Friendly Business program. This will be a presentation via live and video module delivery to small businesses, councils, clubs and schools to help them better understand autism and not misjudge clients' behaviour. <p>Program to be rolled out across each community either with corporate or council support.</p> <p>Participating organisations will receive training via specific</p>	<p>3 YEARS</p>	<p>Develop a strong pitch to present to prospective partners.</p> <p>A draft program proposal to be completed by August 2019 and provided in August to DSS</p> <p>Making solid foundation with appropriate businesses for a presentation pitch in 2019/20. We aim to approach at least one major business per peak month, being 10 businesses a year. These will be businesses in a position to mount major fundraisers, sponsor programs</p>	<p>Autism Friendly Business program is currently being planned.</p> <p>Sensory Playground Guidelines current being formatted.</p> <p>Prospective Business partners list is being compiled.</p> <p>Connected with Crown development, an international company with a strong interest from the</p>

Objective	Deliverable	Time frame	Measure of success	Progress Report
	<p>video training modules or live delivery, depending on situation.</p> <p>The aim is to educate participants to better support and make autistic guests/clients feel welcome, but to also open opportunities for employment without misperceptions about autistic people.</p> <ul style="list-style-type: none"> • Develop a Sensory Space Guideline manual for schools, venues and shopping centres to use. <p>This will be a space where autistic children experiencing sensory overload can retreat to, to calm and re-regulate themselves.</p> <p>We have helped built Sensory rooms previously, in consultation with Occupational Therapists and schools.</p> <p>Connect with appropriate businesses interested in</p>	<p>1 year</p>	<p>or initiatives, or give us access to venues.</p> <p>These may consist of large brand names, (such as Crown development, Harvey Norman etc) community organisations (such as Lions and Rotary clubs) RSL or Leagues clubs (such as Club Rivers and manly Leagues).</p>	<p>CEO to provide better support for autistic people.</p>

Objective	Deliverable	Time frame	Measure of success	Progress Report
	supporting the work that we do.			

NB Add more rows if needed.

Risk Management

Risk	How the Risk will be Managed	Report
Lack of growth	<p>Weekly review of planning initiatives, along with monthly Board reporting to ensure we stay on course</p> <p>Development of Risk Assessment policy</p> <p>Development of an updated Business Plan</p> <p>Reviewing the contact and exposure we are receiving thanks to our Community development officer.</p>	<p>Community Development Officer ^{s22} has sourced some strong relationships from the business sector.</p> <p>A few of these include:</p> <ul style="list-style-type: none"> • Securing NRL staff ^{s22} as an Ambassador • Securing support of Crown Development • Securing support of the Holiday Inn Warwick Farm <p>Weekly Operations meetings are now held to keep us on track</p> <p>A Risk Assessment policy has been drafted and the Board has now formed a working group to complete it.</p> <p>A business plan for the next three years has ben drafted and is now with the Board to complete it.</p>

Risk	How the Risk will be Managed	Report
No new funds being generated	We are constantly reviewing funding and fundraising opportunities	<p>Amie has locked in 3 fundraising events before December 2019. These will help raise our profile as well as bring in new income. These include:</p> <ul style="list-style-type: none"> • Trivia Night in August • Comedy Night in September • Formal Dinner in October
Losing volunteers (Community Leaders) we rely on to maintain support programs in existing areas	<p>We have introduced a policy of co-facilitators, ensuring that no meeting is compromised if we lose a facilitator for a day or permanently.</p> <p>Regularly consulting with our Community Leaders about their groups, making changes where needed to enhance their operation.</p> <p>Listening to concerns from our Community Leaders on the network itself. Allowing them to feel valued and appreciated and adopting changes to help them in their roles where possible.</p> <p>Providing training, both inhouse and external opportunities.</p>	<p>Overall our Community Leaders and all other volunteers are happy with the direction of the network. Issues experienced with the events booking system are being addressed and they are kept up to date.</p> <p>We have shifted the times of our Wollongong carers group and the Kogarah Youth Club to help with numbers.</p>
Key Man Risk	<p>Developing a strong operations team so that our Founder / General Manager s22 is better supported.</p> <p>Take out Crisis Management insurance which includes ability to cover for the loss of Key Man.</p>	<p>s22 is currently able to focus more on senior responsibilities as many of the day to day operations are being held by the Operations Officer / P.A., s22, who reports to him directly.</p> <p>Insurance policy being taken out in May.</p>

Risk	How the Risk will be Managed	Report
Autism Friendly Business program development not being completed.	As this program will form an important part of our income in the future, it remains on the Weekly Operations meeting agenda each week.	<p>Currently s22 is developing the modules</p> <p>The program will form part of the new business plan, already on progress.</p> <p>s22 is developing a list of prospective businesses and service providers to be approached.</p>

Budget Items	Budgeted Amount			Expended Amount
	Year 1	Year 2	Year 3	
" SEE ATTACHED SPREADSHEET"				

Stakeholders

Stakeholder	Engagement Strategy	Progress Report
CLUBS RIVERS	ACN to apply for a grant to fund our Fit Kids program. This club also provides regular fee free access to room hire for our local support groups and fundraisers.	<p>34 grant applications submitted to date, including to Club Rivers, a long-term supporter.</p> <p>They have partners with us for 3 large events during the rest of 2019 and continue to host our Autistic Adults Peer Support program.</p>

Stakeholder	Engagement Strategy	Progress Report
LIONS CLUBS	ACN has developed a strong relationship with the Lions Club organisation and they remain a major partner for us. s22 regularly speaks at different Lions clubs and events, and we can rely on them for both physical and financial support for a variety of projects.	s22 has helped grow a new Autism Lions Club in Sydney as well as being a consultant for the establishment of a Melbourne version. We have received donations from a few clubs following presentations by s22 this year.
BUNNINGS – KINGSGROVE	The management of this store have been supporting ACN since the day it opened, via access to run fundraising BBQs. They also host a regular Kids DIY club as well as school holiday autism specific events for our children.	We have run two BBQs this year with another two to follow. Our Kids DIY club is funded by and hosted by Bunnings staff each month. We have received donations and discounts from the store.
HOLIDAY INN WARWICK FARM	The management of this venue have welcomed us and are working with us to run a major fundraising dinner in 2019. In addition, we have been provided with space to introduce a new support group for families in the Liverpool area through them.	Event is being planned. Support group being planned
3Bridges Community Centre	Our partner in providing venue support for local families to access social and support groups	Our Kids Cooking Club is provided to the local autism community thanks to our partnership with 3Bridges.
Bayside Council	Providing funding in 2018-19 for our Autistic Adults Peer Support group in Ramsgate	Club currently running
Bankstown Sports Club	Providing free space for our local support group to run each month, as well as rent free use of their venue for our Comedy Night fundraiser	Support group currently running

Stakeholder	Engagement Strategy	Progress Report
		Comedy Night being promoted
Blue Fit - Hurstville Aquatic Centre	Working together to provide the Fit Kids program for ASD children in the southern areas of Sydney. their heavily discounted rate to provide staff to oversee this program has allowed us to work with them for 5 years now.	Fit Kids program currently running Discussions initiated with their management to provide further support across other venues.
Carers Australia NSW	<p>We are proud to work with Carers Australia on projects assisting the community. These include:</p> <ul style="list-style-type: none"> • Annual funding for Carers Week events provided to us • s22 appointed as a NSW Carers Representative • s22 was part of Hidden Male Carers panel with Carers NSW 	Relationship continues
Chester Hill RSL	Funding our Bully Proof Kidz Taekwondo program in Canterbury-Bankstown	Program now completed
City of Sydney	Funding our Sydney City Family Social days in 2018 -19	Long running social event for families continues each month
Club Condell Park	Providing funding for family activities during each school holidays in the Canterbury Bankstown region	Current

Stakeholder	Engagement Strategy	Progress Report
Dooleys Lidcombe Catholic Club	This great club has been proactive in helping us support the local area.	We have run Carers Week events, and school holiday activities at this venue.
Eastwood Rugby Club	Supporting carers in the Parramatta and Ryde LGAs with a venue for us to run a monthly support group	Our Ryde support group continues to run each month
Engadine Bowling Club	Funding school holiday activities for ASD children in the Sutherland Shire	We have been running activities each school holiday period
FOCUS GROUP TECHNOLOGIES	Focus Group Technologies is a specialist IT solution provider. They are a strong supporter of the ACN with technical support and advice at no cost.	Currently advising on options for new CRM database.
Funtime 4 Kidz	The owner opens up the venue each Wednesday and charges a minimum fee to allow us to provide a Kids club in the Sutherland Shire.	Currently running
Hawkesbury Library	Providing venue support for our local Youth Club	Currently running
Holiday Inn Parramatta	Our partner in providing support for the Parramatta area. We run our Kids Art group and Cooking club thanks to this club's rent free room use.	Currently running
Hornsby RSL	Clubs Grant funding to provide our kids bowling club in the Hornsby LGA.	Currently running

Stakeholder	Engagement Strategy	Progress Report
	We have also been running our Hornsby support group at this club for 7 years.	
Magpies Waitara	Funding school holiday activities for ASD children in the Hornsby region	Currently running
Manly-Warringah Leagues Club	Generously provide space for our monthly support group to meet on the northern beaches. They have supported us now with a room to meet in at no cost for over 6 years.	Currently running
Parramatta Council	Funding our kids Cooking Club in 2018 -19	Currently running
Penshurst RSL	Funding school holiday activities in Georges River for our community	Currently running
Petersham RSL	Funded our Yoga club and now our Bully proof program	Currently running
Pop Graphic Design	A long time supporter who provide us with free design wok and discounted production of flyers and signage.	Currently updating our new groups signage
Ramsgate RSL Club	Our main partner in providing support in the bayside area. We run our Carers support group, our Autistic Adults Peer Support group and the carers Social lawn Bowls club which they fund.	Currently running

Stakeholder	Engagement Strategy	Progress Report
Richmond RSL	Provide us with space to run our support group for local carers for the last 3 years now	Currently running
Telstra Kids Fund	They have sponsored us with a TelstraKids \$1,200 grant for our Autism Youth Club in Illawong. We'll be able to use this funding to continue to provide a resourceful space for kids on the Autism Spectrum to communicate and interact with others that have had difficulty doing so in mainstream situations.	Currently running
Tradies Club	Our long term partner on providing support via our Caringbah carers group each month.	Currently running

Please Note:

As part of your Grant Agreement you are required to report against the following Performance Indicators through the Department's Data Exchange. You do not need to include these in your Activity Work Plan.

This Activity Work Plan is to be finalised, or reviewed and renewed, by the Activity Work Plan End Date specified above.

	Performance Indicator Description	Measure
1.	Number of clients assisted	Measured using benchmarking, comparing your achievement against similar service providers delivering a comparable service. Similar services will be considered against scale of funding, locality of service location and other relevant characteristics.
2.	Number of events / service instances delivered	Measured using benchmarking, comparing your achievement against similar service providers delivering a comparable service. Similar services will be considered against scale of funding, locality of service location and other relevant characteristics.
3.	Percentage of participants from priority target groups	Measured using benchmarking, comparing your achievement against similar service providers delivering a comparable service. Similar services will be considered against scale of funding, locality of service location and other relevant characteristics.
4.	Percentage of clients achieving individual goals related to independence, participation and well-being	Measured using benchmarking, comparing your achievement against similar service providers delivering a comparable service. Similar services will be considered against scale of funding, locality of service location and other relevant characteristics.
5.	Percentage of clients achieving improved independence, participation and well-being	Measured using benchmarking, comparing your achievement against similar service providers delivering a comparable service. Similar services will be considered against scale of funding, locality of service location and other relevant characteristics.
6.	Activities are completed according to scope, quality, timeframes and budget defined in the Activity Work Plan.	The Department and you agree that the Activity Work Plan has been completed as specified or, in case of divergence, to a satisfactory standard.


Autism Community Network


Department of Social Services

Signed for and on behalf of

s22 

s22 

s22 
General Manager

s22 
FAM

Date

21 / May / 2019

24, 5, 19



Strong and Resilient Communities Activity – Inclusive Communities grant – Activity Work Plan

Instructions

To complete the Activity Work Plan Report you will need a copy of your Grant Agreement.

The Activity Work Plan will be negotiated between you and us and can be adapted from time to time as agreed by both parties during the life of the Agreement.

Activity Details

Organisation Name	AUTISM COMMUNITY NETWORK
Grant Name	INCLUSIVE COMMUNITIES GRANT
Grant Activity ID	4-9TQC5IH
Project Name	STRONG AND RESILIENT COMMUNITIES ACTIVITY
Project Description	Increase Social & Economic participation of vulnerable & disadvantaged individuals within their communities

ACTIVITY DETAILS

Activity Start Date	1 st APRIL 2018	Activity End Date	30 TH JUNE 2021	Total Activity Funding	\$ 465,465 + GST
Activity Work Plan Start Date	NOVEMBER 2018	Activity Work Plan End Date	JUNE 2021		

Activity focus

The **Strong and Resilient Communities Activity** aims to build strong, resilient, cohesive and harmonious communities to ensure that individuals, families and communities have the opportunity to thrive, be free from intolerance and discrimination, and have the capacity to respond to emerging needs and challenges.

Inclusive Communities grant objective: To improve the social and economic participation of vulnerable and disadvantaged individuals and families within their communities.

We are working in the following LGA's Bayside, Blacktown, Camden, Canterbury, Georges River, Hawkesbury, Hills, Hornsby, Inner West, Northern Beaches, Parramatta, Ryde, Sutherland, Sydney and Wollongong.

Activity Deliverables

Objective	Deliverable	Time frame	Measure of success	Progress Report
Increase social participation of carers as well as adults and children with autism to help increase their wellbeing and sense of belonging.	This program will identify volunteers in different regions who are willing to become leaders in their own communities. We will train them and support them to facilitate carer support groups, social clubs for autistic kids and adults and events that enhance	3 years	<ul style="list-style-type: none"> Support 37 existing groups to continue and to prove what their communities need. Establish 10 new groups or activities each year. Attendances at each group to be at least 5 people. While most groups have many more than that 	<ul style="list-style-type: none"> Building strong corporate relationships with Menangle Racing, Crown Property Group & ABC Broadcasting through s22 . Possibly adding 1 female ambassador to represent us in the

Objective	Deliverable	Time frame	Measure of success	Progress Report
	<p>their communities' capacity to flourish.</p> <p>We currently run Kids' Cooking clubs in Oatley and Parramatta, Youth clubs in Georges River, Hawkesbury and Sutherland, support groups across Sydney and more. In total as at 17 May 2019 we run programs across 17 Local Government Areas, with the majority free to all. Our aim is to increase the regions as every opportunity arises. We are planning support next in Sydney east, Newcastle, and Bathurst.</p>		<p>we are keen to grow the smaller groups further.</p> <ul style="list-style-type: none"> • We currently have 45 volunteers across 17 local government areas, we will be aiming to increase that number to 60 within the next three years at minimum. • Volunteers (and paid staff) will be invited to undergo training twice a year to ensure all who support the community through us are versed in what their responsibilities are. • Training will be made available via short video modules for all to access between training dates. • All staff and volunteers to be provided with an opportunity to complete a Mental health First Aid course. 	<p>wider community.</p> <p>s22 [REDACTED], an up and coming Artist.</p> <ul style="list-style-type: none"> • Harness Racing NSW dedicated two meets to autism awareness and the ACN in April. These were in Bathurst and in Menangle Park. Both races went very well with an interview on Trots TV with s22 [REDACTED]. Another race meeting is scheduled for November 2019 • s22 [REDACTED] being booked to speak at more events outside Peakhurst, Earlwood and Newcastle to promote the organisation and awareness of autism. • Emailed EVERY NSW government primary school to promote all our support programs for families impacted by autism. 17 Schools used our program with 3 of

Objective	Deliverable	Time frame	Measure of success	Progress Report
				<p>them fund raising on world autism day and donating the funds raised to ACN</p>
<p>Increase access to information and social support for parents, carers and individuals impacted by autism</p>	<p>The project will coordinate and support volunteer-lead parent and carer support groups and information events in many areas across Sydney.</p> <p>We will conduct presentations both within our own support groups and at other community organisations that wish to share available support for their communities.</p>	<p>3 Years</p>	<ul style="list-style-type: none"> • Support all existing groups and create groups in at least 3 new regions each year. • Promote and review existing groups to ensure growth is sustained. • Include guest speakers on relevant subjects • Develop awareness / education program to assist other community organisations to better understand autism. • Develop training for the Scouts movement to encourage more successful inclusion of autistic participants 	<p>2 NEW GROUPS HAVE BEEN STARTED:-</p> <ul style="list-style-type: none"> • Happy Feat is commencing in the forth coming 6 months. It is a dance program aimed at people with ASD. • Carers Support started in Maroubra. • Closed the Kogarah Youth Club due to lack of interest. Investigating other options. • Closed Otford Kids club • Introduced Ashfield Kids Yoga club as a pilot. This was a fabulous program and wish to continue it next half of the year • Of the funding applications most of them were successful.

Objective	Deliverable	Time frame	Measure of success	Progress Report
				<ul style="list-style-type: none"> Rolling out a new Transition to School/work program to be presented over the next year to local schools. This was made possible by the community club grants program.
<p>Introduce initiatives and events to raise profile and increase reach of the ACN.</p>	<p>Organisation of fundraising and awareness events</p> <p>Apply for grants to introduce more programs and hold special events</p>	<p>1 Year</p>	<ul style="list-style-type: none"> Create and promote a Twitter account Create and promote an Instagram account Promote existing programs each Monday via a weekly newsletter via email, public and members only Facebook accounts. Review and debrief on past and upcoming activities via weekly operations meeting. Apply for suitable corporate grants to cover projects club grants will not Key office staff attend relevant seminars and workshops to enhance skills. Key office staff attend networking events 	<p>6 Special Events already scheduled for</p> <p>Followers on Instagram and Twitter raised from 6 to 150 within a month.</p> <p>Received 28 NSW Club Grants acceptances with more grants being sourced for different programs & infrastructure</p> <p>Applied for grants through Telstra and Lend Lease but was not successful with either.</p> <p>Staff attended Grant Writing workshop to strengthen our ability to meet demands in</p>

Objective	Deliverable	Time frame	Measure of success	Progress Report
			<ul style="list-style-type: none"> Partnerships with organisations to promote our services and encourage new projects with them. 	<p>applications during grants season.</p> <p>Staff attending workshops to help with marketing and networking opportunities.</p> <p>Signed MoU with Different Journeys, Victorian organisation who will bring their successful models for autistic adults peer support to Sydney.</p> <p>Introducing the first young Adults peer support dinner to be held once a month at Club Rivers. This program is in conjunction with Different Journeys. Bringing their initiative to Sydney.</p>
<p>Find appropriate businesses to partner with to develop and deliver joint programs.</p>	<ul style="list-style-type: none"> Develop and deliver our Autism Friendly Business program. This will be a presentation via live and video module delivery to small businesses, councils, clubs and schools to help them better understand 	<p>3 YEARS</p>	<p>Develop a strong pitch to present to prospective partners.</p> <p>A draft program proposal to be completed by August 2019 and provided in August to DSS</p> <p>Making solid foundation with appropriate businesses for a</p>	<p>Autism Friendly Business program is currently being planned.</p> <p>Sensory Playground Guidelines current being formatted.</p>

Objective	Deliverable	Time frame	Measure of success	Progress Report
	<p>autism and not misjudge clients' behaviour.</p> <p>Program to be rolled out across each community either with corporate or council support.</p> <p>Participating organisations will receive training via specific video training modules or live delivery, depending on situation.</p> <p>The aim is to educate participants to better support and make autistic guests/clients feel welcome, but to also open opportunities for employment without misperceptions about autistic people.</p> <ul style="list-style-type: none"> • Develop a Sensory Space Guideline manual for schools, venues and shopping centres to use. <p>This will be a space where autistic children experiencing sensory overload can retreat to,</p>	<p>1 year</p>	<p>presentation pitch in 2019/20. We aim to approach at least one major business per peak month, being 10 businesses a year. These will be businesses in a position to mount major fundraisers, sponsor programs or initiatives, or give us access to venues.</p> <p>These may consist of large brand names, (such as Crown development, Harvey Norman etc) community organisations (such as Lions and Rotary clubs) RSL or Leagues clubs (such as Club Rivers and manly Leagues).</p>	<p>Developing a social story for members to use for events to break to anxiety of the unknown when going to certain events.</p> <p>Prospective Business partners list is being compiled.</p> <p>Crown development, an international company willing to host an event for ACN.</p> <p>Dominos have held a Dough for Dough fund raiser for 4 of their stores and hopeful to do this again with</p>

Objective	Deliverable	Time frame	Measure of success	Progress Report
	<p>to calm and re-regulate themselves.</p> <p>We have helped built Sensory rooms previously, in consultation with Occupational Therapists and schools.</p> <p>Connect with appropriate businesses interested in supporting the work that we do.</p>			

NB Add more rows if needed.

Risk Management

Risk	How the Risk will be Managed	Report
Lack of growth	<p>Weekly review of planning initiatives, along with monthly Board reporting to ensure we stay on course</p> <p>Development of Risk Assessment policy</p> <p>Development of an updated Business Plan</p> <p>Reviewing the contact and exposure we are receiving thanks to our Community development officer.</p>	<p>Community Development Officer s22 has maintained and cultivated strong relationships from the business sector.</p> <p>A few of these include:</p> <ul style="list-style-type: none"> • Secured NRL staff s22 as an Ambassador • Secured support of Crown Development • Secured support of the Holiday Inn Warwick Farm

Risk	How the Risk will be Managed	Report
		<p>Weekly Operations meetings are now held to keep us on track</p> <p>A Risk Assessment policy has been drafted and the Board has now formed a working group to complete it.</p> <p>A business plan for the next three years has ben drafted and is now with the Board to complete it.</p>
No new funds being generated	We are constantly reviewing funding and fundraising opportunities	<p>s22 has locked in 3 fundraising events before December 2019. These will help raise our profile as well as bring in new income. These include:</p> <ul style="list-style-type: none"> • Trivia Night in August • Comedy Night in September • Golf Day in November
Losing volunteers (Community Leaders) we rely on to maintain support programs in existing areas	<p>We have introduced a policy of co-facilitators, ensuring that no meeting is compromised if we lose a facilitator for a day or permanently.</p> <p>Regularly consulting with our Community Leaders about their groups, making changes where needed to enhance their operation.</p> <p>Listening to concerns from our Community Leaders on the network itself. Allowing them to feel valued and appreciated and adopting changes to help them in their roles where possible.</p> <p>Providing training, both inhouse and external opportunities.</p>	<p>Overall our Community Leaders and all other volunteers are happy with the direction of the network. Issues experienced with the events booking system are being addressed and they are kept up to date.</p> <p>We have closed some of our groups and broken new ground in Maroubra, Bathurst and Goulburn. These new groups are starting in the new quarter.</p>

Risk	How the Risk will be Managed	Report
Key Man Risk	<p>Developing a strong operations team so that our Founder / General Manager, s22 , is better supported.</p> <p>Take out Crisis Management insurance which includes ability to cover for the loss of Key Man.</p>	<p>s22 is currently able to focus more on senior responsibilities as many of the day to day operations are being held by the Operations Officer / P.A., s22 who reports to him directly.</p> <p>Insurance policy has being taken out in May.</p>
Autism Friendly Business program development not being completed.	As this program will form an important part of our income in the future, it remains on the Weekly Operations meeting agenda each week.	<p>Currently s22 is developing the modules</p> <p>The program will form part of the new business plan, already on progress.</p> <p>s22 is developing a list of prospective businesses and service providers to be approached.</p>

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BUNNINGS – KINGSGROVE	The management of this store have been supporting ACN since the day it opened, via access to run fundraising BBQs. They also host a regular Kids DIY club as well as school holiday autism specific events for our children.	We have run two BBQs this year with another two to follow. Our Kids DIY club is funded by and hosted by Bunnings staff each month. We have received donations and discounts from the store.
HOLIDAY INN WARWICK FARM	The management of this venue have welcomed us and are working with us to run a major fundraising dinner in 2019. In addition, we have been provided with space to introduce a new support group for families in the Liverpool area through them.	Event is being planned. Support group being planned
3Bridges Community Centre	Our partner in providing venue support for local families to access social and support groups	Our Kids Cooking Club is provided to the local autism community thanks to our partnership with 3Bridges.

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Bankstown Sports Club	Providing free space for our local support group to run each month, as well as rent free use of their venue for our Comedy Night fundraiser	Support group currently running. We have changed this group to be an arts and crafts club. Comedy Night being promoted
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Chester Hill RSL	Funding our Bully Proof Kidz Taekwondo program in Canterbury-Bankstown	Program now completed. Funding being sourced to continue activities.

Stakeholder	Engagement Strategy	Progress Report
City of Sydney	Funding our Sydney City Family Social days in 2018 -19	Long running social event for families continues each month
Club Condell Park	Providing funding for family activities during each school holidays in the Canterbury Bankstown region	Current
Dooleys Lidcombe Catholic Club	This great club has been proactive in helping us support the local area.	We have run Carers Week events, and school holiday activities at this venue.
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Holiday Inn Parramatta	Our partner in providing support for the Parramatta area. We run our Kids Art group and Cooking club thanks to this club's rent free room use.	Currently running
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Magpies Waitara	Funding school holiday activities for ASD children in the Hornsby region	Currently running
Manly-Warringah Leagues Club	Generously provide space for our monthly support group to meet on the northern beaches. They have supported us now with a room to meet in at no cost for over 6 years.	Currently running
Parramatta Council	Funding our kids Cooking Club in 2018 -19	Currently running
Penshurst RSL	Funding school holiday activities in Georges River for our community	Currently running
Petersham RSL	Funded our Yoga club and now our Bully proof program	Currently running
Pop Graphic Design	A long time supporter who provide us with free design wok and discounted production of flyers and signage.	Currently updating our new groups signage

Stakeholder	Engagement Strategy	Progress Report
Ramsgate RSL Club	Our main partner in providing support in the bayside area. We run our Carers support group, our Autistic Adults Peer Support group and the carers Social lawn Bowls club which they fund.	Currently running
Richmond RSL	Provide us with space to run our support group for local carers for the last 3 years now	Currently running
Telstra Kids Fund	They have sponsored us with a TelstraKids \$1,200 grant for our Autism Youth Club in Illawong. We'll be able to use this funding to continue to provide a resourceful space for kids on the Autism Spectrum to communicate and interact with others that have had difficulty doing so in mainstream situations.	Currently running
Tradies Club	Our long term partner on providing support via our Caringbah carers group each month.	Currently running

Please Note:

As part of your Grant Agreement you are required to report against the following Performance Indicators through the Department's Data Exchange. You do not need to include these in your Activity Work Plan.

This Activity Work Plan is to be finalised, or reviewed and renewed, by the Activity Work Plan End Date specified above.


	Performance Indicator Description	Measure
1.	Number of clients assisted	Measured using benchmarking, comparing your achievement against similar service providers delivering a comparable service. Similar services will be considered against scale of funding, locality of service location and other relevant characteristics.
2.	Number of events / service instances delivered	Measured using benchmarking, comparing your achievement against similar service providers delivering a comparable service. Similar services will be considered against scale of funding, locality of service location and other relevant characteristics.
3.	Percentage of participants from priority target groups	Measured using benchmarking, comparing your achievement against similar service providers delivering a comparable service. Similar services will be considered against scale of funding, locality of service location and other relevant characteristics.
4.	Percentage of clients achieving individual goals related to independence, participation and well-being	Measured using benchmarking, comparing your achievement against similar service providers delivering a comparable service. Similar services will be considered against scale of funding, locality of service location and other relevant characteristics.
5.	Percentage of clients achieving improved independence, participation and well-being	Measured using benchmarking, comparing your achievement against similar service providers delivering a comparable service. Similar services will be considered against scale of funding, locality of service location and other relevant characteristics.
6.	Activities are completed according to scope, quality, timeframes and budget defined in the Activity Work Plan.	The Department and you agree that the Activity Work Plan has been completed as specified or, in case of divergence, to a satisfactory standard.

Autism Community Network

Department of Social Services

Signed for and on behalf of

s22 

s22 
General Manager

Date

1 / Oct / 2019

/ /



Australian Government
Department of Social Services

s22
General Manager
Autism Community Network Incorporated
PO Box 188
RIVERWOOD NSW 2210

Address: GPO Box 9820
BRISBANE QLD 4001
Telephone: 1300 653 227
TTY: 133 677
Email: s22@communitygrants.gov.au
Website: www.dss.gov.au

Dear Mr s22,

NOTICE OF CHANGE – ACTIVITY ID: 4-9TQC5IH

We have a Grant Agreement with you for the delivery of services under the Strong and Resilient Communities Activity Program, Agreement ID: 4-9TQC5HW – Schedule ID: 4-9TQC5HZ dated 15/11/2018 (“**the Agreement**”) between Autism Community Network Incorporated and the Commonwealth of Australia, represented by the Department of Social Services (“**the parties**”).

This Notice of Change is to advise you of the application of indexation, as well as the Social and Community Services (SACS) Award adjustment payment (if applicable). Your current 2019-20 year funding (excluding GST and SACS) forms the basis to which indexation is applied. The same approach applies for any SACS supplementation payments (if applicable).

The change to your funding will be included as a new milestone payment as part of your current Agreement, and will be applied to the 2019-2020 financial year.

Financial Year	Payment Date	Indexation Amount (excl. GST)	GST (if applicable)	Total Indexation (incl. GST)
2019-20	16 March 2020	\$2,135.55	\$213.56	\$2,349.11

For each successive financial year where indexation is applicable, you will receive a Notice of Change. In the case of multi-year agreements, your revised funding amount will form the basis for the calculation of indexation in the following year.

We wish to advise you that this change to your agreement with us does not require a formally executed variation to be carried out.

The parties agree that:

(a) the only change/s are those set out in this Notice of Change. In all other respects, the Agreement remains unamended.

If you have any questions about this Notice of Change, please contact s22 on s22 or email s22@dss.gov.au.

Yours sincerely,

s22

s22
Director

s22
Community Grants Hub

18 February 2020



Recommendation for the treatment of significant unexpended funds

This template is to guide and facilitate Funding Arrangement Managers to provide a recommendation to the Financial Assurance Centre of Expertise regarding the treatment of unexpended funds that have been deemed as 'significant' according to the *Managing Unexpended Administered Funds (November 2017) Fact Sheet*.

This template should only be used when the Financial Assurance Centre of Expertise has undertaken assessment of a financial acquittal, determined that unexpended funds are 'significant', and referred the acquittal for your advice and action.

There are two treatment options available for your recommendation;

Roll-over

Rolling-over funds allows those funds to be used for service delivery on the approved activity into the next financial year.

Choose this option if you are confident that; the unexpended funds resulted due to exceptional circumstances, the grant recipient will be able to utilise the funds in the next financial year for the approved purpose, and you will be able to secure Delegate approval.

Next Steps:

1. Indicate below that you recommend funds be rolled over for use into the next financial year
2. Complete the table on page 2 and submit to your Delegate for approval
3. Submit this completed form by replying to the email sent to you by the Financial Assurance Centre of Expertise. Please ensure that the reference PSXXXXX number is retained in the subject line.
4. The Financial Assurance Centre of Expertise will prepare and issue an Outcome Letter to the Grant Recipient. You will be copied into this email.
5. The acquittal process will be completed on FOFMS, and the Delegates Approval will be attached to the Review record

Debt Recovery

Choose this option if you have concerns that the grant recipient is not performing, or would have difficulty in utilising the unexpended funds in the next financial year.

The recovery of debt will be pursued via creation of a Debtor Tax Invoice (DTI).

Next Steps:

1. Indicate below that you recommend debt recovery of the unexpended funds.
2. Submit this form (there is no need to complete the table on page 2) by replying to the email sent to you by the Financial Assurance Centre of Expertise. Please ensure that the reference PSXXXXX number is retained in the subject line.
3. The Financial Assurance Centre of Expertise will commence recovery action, and monitor repayment.
4. The Financial Assurance Centre of Expertise will prepare and issue an Outcome Letter to the Grant Recipient. You will be copied into this email
5. The acquittal process will be completed on FOFMS, and this recommendation document will be attached to the Review record.

Funding Arrangement Manager Recommendation

I have considered the circumstances leading to the under expenditure of funds for this activity, the performance and capacity of the grant recipient to expend the funds within the next financial year and I recommend the following treatment;

Debt Recovery

Roll-over for use in next financial year – please complete the form below

Organisation Name	Autism Community Network
Activity Name	Strong and Resilient Communities - Inclusive Communities Grants
Activity ID	4-9TQC5IH
Value of Unexpended funds	\$30,377
Total Funding for financial year	\$173,496
Unexpended funds as a % of total funding	17%
End Date of current activity <i>Note: cannot be final year of agreement</i>	30/06/21
Reason for the unexpected funds <i>Note: must reflect exceptional circumstances</i>	This project commenced six months into the financial year. The funding agreement was not executed until 27/11/18, the agency therefore did not have a full 12 months to expend the funding. This was flagged by the agency at the time of negotiation of the AWP and budget. The agency did forecast that it might have a surplus around 10% of the annual funding amount. The actual surplus was slightly higher than expected.
Proposal for use of the funds to be carried forward <i>Note: must be directed to activities consistent with the intent of the appropriation, funding agreement and activity work plan (if applicable), in a way that maximises program outcomes</i>	The surplus funding was rolled into 2019/20 budget items for the project, with \$21,888 going to staff wages in 2019/20 and the balance to program costs i.e. venue hire and catering. Due to COVID-19, there is now likely to be reductions to planned expenditure for travel and program costs. As a result the agency has advised that it may have a surplus of approximately \$10,000 this financial year.
Has the Policy area provided agreement for the roll-over and proposed use of funds? If so, please provide details	Yes

Activity Details

This project engages and supports/trains volunteers to facilitate carer support groups, social clubs for children and adults with autism and events that enhance their capacity to connect to the community. It operates in 17 local government areas in greater Sydney, supporting around 40 support groups. It also conducts presentations to mainstream employers and other organisations to promote awareness of autism and assist in improving this cohort's employment and other opportunities. There are no known sensitivities. The FAM supports this roll over of funds.

Delegate Approval for Roll-over

Name of Delegate	s22
Position	Branch Manager
Date of Approval	23 April 2020
Signature	s22