



s22

## MINUTE

### DEPUTY SECRETARY

**SUBJECT:** Information, Linkages And Capacity Building (ILC) - Approve The Outcomes And Grant Expenditure For The ILC Economic And Community Participation Program (ECP) - Social And Community Participation Stream (SCP) Grant Opportunity

**Critical Date:** 12 March 2021

**Reason:** To meet the Ministers' agreed timeframe to be briefed on the outcomes of the SCP grant opportunity.

#### Recommendations:

1. That you **note** the Minister for Families and Social Services, Senator the Hon Anne Ruston and the Minister for the National Disability Insurance Scheme the Hon Stuart Robert MP agreed departmental officials could be the decision-maker to enter into agreements and commit relevant money for the ILC SCP grant opportunity.

NOTED/ PLEASE DISCUSS

2. That you **approve**, in accordance with section 32B of the *Financial Framework (Supplementary Powers) Act 1997*, the recommended expenditure for grants under the ILC SCP grant opportunity of up to \$19.33 million (GST exclusive), for the period 2020/2021 and 2021/2022 to fund the recommended grant applicants detailed at **Attachment A – Part 1**.

AGREED / NOT AGREED

3. That you **note** \$16.57 million of available funding for SCP will not be expended in this grant opportunity. The ILC Branch will work with the Department of Finance on a Movement of Funds for all ILC underspends in 2020/21 for consideration in the 2021/22 MYEFO.

NOTED / PLEASE DISCUSS

4. That you **accept** risks identified for the organisations detailed at **Attachment A – Part 1**.

ACCEPTED / NOT ACCEPTED

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Deputy Secretary

08/03/2021

**Issues:**

1. In September 2020, the Minister for Families and Social Services, Senator the Hon Anne Ruston and the Minister for the National Disability Insurance Scheme, The Hon Stuart Robert MP agreed departmental officials could be the decision-maker to enter into agreements and commit relevant money for the ILC SCP grant opportunity and approved \$25 million s22 refers, **Attachment B – Parts 1 and 2**).
2. In October 2020, the Ministers agreed to an additional \$10.9 million for the SCP round bringing the total funding up to \$35.9 million (GST exclusive) over two financial years from 2020/21 to 2021/22 (s22 refers, **Attachment B – Parts 3 and 4**). Grant agreements of 12 months will be offered to successful applicants.
3. On 6 October 2020, the Secretary agreed to delegate decision-making for this grant opportunity to you (**Attachment C** refers). You have authority to approve a commitment of relevant money under section 32B of the *Financial Framework (Supplementary Powers) Act 1997* in keeping with the provisions of the *Public Governance, Performance and Accountability Act 2013* and *Public Governance, Performance and Accountability Rule 2014*.
4. The ECP is one of four programs under the current ILC Strategy. The objective of ECP is to increase the social and economic participation, including employment outcomes, of people with disability. SCP is one of three streams under ECP.
5. The SCP grant opportunity aims for more people with disability, their families and carers to be included in community activities (such as the arts, sport and culture) including throughout COVID-19 restrictions, and in recovery efforts from COVID-19 or recent natural disasters.
6. The grant opportunity was a competitive selection process and was open for applications from 28 October 2020 to 8 December 2020. Applicants could apply for a small grant (\$20,000 - \$50,000) or a large grant (\$100,000 - \$350,000).

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**Selection Outcomes:**

11. A total of 474 applications were received. Applications were assessed in accordance with the selection process and criteria outlined in the Guidelines (**Attachment D**). Following the review of all applications for compliance and eligibility against the Guidelines, 456 applications were considered by the SAP.

<b>Social and Community Participation Stream Grant Outcome</b>	<b>Number</b>
<b>Total applications received</b>	<b>474</b>
Applications withdrawn - Not eligible /duplicate/applicant withdrawals/late applications not accepted as outlined in the Guidelines	18
<b>Total applications considered by the Selection Advisory Panel</b>	<b>456</b>
Results of Selection Advisory Panel considerations	
Recommended	136
Not Recommended	320
Ineligible	18
Withdrawn	nil
<b>TOTAL</b>	<b>474</b>

12. The SAP recommends approval of 136 applications from 135 organisations. Recommended projects were determined with consideration to ILC policy; consideration of value for money; alignment with any identified state/territory priorities; and other factors as set out in the Guidelines. A full listing of their details is provided at **Attachment A – Part 1**. Consideration of these matters is consistent with section 11 of the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs).
13. Details of eligible applications not recommended for funding, and the related justifications, are in the SAP Report at **Attachment A - Part 2**.
14. Details of applications received that were deemed ineligible for consideration are in the SAP Report at **Attachment A - Part 3**.

**Risks and Sensitivities:**

15. No significant risks with potential to undermine the outcome of the selection process have been identified. As is usual for all large grant opportunities, some issues exist with potential for negative feedback from stakeholders and those unsuccessful in the rounds:

a. \$16.57 million of the \$35.9 million was not allocated despite the department receiving \$71.83 million in applications. This was primarily due to applications being of low quality, being poorly aligned to grant objectives, being out of scope for this ILC grant round or proposals being the funding responsibility of other levels of government (such as state / local government). The recommendations are strongly supported by the SAP. State and Territory appointed Executive Advisory Group (EAG) members noted general lack of quality, value for money and questioned the positive impact multijurisdictional projects would have in their jurisdiction.

b. <sup>s47E</sup> 

c. Organisations eligible to apply for SCP was expanded on 17 November 2020 to include Trustees of a Trust and Statutory Entities. The closing date of the SCP grant opportunity was not changed. These organisations had less time to complete applications than other eligible organisations. Four Trustees of a Trust and two Statutory Entities applied. One of the Statutory Entities is recommended for funding. All other applicants are not recommended for funding.

d. <sup>s47E</sup> 

f. Ten applications seeking funding over \$100,000 returned a high ratio risk rating. Based on advice from the Grants Management Office, the department used three indexes to inform financial risk of ILC applicants. These indexes represent a more current scenario for predicting financial risk particularly with the changing business landscape of the past two years. **Attachment E** summarises the organisations that returned a high ratio risk. However, indexes reveal no material impact on the organisations' ability to deliver the funded activities, or pose an unacceptable risk to the Commonwealth.

16. A Ministerial Brief on the outcomes of the SCP grant opportunity will be provided to you for clearance shortly. An announcement approach will be prepared separately by the Communication Services Branch and provided to you for clearance.

#### Financial Implications:

17. Funding of up to \$19,328,973 million (GST exclusive), for the period 2021/2022, is available from Information, Linkages and Capacity Building Economic and Community Participation Program Social and Community Participation Stream for this grant expenditure.

The breakdown of the funding over financial years is as follows:

Information, Linkages and Capacity Building (ILC) As at 23 February 2021	2020-21 (GST excl)	2021-22 (GST excl)
Appropriation	\$ 132,835,000.00	\$ 134,439,000.00
Expenditure (year to date)	\$ 68,285,455.04	\$ -
Economic Participation Round (EP)	\$ 9,322,857.27	\$ 7,758,229.70
<b>Social and Community Participation (SCP) Round</b>	<b>\$ 10,553,619.26</b>	<b>\$ 8,775,353.74</b>
Committed in Funding Agreements s47C	\$ 18,027,061.02	\$ 89,494,617.86
Residual funding if EP and SCP Round expenditure agreed	\$ 24,129,255.01	\$ 23,346,119.10

\*Uncommitted funding is residual funding after legally committed funding and funding approved by the financial delegate has been taken into account.

18. The Economic Participation grant opportunity was conducted concurrently. A separate Spending minute will be provided to you shortly.

#### Consultation:

19. Consultation was undertaken with the Grants Management Office.

**Summary of Attachments:**

- A – Part 1 – List of applications recommended for funding
- A – Part 2 – List of applications rated suitable but not recommended for funding
- A – Part 3 – List of applications rated ineligible for funding
- B – Part 1 – s22 [redacted] Approval to proceed signed by Minister Ruston
- B – Part 2 – s22 [redacted] Approval to proceed signed by Minister Robert
- B – Part 3 – s22 [redacted] (additional funding) Approval to proceed signed by Minister Ruston
- B – Part 4 – s22 [redacted] (additional funding) Approval to proceed signed by Minister Robert
- C – Secretary decision maker delegation
- D – ILC SCP Grant Opportunity Guidelines
- E – Financial Analysis
- F – Grant Timeline

Contact Officer: s47F [redacted]  
Position: Branch Manager (A/g)  
Branch: ILC Branch  
Phone: s47F [redacted]

Cleared by: s47F [redacted]  
Position: Group Manager (A/g)  
Group: Commonwealth State Policy  
Phone/Mobile: s47F [redacted]

**Additional Information:***Selection Advisory Panel Members*

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*Policy Authority*

Policy authority for the ILC program is ongoing.

*Constitutional Risk*

The constitutional risk rating for the ILC program is medium.

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*Compliance with the Commonwealth Grants Rules and Guidelines 2017*

In compliance with paragraph 4.6a of the CGRGs, I am required to inform you that the spending proposal being considered for approval is a grant as defined by paragraph 2.3 of the CGRGs.

In accordance with paragraph 4.5, the accountable authority, or delegated official, must record in writing the basis for the approval for the expenditure of relevant money, relative to the Grant Opportunity Guidelines and the principle of achieving value with relevant money.

In accordance with paragraph 5.3 of the CGRGs, information on a grant must be reported on the GrantConnect website no later than 21 calendar days after the grant agreement for the grant takes effect, being the commencement of the grant activity or the execution of the grant agreement (whichever is the latter).



Australian Government  
Department of Social Services

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Australian Government  
Department of Social Services

Authority to Proceed

s22

**To:** Minister for Families and Social Services (for decision)  
**To:** Minister for the National Disability Insurance Scheme (for decision)  
**Subject:** Information Linkages and Capacity Building (ILC) - Authority to Proceed for two Economic and Community Participation grant opportunities and advice on expiring grants.

**Critical Date:** Please action by Friday, 4 September 2020.

**Recommendations for Minister Ruston:** That you

1. Agree the Department of Social Services (the department) proceed with two, open competitive grant opportunities under the ILC Economic and Community Participation Program, with funding priorities as outlined in paragraphs 4(a) and (b) respectively.	Agreed / Not Agreed
2. Note the department will provide you with Grant Opportunity Guidelines for agreement following consultation with the Department of Finance.	Noted / Please Discuss
3. Agree to departmental officials being the decision-maker to enter into an agreement and commit relevant money under section 32B of the <i>Financial Framework (Supplementary Powers) Act 1997</i> (the FFSP Act), for the proposed Economic Participation grant opportunity under the ILC Economic and Community Participation Program, with grant expenditure up to \$29 million (GST exclusive) over the period 2020-21 and 2021-22.	Agreed / Not Agreed
4. Agree to departmental officials being the decision-maker to enter into an agreement and commit relevant money under section 32B of the FFSP Act, for the proposed Social and Community Participation grant opportunity under the ILC Economic and Community Participation Program, with grant expenditure up to \$25 million (GST exclusive) over the period 2020-21 and 2021-22.	Agreed / Not Agreed
5. Note the department will brief you on selection outcomes and will work with your Office on potential announcement opportunities.	Noted / Please Discuss
6. Note the indicative grant opportunity timeline at <b>Attachment A</b> .	Noted / Please Discuss
7. Note advice provided on expiring ILC grants.	Noted / Please Discuss

**Minister Ruston's Comments**

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Minister Ruston's signature

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Date: 3./9./2020

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**Recommendations for Minister Robert: That you**

<p>1. Agree the Department of Social Services (the department) proceed with two, open competitive grant opportunities under the ILC Economic and Community Participation Program, with funding priorities as outlined in paragraphs 4(a) and (b) respectively.</p>	<p>Agreed / Not Agreed</p>
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<p>5. Note the department will brief you on selection outcomes and will work with your Office on potential announcement opportunities.</p>	<p>Noted / Please Discuss</p>
<p>6. Note the indicative grant opportunity timeline at <b>Attachment A</b>.</p>	<p>Noted / Please Discuss</p>
<p>7. Note advice provided on expiring ILC grants.</p>	<p>Noted/ Please Discuss</p>
<p><b>Minister Robert's Comments</b></p>	
<p><b>Minister Robert's signature:.....</b> <span style="float: right;"><b>Date:..../..../ 2020</b></span></p>	

**Key issues:**

1. You agreed the two planned ILC Economic and Community Participation grant opportunities not proceed until the department provided you with further advice. <sup>s22</sup> at **Attachment B** refers.

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2. The department has reviewed the grant opportunities proposed by the National Disability Insurance Agency (NDIA), and undertaken consultation with state and territory governments to canvas their views and gain insights on expectations of the disability sector in relation to the proposed grant rounds. Findings from this consultation are provided under **Additional Information**. The department has also undertaken a comprehensive review of expiring grants. Of these 107 grants will expire between August and December 2020. The department considered the option of extending these grants but does not recommend extensions be offered. More information is provided at paragraphs 8-10.
3. The department proposes to tighten eligible activities under the Economic Participation grant opportunity to ensure funding is better targeted at initiatives more likely to result in open employment outcomes for people with disability. It is proposed the Social and Community Participation grant opportunity prioritise projects that seek to respond to or support recovery from the impacts of COVID-19 or other recent natural disasters.

**Policy approach and funding priorities for proposed grant opportunities:**

4. The department proposes two grant opportunities be undertaken under the Economic and Community Participation Program:
  - a) A grant opportunity that focuses on Economic Participation. Aims for this grant opportunity are to improve employment outcomes for people with disability by focussing on initiatives that create pathways to employment and drive inclusive practices for employers. This will include activities that mobilise and build the capacity of workplaces to attract, employ and retain employees with disability; transition to meaningful employment for people with disability and projects that enhance employers understanding about the opportunities and benefits of employees with disability.
  - b) A grant opportunity that focuses on Social and Community Participation. Aims for this grant opportunity are more people with disability, their families and carers are included in community activities, including throughout COVID-19 restrictions, in recovery efforts from COVID-19 or recent natural disasters. This will include activities to support community organisations to be more inclusive of people with disability, their families and carers; improve community access for people with disability; and build community awareness and confidence to include people with disability in the recovery phase of a crisis. In accordance with your stated preferences **s22** at **Attachment B** refers), proposals relating to COVID-19 recovery will be prioritised.
5. The department seeks your authority to commit proposed grant expenditure up to \$29 million (GST exclusive) for the Economic and Participation grant opportunity and \$25 million (GST exclusive) for the Social and Community Participation grant opportunity over the period 2020-21 and 2021-22. These are new grant opportunities under the *ILC Investment Strategy toward 2022*.
6. The department proposes to undertake open competitive grant processes to establish funding arrangements for each grant opportunity, with applications planned to open from October 2020. Based on previous ILC grant opportunities the expected number of applications is approximately 500 for each opportunity, noting that a more targeted approach is likely to mean fewer applications will be received.
7. An indicative timeline for the grant opportunities is provided at **Attachment A**. More information on the Economic and Community Participation Program and approach to market is provided under **Additional Information**.



**Expiring Grants:**

8. Since 2018, 657 grants have been commissioned under ILC, including 138 recommended for funding in the recent Individual Capacity Building (ICB) grant opportunity. A total of 312 ILC grants expire in 2020 of which 205 have already expired. Most other ILC grants expire on or around 30 June 2022 (except for 15 that expire in 2021).
9. A joint analysis by the department and the NDIA of the 107 grants that expire between August and December 2020 is as follows:
  - a) 38 were funded under the Disabled People and Families Organisation grant opportunity in 2018-19. 17 of these organisations have no ILC funding beyond 2020-21. These organisations have had two opportunities to apply for continuation of funding in recent ICB selection rounds. Organisations have either not applied or have been unsuccessful for funding. No further action is recommended on these grants. More information on ICB is provided in s22
  - b) 14 grants that expire are for ceasing ILC programs (National Readiness programs, jurisdiction based funding, and the Rural and Remote grant opportunity). Most other grants under these programs expired on 30 June 2020.
  - c) 55 grants were funded under the Economic Participation of People with Disability 2019-20 grant opportunity. These organisations may have applied for funding under the proposed Economic Participation grant opportunity had it proceeded under the originally-planned timeframes (see sensitivities section below). As these projects were offered on a one-off project basis further funding is not recommended. The NDIA have already offered some organisations an extension of time to complete their projects due to COVID-19 impacts. Other organisations declined an extension or were unable to complete projects due to COVID-19 impacts (such as the ban on international travel).
  - d) Of the grants expiring between August and December 2020, 22 organisations do not receive other funding from the Commonwealth. A list of these organisations is provided at **Attachment C**.
10. For expiring grants, project deliverables have been achieved, and projects are for a defined time period (usually one to two years) for a specific project. The NDIA has advised grant recipients do not expect extensions to their grant agreement. Further, extending grants now may make it more difficult to implement ILC reform anticipated in the review of the ILC Policy Framework and ILC Investment Strategy.

**Sensitivities:**

11. The NDIA originally planned to conduct the Economic and Community Participation grant opportunities from mid-June and July 2020, with grant agreements in place by October 2020. The department will now open the grant opportunities in October 2020 to allow for grant design and the necessary approval processes by the Department of Finance (not previously required for NDIA grant processes). Some stakeholders were aware NDIA was planning to open selection rounds in June.
12. Should the Economic and Community Participation grant opportunities not proceed there would be a substantial underspend in ILC funds in 2020-21 and 2021-22.

**Financial Implications:**

13. The total combined cost of funding the Economic and Community Participation grant opportunities is up to \$54 million (GST exclusive) over 2020-21 and 2021-22. Funding is available from *Outcome 3 Disability and Carers – Program 3.2.4 National Disability Insurance Scheme – Information, Linkages and Capacity Building*.

- 14. Should you agree to the proposed grant expenditure outlined in this brief there will be \$35.327 million of uncommitted ILC funds through to 30 June 2022 (\$16.408 in 2020-21 and \$18.919 in 2021-22). The department will brief you further regarding options for the use of the uncommitted funds, including directing them to one-off initiatives, such as in mental health to address the findings of the Productivity Commission’s Inquiry into Mental Health.

**Risk Management:**

- 15. The department will develop a Stakeholder Engagement Plan and Communications and Media Handling Strategy, outlining risk treatment measures, to be included in subsequent briefs.
- 16. The department will closely monitor risks for the expiring grants and will consider one off requests for funding if they arise and service gaps are identified.

**Media Release:**

- 17. The department will work with your Offices to discuss potential announcement opportunities for the Economic Participation and Social and Community Participation grant opportunities.

**Consultation:**

- 18. Grants Management Office, Communication Services Branch and Disability and Carers Stream Finance were consulted in preparation of this brief.

**Attachments:**

**Attachment A:** Indicative timeline for the Economic and Community Participation grant opportunities

**Attachment B:** Copy of §22

**Attachment C:** List of organisations expiring with no additional source of funding.

Contact Officer: §47F  
 Position: Branch Manager  
 Branch: ILC Branch  
 Phone/Mobile: §47F

Cleared by: §47F  
 Position: Group Manager  
 Group: Commonwealth/ State Policy  
 Phone/Mobile: §47F

Cleared by: §47F  
 Position: Acting Deputy Secretary  
 Phone/Mobile: §47F

§47F  
 Signature: [Redacted]

Date: 24/8/2020



**Additional Information**

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Overview of the Economic and Community Participation Program

The Economic Participation and Community Program is one of four discrete and complementary programs delivered under the ILC Strategy. The objective of the Economic and Community Participation Program is to increase the social and economic participation, including employment outcomes, of people with disability. These objectives will be implemented through two streams of grant funding, Economic Participation and Social and Community Participation.

Approach to market

The proposed approach is to undertake an open competitive process for both the Economic Participation and Social and Community Participation grant opportunities. The proposed approach to market is consistent with previous ILC grant opportunities. ILC grants are subject to competitive grant processes to ensure funds are directed to organisations who best demonstrate they can achieve value for money and support the programs objectives, delivering outcomes for people with disability, and their families and carers.

The department has developed Grant Opportunity Guidelines (Guidelines) outlining the grant arrangements, including eligibility and assessment criteria. The draft Guidelines will be reviewed by officials from the Department of Finance (Finance) and the risk rating agreed by officials from Finance and Department of the Prime Minister and Cabinet. You will receive a further brief to seek approval from the Minister for Finance, Senator the Hon Mathias Cormann, to publish the Guidelines for grant opportunities if rated as medium or high risk, in accordance with s47E

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Australian Government  
Department of Social Services

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Authority to Proceed

s22

**To:** Minister for Families and Social Services (for decision)  
**To:** Minister for the National Disability Insurance Scheme (for decision)  
**Subject:** Information Linkages and Capacity Building (ILC) - Authority to Proceed for two Economic and Community Participation grant opportunities and advice on expiring grants.

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**Minister Ruston's Comments**

Minister Ruston's signature:.....

Date:...../...../ 2020

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**Minister Robert's Comments**

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Minister Robert

Date: 2/8 / 2020

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7. An indicative timeline for the grant opportunities is provided at **Attachment A**. More information on the Economic and Community Participation Program and approach to market is provided under **Additional Information**.



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- 14. Should you agree to the proposed grant expenditure outlined in this brief there will be \$35.327 million of uncommitted ILC funds through to 30 June 2022 (\$16.408 in 2020-21 and \$18.919 in 2021-22). The department will brief you further regarding options for the use of the uncommitted funds, including directing them to one-off initiatives, such as in mental health to address the findings of the Productivity Commission’s Inquiry into Mental Health.

**Risk Management:**

- 15. The department will develop a Stakeholder Engagement Plan and Communications and Media Handling Strategy, outlining risk treatment measures, to be included in subsequent briefs.
- 16. The department will closely monitor risks for the expiring grants and will consider one off requests for funding if they arise and service gaps are identified.

**Media Release:**

- 17. The department will work with your Offices to discuss potential announcement opportunities for the Economic Participation and Social and Community Participation grant opportunities.

**Consultation:**

- 18. Grants Management Office, Communication Services Branch and Disability and Carers Stream Finance were consulted in preparation of this brief.

**Attachments:**

- Attachment A:** Indicative timeline for the Economic and Community Participation grant opportunities
- Attachment B:** Copy of [redacted] s2
- Attachment C:** List of organisations expiring with no additional source of funding.

Contact Officer: [redacted] s47F  
 Position: Branch Manager  
 Branch: ILC Branch  
 Phone/Mobile: [redacted] s47F

Cleared by: [redacted] s47F  
 Position: Group Manager  
 Group: Commonwealth/ State Policy  
 Phone/Mobile: [redacted] s47F

Cleared by: [redacted] s47F  
 Position: Acting Deputy Secretary  
 Phone/Mobile: [redacted] s47F

Signature: [redacted] s47F

Date: 24/8/2020



**Additional Information**

s47E

Overview of the Economic and Community Participation Program

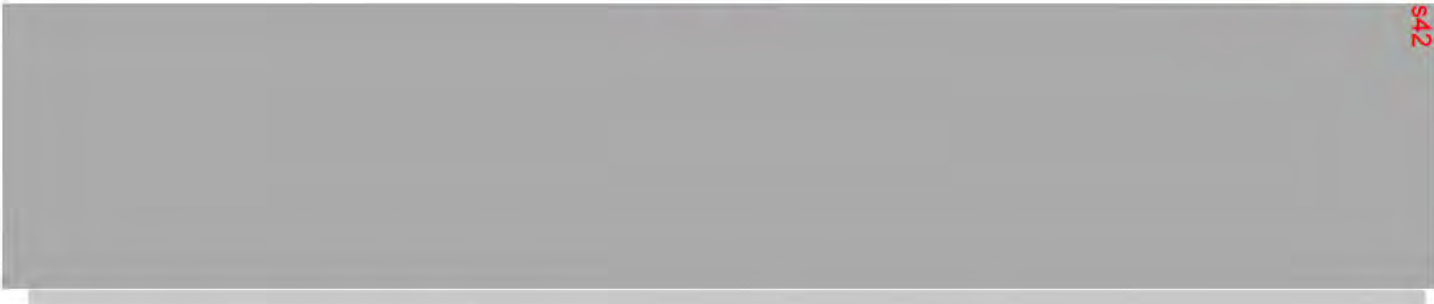
The Economic Participation and Community Program is one of four discrete and complementary programs delivered under the ILC Strategy. The objective of the Economic and Community Participation Program is to increase the social and economic participation, including employment outcomes, of people with disability. These objectives will be implemented through two streams of grant funding, Economic Participation and Social and Community Participation.

Approach to market

The proposed approach is to undertake an open competitive process for both the Economic Participation and Social and Community Participation grant opportunities. The proposed approach to market is consistent with previous ILC grant opportunities. ILC grants are subject to competitive grant processes to ensure funds are directed to organisations who best demonstrate they can achieve value for money and support the programs objectives, delivering outcomes for people with disability, and their families and carers.

The department has developed Grant Opportunity Guidelines (Guidelines) outlining the grant arrangements, including eligibility and assessment criteria. The draft Guidelines will be reviewed by officials from the Department of Finance (Finance) and the risk rating agreed by officials from Finance and Department of the Prime Minister and Cabinet. You will receive a further brief to seek approval from the Minister for Finance, Senator the Hon Mathias Cormann, to publish the Guidelines for grant opportunities if rated as medium or high risk, in accordance with s47E

s2



S42



S22



Australian Government  
Department of Social Services

Ministerial Submission  
For decision

PDR Number: <sup>s22</sup> [Redacted]

To: Minister for the National Disability Insurance Scheme (for decision)  
To: Minister for Families and Social Services (for decision)

Purpose:

- To provide advice on using uncommitted Information, Linkages and Capacity Building (ILC) funds on other activities.

<b>SUBJECT:</b> Use of ILC uncommitted funds	
<b>Critical Date and Reason:</b>	Please action by 2 October 2020 to enable grants processes to proceed without delay
<b>Recommendations for Minister Robert – It is recommended that you:</b>	
1. Note the advice that ILC projects can be funded through open, limited or direct (ad hoc) grant funding processes.	Noted / Please Discuss
2. Agree to departmental officials being the decision maker to enter into an agreement and commit relevant money under section 32B of the <i>Financial Framework (Supplementary Powers) Act 1997</i> (the FSP Act): <ul style="list-style-type: none"> <li>for the proposed Economic Participation (EP) and Social and Community Participation (SCP) grant opportunities under the ILC Economic and Community Participation Program, and</li> <li>with additional grant expenditure of up to \$10.9 million for each grant round, from \$29 million to \$39.9 million for the EP round and from \$25 million to \$35.9 million for the SCP round, over the period 2020-21 and 2021-22 (all figures GST exclusive).</li> </ul>	Agreed / Not Agreed
3. <sup>s47C</sup> [Redacted]	Agreed / Not Agreed
4. Agree to the department further developing additional proposals for the expenditure of remaining ILC funds and seeking your decision on options once they are developed.	Agreed / Not Agreed
<b>Minister Robert's Comments</b>	
Minister Robert's signature.....	Date: / / 2020

<sup>s22</sup> [Redacted]



<b>Recommendations for Minister Ruston – It is recommended that you:</b>	
1. Note the advice that ILC projects can be funded through open, limited or direct (ad hoc) grant funding processes.	Noted / Please Discuss
2. Agree to departmental officials being the decision maker to enter into an agreement and commit relevant money under section 32B of the <i>Financial Framework (Supplementary Powers) Act 1997</i> (the FSP Act): <ul style="list-style-type: none"> <li>for the proposed Economic Participation (EP) and Social and Community Participation (SCP) grant opportunities under the ILC Economic and Community Participation Program, and</li> <li>with additional grant expenditure of up to \$10.9 million for each grant round, from \$29 million to \$39.9 million for the EP round and from \$25 million to \$35.9 million for the SCP round, over the period 2020-21 and 2021-22 (all figures GST exclusive).</li> </ul>	Agreed / Not Agreed
3. <span style="color: red;">s47C</span> [Redacted]	Agreed / Not Agreed
4. Agree to the department further developing additional proposals for the expenditure of remaining ILC funds and seeking your decision on options once they are developed.	Agreed / Not Agreed

**Minister Ruston's Comments**

s47C [Redacted]

<b>Minister Ruston's signature</b> [Redacted]	<b>Date:</b> 7/10/2020
---	------------------------

**Key Points:**

- The department under [Redacted] advice on options for expenditure of \$35.3 million of uncommitted ILC funds in 2020-21 and 2021-22. Both your offices requested information on funding ILC projects outside an open grant round. Minister Robert sought advice on whether it would be possible to use ILC funding for s47C [Redacted]

Funding approaches that can be used for ILC projects

- The Commonwealth Grant Rules and Guidelines 2017 (CGRGs) provide for a range of grant opportunity types that can be further explored with regard to identified gaps in the market.
- This means ILC projects can be funded through open, limited or direct (ad hoc) grants processes. Broadly, if a project aims to build the capacity of individuals or organisations in relation to people with disability and/or ensure access to relevant information, it is within scope for ILC funding. Projects aimed at building evidence and connections also fall within the scope and will help increase the effectiveness and benefits realised from other ILC projects. **Additional Information** provides more detail on the requirements to provide funding through a direct or ad hoc funding process.

Proposed approach to expenditure of uncommitted ILC funds

5. You previously approved expenditure on the upcoming Economic and Community Participation (ECP) grant rounds of \$29 million for Economic Participation grants and \$25 million for Social and Community Participation grants (see **s22** at **Attachment A**). The department is proposing to increase funding available for each of these rounds by \$10.9 million, \$21.8 million in total.
6. The additional amount for each grant round ensures that a significant number of extra projects can be funded while still leaving a substantial amount to be distributed to other worthwhile projects that fall within the scope of ILC.
7. The upcoming grant rounds are broader in scope than the recently completed Individual Capacity Building (ICB) round and, unlike the ICB round, are open to applications from mainstream organisations such as community organisations and local government. The department is anticipating a higher volume and quality of applications than for the ICB round and does not anticipate any difficulty in allocating these increased amounts.
8. Additional ECP grant round funding will enable greater support to be provided to address the impact of COVID-19 on people with disability, their families and carers. The Grant Opportunity Guidelines specifically refer to dealing with the impacts of COVID-19. Increased expenditure through the grant round will also be viewed by the disability as a credible and evidence-based way to allocate the additional funding.
9. If you agree to the proposed additional expenditure on the upcoming ECP grant rounds, there will still be approximately \$13.5 million of ILC funds to 30 June 2022 that remain uncommitted (\$4.5 million in 2020-21 and \$9.0 million in 2021-22) (refer to table in **Additional Information**).

s47C

12. The department also proposes to further explore options to fund projects that will:
  - better connect ILC providers across the country. This will enable them to learn from each other and share products and approaches developed as part of their ILC projects.
  - support ILC outcomes being better measured so funding can be used effectively in future years. It would be worthwhile investing now in improving and analysing data collected from ILC organisations and participants so the results of current and future ILC projects can be more clearly measured and assessed.
13. More information on the department's early thinking in these areas is at **Additional Information**. The department will consult with your Offices in developing these and other options for using the remaining ILC funding, and will seek your decision on proposed options once developed.

**Sensitivities:**

14. ILC funding is appropriated for a specific purpose. Any ad hoc or direct grants need to be consistent with that purpose, as set out in the ILC Policy Framework, agreed by the Disability Reform Council

s22



**OFFICIAL**

**Sensitivities:**

- 14. ILC funding is appropriated for a specific purpose. All ILC grants need to be consistent with that purpose, as set out in the ILC Policy Framework, agreed by the Disability Reform Council in 2015, and the ILC Investment Strategy developed by the National Disability Insurance Agency (NDIA) that took effect in early 2019.
- 15. The \$35 million of uncommitted funding is a significant amount of the overall funds and there is likely to be criticism if the department spends this amount of ILC funds on projects identified by the department without consulting with states and territories and other stakeholders on key areas of need.

**Financial Impacts:** Nil

**Regulatory Impacts:** Nil

**Consultation:** National Disability Insurance Agency, Disability and Carers Stream and Grants Management in the department.

**Attachments:**

**Attachment A:** Copy of s22 [redacted]  
**Attachment B:** s47C [redacted]

**Contact Officer:** s47F [redacted]  
**Position:** Branch Manager  
**Branch:** ILC Branch  
**Phone/Mobile:** s47F [redacted]

**Cleared by:** s47F [redacted]  
**Position:** Group Manager  
**Group:** Commonwealth State Policy  
**Phone/Mobile:** s47F [redacted]

**Cleared by:** s47F [redacted]  
**Position:** Deputy Secretary  
**Phone/Mobile:** s47F [redacted]

**Signature:** s47F [redacted]

**Date:** 22 / 9 / 20

s22 [redacted]

## OFFICIAL



Australian Government  
Department of Social Services

Ministerial Submission  
For decision

PDR Number: s22

To: Minister for the National Disability Insurance Scheme (for decision)  
To: Minister for Families and Social Services (for decision)

**Purpose:**

- To provide advice on using uncommitted Information, Linkages and Capacity Building (ILC) funds on other activities.

<b>SUBJECT:</b> Use of ILC uncommitted funds	
<b>Critical Date and Reason:</b>	Please action by 2 October 2020 to enable grants processes to proceed without delay.
<b>Recommendations for Minister Robert</b> – It is recommended that you:	
1. Note the advice that ILC projects can be funded through open, limited or direct (ad hoc) grant funding processes.	Noted / Please Discuss
2. Agree to departmental officials being the decision maker to enter into an agreement and commit relevant money under section 32B of the <i>Financial Framework (Supplementary Powers) Act 1997</i> (the FSP Act): <ul style="list-style-type: none"> <li>for the proposed Economic Participation (EP) and Social and Community Participation (SCP) grant opportunities under the ILC Economic and Community Participation Program, and</li> <li>with additional grant expenditure of up to \$10.9 million for each grant round, from \$29 million to \$39.9 million for the EP round and from \$25 million to \$35.9 million for the SCP round, over the period 2020-21 and 2021-22 (all figures GST exclusive).</li> </ul>	Agreed / Not Agreed
3. s47C	Agreed / Not Agreed
4. Agree to the department further developing additional proposals for the expenditure of remaining ILC funds and seeking your decision on options once they are developed.	Agreed / Not Agreed
<b>Minister Robert's Comments</b>	
<div style="border: 1px solid black; height: 80px; width: 100%; background-color: #cccccc; margin-bottom: 10px;">s47F</div>	
Minister Ro	Date: 30 / 9 / 2020

## OFFICIAL

Recommendations for Minister Ruston – It is recommended that you:	
1. Note the advice that ILC projects can be funded through open, limited or direct (ad hoc) grant funding processes.	Noted / Please Discuss
2. Agree to departmental officials being the decision maker to enter into an agreement and commit relevant money under section 32B of the <i>Financial Framework (Supplementary Powers) Act 1997</i> (the FSP Act): <ul style="list-style-type: none"> <li>for the proposed Economic Participation (EP) and Social and Community Participation (SCP) grant opportunities under the ILC Economic and Community Participation Program, and</li> <li>with additional grant expenditure of up to \$10.9 million for each grant round, from \$29 million to \$39.9 million for the EP round and from \$25 million to \$35.9 million for the SCP round, over the period 2020-21 and 2021-22 (all figures GST exclusive).</li> </ul>	Agreed / Not Agreed
3. <span style="color: red;">s47C</span> [REDACTED]	Agreed / Not Agreed
4. Agree to the department further developing additional proposals for the expenditure of remaining ILC funds and seeking your decision on options once they are developed.	Agreed / Not Agreed
<b>Minister Ruston's Comments</b>	
Minister Ruston's signature.....	Date: / / 2020

**Key Points:**

2. The department undertook to provide you with further advice on options for expenditure of \$35.3 million of uncommitted ILC funds in 2020-21 and 2021-22. Both your offices requested information on funding ILC projects outside an open grant round. Minister Robert sought advice on whether it would be possible to use ILC funding for s47C [REDACTED]

Funding approaches that can be used for ILC projects

3. The Commonwealth Grant Rules and Guidelines 2017 (CGRGs) provide for a range of grant opportunity types that can be further explored with regard to identified gaps in the market.
4. This means ILC projects can be funded through open, limited or direct (ad hoc) grants processes. Broadly, if a project aims to build the capacity of individuals or organisations in relation to people with disability and/or ensure access to relevant information, it is within scope for ILC funding. Projects aimed at building evidence and connections also fall within the scope and will help increase the effectiveness and benefits realised from other ILC projects. **Additional Information** provides more detail on the requirements to provide funding through a direct or ad hoc funding process.

s22 [REDACTED]



## OFFICIAL

Proposed approach to expenditure of uncommitted ILC funds

5. You previously approved expenditure on the upcoming Economic and Community Participation (ECP) grant rounds of \$29 million for Economic Participation grants and \$25 million for Social and Community Participation grants (see **s22** **Attachment A**). The department is proposing to increase funding available for each of these rounds by \$10.9 million, \$21.8 million in total.
6. The additional amount for each grant round ensures that a significant number of extra projects can be funded in the rounds, while still leaving a substantial amount to be distributed to other worthwhile projects that fall within the scope of ILC.
7. The upcoming grant rounds are broader in scope than the recently completed Individual Capacity Building (ICB) round and, unlike the ICB round, are open to applications from mainstream organisations such as community organisations and local government. The department is anticipating a higher volume and quality of applications than for the ICB round and does not anticipate any difficulty in allocating these increased amounts.
8. Additional ECP grant round funding will enable greater support to be provided to address the impact of COVID-19 on people with disability, their families and carers. The Grant Opportunity Guidelines specifically refer to dealing with the impacts of COVID-19. Increased expenditure through the grant round will also be viewed by the disability as a credible and evidence-based way to allocate the additional funding.
9. If you agree to the proposed additional expenditure on the upcoming ECP grant rounds, there will still be approximately \$13.5 million of ILC funds to 30 June 2022 that remain uncommitted (\$4.5 million in 2020-21 and \$9.0 million in 2021-22) (refer to table in **Additional Information**).
- s47C**
12. The department also proposes to further explore options to fund projects that will:
- better connect ILC providers across the country. This will enable them to learn from each other and share products and approaches developed as part of their ILC projects.
  - support ILC outcomes being better measured so funding can be used effectively in future years. It would be worthwhile investing now in unproving and analysing data collected from ILC organisations and participants so the results of current and future ILC projects can be more clearly measured and assessed.
13. More information on the department's early thinking in these areas is at **Additional Information**. The department will consult with your Offices in developing these and other options for using the remaining ILC funding, and will seek your decision on proposed options once developed.

**s22**

**OFFICIAL**

**Sensitivities:**

- 14. ILC funding is appropriated for a specific purpose. All ILC grants need to be consistent with that purpose, as set out in the ILC Policy Framework, agreed by the Disability Reform Council in 2015, and the ILC Investment Strategy developed by the National Disability Insurance Agency (NDIA) that took effect in early 2019.
- 15. The \$35 million of uncommitted funding is a significant amount of the overall funds and there is likely to be criticism if the department spends this amount of ILC funds on projects identified by the department without consulting with states and territories and other stakeholders on key areas of need.

**Financial Impacts:** Nil

**Regulatory Impacts:** Nil

**Consultation:** National Disability Insurance Agency, Disability and Carers Stream and Grants Management in the department.

**Attachments:**

**Attachment A:** Copy of s22

**Attachment B:** s47C

Contact Officer: s47F  
 Position: Branch Manager  
 Branch: ILC Branch  
 Phone/Mobile: s47F

Cleared by: s47F  
 Position: Group Manager  
 Group: Commonwealth State Policy  
 Phone/Mobile: s47F

Cleared by: s47F  
 Position: Deputy Secretary  
 Phone/Mobile: s47F

Signature: s47F

Date: 22 / 9 / 20

s22

**OFFICIAL****Background / Additional Information**

s42

Where an ad hoc proposal arises, the most common process is for the department to brief the Minister or Ministers, seeking both the authority to proceed as well as spending approval. A Minister may approve the authority to proceed and delegate the spending decision to the department.

Ministerial approval is required for the Grant Opportunity Guidelines (GOGs), noting that these are NOT made publically available for an ad hoc process.

The process for funding ad hoc grants generally takes 8-12 weeks to complete.

Amount of uncommitted ILC funding

Total funding for the ILC Program for 2020-21 and 2021-22 is \$267.5 million. The amount of uncommitted funding is currently \$35.3 million. Increasing the amount available in the upcoming Economic and Community Participation (ECP) rounds by \$21.8 million would reduce uncommitted funds to \$13.5 million.

**ILC uncommitted funding (\$m)**

	2020-21	2021-22	Total
<b>Amount currently uncommitted</b>	16.4	18.9	35.3
<b>Proposed use:</b>			
<b>Add to existing grant rounds</b>	11.9	9.9	21.8
<b>Remaining amount uncommitted</b>	4.5	9.0	13.5

s47C

s22



## OFFICIAL

s47C

Other possible uses of uncommitted funds

Since a key aim of ILC is to ensure linkages and capacity building, some of the uncommitted funding could be used to help enable better connections across organisations working with people with disability. This would help those with skills in a particular area share those skills with others. Mapping and connecting service providers could help the funding have more impact.

The new ILC Investment Strategy will be developed based on a review of ILC activities to date and aligning with the new National Disability Strategy (NDS). Assessment of outcomes from ILC activities has been hindered by the lack of suitable data able to be collected from organisations and participants. This could be substantially improved going forward through investment in data collection and analysis.

This would build on work the NDIA has done in developing a monitoring and evaluation framework and enable proper measurement of outcomes for the next phase of the ILC.

Background

The ILC grant program consists of four discrete but complementary programs outlined in the ILC Investment Strategy:

- Individual Capacity Building (ICB) Program: enabling systemic, nationwide access to peer support, mentoring and other skills building for people with disability, carers and families. A national network of organisations run by and for people with disability, Disabled People Organisation and Families Organisations (DPOs/FOs), deliver this program.
- National Information Program (NIP): ensuring people with disability, their families and carers have access to up-to-date, relevant information linking them to supports and services in the community. A national program of high quality information products covering various disability types and support options, including from national diagnostically specific organisations and peak bodies, accessible through Local Area Coordinators and the DPOs/FOs network.
- Economic and Community Participation (ECP) Program: connecting people with disability to activities, employment and community supports and opportunities, helping communities and employers to be inclusive and responsive to people's needs locally, and nationally.
- Mainstream Capacity Building (MCB) Program: building the capacity, knowledge, skills, practices and cultures of mainstream services so they have the skills to meet the needs of people with disability through short term catalyst investments. Targeting access and improving use of mainstream services by people with disability, to improve life outcomes.

s22

**From:** s47F  
**Sent:** Tuesday, 6 October 2020 10:19 AM  
**To:** s47F  
**Cc:** s47F  
**Subject:** FW: [printed] FOR SECRETARY ACTION – ILC grant decision-making arrangements [SEC=OFFICIAL]

FYI

**From:** CAMPBELL, Kathryn s47F  
**Sent:** Tuesday, 6 October 2020 10:18 AM  
**To:** s47F ; s47E  
**Cc:** s47F  
**Subject:** RE: [printed] FOR SECRETARY ACTION – ILC grant decision-making arrangements [SEC=OFFICIAL]

Agreed. Thanks.

Kathryn

**From:** s47F  
**Sent:** Tuesday, 6 October 2020 8:37 AM  
**To:** CAMPBELL, Kathryn s47F ; s47E  
**Cc:** s47F  
**Subject:** [printed] FOR SECRETARY ACTION – ILC grant decision-making arrangements [SEC=OFFICIAL]

Secretary

**Action requested:** That you:

- Agree the Deputy Secretary, Disability and Carers be the delegate for two Economic and Community Participation grant opportunities under the Information, Linkages and Capacity Building (ILC) grant program.

**Background:**

- The Minister for Families and Social Services, Senator the Hon Anne Ruston, and the Minister for the National Disability Insurance Scheme, the Hon Stuart Robert MP, agreed to proceed with two grant opportunities under the Economic and Community Participation stream of ILC. Minister Ruston and Minister Robert also agreed to delegate decision making for both grant opportunities to departmental officials. s22 refers).
- The department will undertake two open, competitive grant processes to establish funding arrangements for the grant opportunities, once focusing on Social and Community Participation and the other on Economic Participation.
- Under FF(SP) Instrument No 3 of 2109, a Deputy Secretary has the delegated authority to make, vary or administer a grant up to the relevant limit of the appropriation. Your agreement is being sought for the Deputy Secretary to have the delegated authority to decide the grant recipients.

- The draft Grant Opportunity Guidelines (the guidelines) for both grant opportunities have been reviewed by colleagues at the Department of Finance and the Department of Prime Minister and Cabinet, who have agreed to a low risk rating for each opportunity.
- Following your consideration of this email, the draft guidelines will be sent to Minister Ruston and Minister Robert for approval to publish and open the grant opportunities. The brief is due with their offices on 14 October 2020.

Thanks

s47F



Australian Government  
Department of Social Services

Community  
Grants Hub  
Improving your grant experience



# Information, Linkages and Capacity Building Economic and Community Participation Program Social and Community Participation Stream Grant Opportunity Guidelines 2020–21

<b>Opening date:</b>	<b>Wednesday 28 October 2020</b>
<b>Closing date and time:</b>	11.00 PM AEDT on Tuesday 8 December 2020
<b>Commonwealth policy entity:</b>	Department of Social Services
<b>Administering entities</b>	Community Grants Hub
<b>Enquiries:</b>	<p>If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a></p> <p>Questions should be sent no later than 5.00 PM AEDT on <a href="#">Tuesday 1 December 2020</a></p>
<b>Date guidelines released:</b>	<b>Wednesday 28 October 2020</b>
<b>Type of grant opportunity:</b>	<b>Open competitive</b>
<b>Version:</b>	<b>17 November 2020</b>
<b>Easy Read Version</b>	An Easy Read version of these Grant Opportunity Guidelines will be available on the <a href="#">Community Grants Hub</a> website

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## 1. Information, Linkages and Capacity Building (ILC): Economic and Community Participation Program processes

The objective of the **Economic and Community Participation Program** is to build the capacity of the community for people with disability to participate in, and contribute to, community life across Australia. This **Social and Community Participation 2020-21 grant opportunity** is part of the above grant program which contributes to the Department of Social Services' Outcome 3.2 National Disability Insurance Scheme. The Department of Social Services works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



### The grant opportunity opens

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



### You complete and submit a grant application

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



### We assess all grant applications

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



### We make grant recommendations

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



### Grant decisions are made

The decision maker decides which applications are successful.



### We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



### We enter into a grant agreement

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



### Delivery of grant

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



**Evaluation of the ILC grant program and the Social and Community Participation 2020-21  
grant opportunity**

We evaluate your specific grant activity and the ILC grant program as a whole. We base this on information you provide us and that we collect from various sources.



## 1.1 Introduction

The Information, Linkages and Capacity Building (ILC) program provides grants to organisations to deliver supports and services for all people with disability, not only those eligible for the National Disability Insurance Scheme (NDIS). ILC has two main and interlinked aims:

- provide supports and information to as many Australians with disability as possible
- fund activities that help Australian communities be better equipped and more competent at including people with disability in economic and community life.

These guidelines contain information for the Social and Community Participation 2020–21 grant opportunity and must be read before filling out an application.

The guidelines set out:

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

This grant opportunity and process will be administered by the Department of Social Services (the department) and the Community Grants Hub.

## 2. About the grant program

The objective of the ILC Program is to increase social and community participation for people with disability. The ILC Program seeks to do this by:

1. building the capacity of people with disability to participate in their community
2. creating opportunities for people with disability to participate by creating more inclusive services and communities.

The Economic Participation and Community Program is one of four discrete and complementary programs delivered under the ILC Strategy.

The four programs are:

- **Economic and Community Participation Program** – increasing the social and economic participation, including employment outcomes, of people with disability.
- **National Information Program** – providing accessible, quality and consistent information about disability types and services and support options (community and mainstream).
- **Mainstream Capacity Building Program** – ensuring equity of access to, and increase inclusion of, people with disability in mainstream services.
- **Individual Capacity Building Program** – enabling systematic, nationwide access to peer support, mentoring and other skills building for people with disability, carers and families, primarily delivered through a national network of Disabled Peoples Organisations and Families Organisations.

These four programs are designed to ensure:

- there are alternative pathways to an ordinary life for people with a disability particularly by building the capacity of individuals without a NDIS plan to achieve their goals outside of specialist disability services
- people with disability, their family and carers have greater access to information and supports
- people with disability, their family and carers build their knowledge, skills and confidence to participate in social and economic life
- a more aligned service delivery system of ILC delivery, grounded in organisations run by and for people with disability and/or their families and carers
- strong collaboration across government and the sector that avoids duplication and maximises the department's investment in ILC.

The objectives of the Economic and Community Participation Program are being implemented via two streams: Social and Community Participation and Economic Participation, as outlined in the ILC Program Guidelines 2019–20 to 2021–22.

The Australian Government announced the following budget allocation (GST exclusive) for the ILC:

Financial Year 2020-21	Financial Year 2021-22
\$ 132.8 million	\$ 134.7 million

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

## 2.1 About the Social and Community Participation 2020–21 grant opportunity

The **Economic and Community Participation Program** aims to build the capacity of the community to create opportunities for people with disability to contribute to community prosperity and participate in community life. The program connects people with disability to activities, employment and community supports and opportunities, helping communities and employers to be inclusive and responsive to people's needs locally, and nationally.

The **Social and Community Participation** stream is one of three streams used to implement the program.

The grant opportunity is an open, competitive selection process.

The aim of this grant opportunity is that people with disability, their families and carers are supported to participate in, contribute to and benefit from the same community activities as everyone else. The Social and Community Participation stream provides for inclusive practices to create opportunities for people with disability to participate in community life, with a focus on arts, culture, sport and recreation.

The grant round seeks to support community inclusion for people with disability, their families and carers during the current COVID-19 restrictive social environment and through recovery support to reengage in community participation as COVID-19 restrictions are lifted. Service models should consider sustainability of services beyond the current pandemic and be able to be scaled up or down in the event of future disasters.

The following community settings are in scope for the Social and Community Participation grant opportunity:

- local government
- civic participation (i.e. boards, charities, volunteer organisations groups)
- community groups (i.e. neighbourhood houses, men's sheds, scouts, girl guides)
- sporting clubs and associations
- arts groups and programs
- health and wellbeing groups
- informal community networks, clubs or groups (i.e. parent networks, Neighbourhood Watch groups)
- emergency services volunteer organisations.

We encourage applications from priority cohort led organisations that seek to improve the welfare of a specified community. More information on eligible activities and expenditure are in sections 5.1 and 5.2 of the Grant Opportunity Guidelines. Organisations that represent one or more of the following cohorts are encouraged to apply:

- Aboriginal and Torres Strait Islander communities
- culturally and linguistically diverse (CALD) communities
- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Asexual and Plus (LGBTIQA+) people
- children and young people (0-24 years)
- communities living in remote and very remote areas (Monash Modified Model 6-7).

### 3. Grant amount and grant period

This grant opportunity has a total of \$35.9 million (GST exclusive) available. Funding is available for up to 12 months from 10 June 2021 to 9 June 2022. Funding is available in this grant opportunity via two categories:

- **Small Grant:** for organisations working at a place-based level (for example, a defined geographical area within a state or territory)
- **Large Grant:** for organisations seeking to impact broader systemic change or create large-scale opportunities for community inclusion state and territory wide, across multiple states and territories or nationally.

Funding under both categories may include up-scaling of a previous, or current successful, project(s).

Grant opportunity	Minimum and maximum funding request	Grant length
Small Grant	\$20,000 to \$50,000 (GST excl.)	Up to 12 months
Large Grant	\$100,000 to \$350,000 (GST excl.)	Up to 12 months

## 4. Eligibility criteria

The chair of the Selection Advisory Panel can choose to waive the eligibility criteria; however, they must be made aware of the risks.

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

To be eligible to receive a grant, you must be one of the following legal entity types:

- Company
- Cooperative
- Corporate State or Territory Entity
- Incorporated association
- Indigenous corporation
- Local Government
- Non-Corporate State or Territory Entity
- Non-Corporate State or Territory Statutory Authority
- Statutory Entity.

If you are applying as a Trustee on behalf of a Trust, the Trustee must have an eligible entity type as listed above.

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

You are not eligible to apply if you are:

- Person
- Sole trader
- Partnership
- Unincorporated association
- International Entity
- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- any organisation not included in section 4.1 of the Grant Opportunity Guidelines.



## 5. What the grant money can be used for

### 5.1 Eligible grant activities

Eligible Social and Community Participation activities may include though are not limited to:

#### **Support for community organisations inclusive of people with disability, their families and carers**

- activities that seek to educate and build community confidence to include children and young people with disabilities in opportunities to participate with typically developing peers
- activities that support mentoring community organisations so they can become more inclusive (for example, supporting playgroups to build confidence and readiness in families that have young children with disability so they can participate)
- activities that enable opportunities for community organisations who have embedded inclusive practices to mentor less-experienced or confident organisations
- activities that improve staff awareness of, and communication with, people with disability
- activities that enable the voice of people with disability to lead the development of relevant information and training for community organisations.

#### **Support to improve community access for people with disability**

- demonstration or proof-of-concept projects that improve or reshape community infrastructure to meet the needs of people with disability (for example, a trial of public recharging facilities for mobility scooters)
- activities that strengthen effective local initiatives by community to address issues of access and inclusion for people with disability
- services that offer guidance/auditing on the accessibility of local businesses
- modified equipment to enable greater participation in community sports by people with disability
- additional technical supports and digital technologies, including for remote service delivery
- creation of online and printed accessibility guides in all formats (for example, Easy English, Auslan, or Braille) for local community activities and facilities and business, including virtual tours pre-visit.

### **Response to (or recovery from) COVID-19 restrictions and/or recent natural disasters**

- activities that ensure continuity of community supports to assist a person with disability, their family or carer(s) to be socially active and engaged thereby preventing or delaying the need to receive funded supports through the NDIS
- activities that build community awareness and confidence to include people with disability in the recovery phase of a crisis (for example, community groups involving people with disability in civic issues or volunteering opportunities)
- activities that enable people with disability to improve their access to online services and digital literacy to assist in alternative means of service provision and social and community participation
- activities that address the current and emerging barriers to inclusion, accessibility and the realisation of rights for people with disability in accessing community services, particularly community mental health initiatives, during COVID-19 restrictions and recovery from recent natural disasters, thereby preventing or delaying the need to receive funded supports through the NDIS.

More information about community settings in scope for this grant opportunity is in section 2.1 of the Grant Opportunity Guidelines.

It is expected that activities will be developed and delivered in collaboration with people with disability and that people with disability will be employed in the delivery of these activities.

## **5.2 Eligible expenditure**

You can only spend the grant funding on eligible grant activities (more information is in section 5.1 of the Grant Opportunity Guidelines) as specified in the grant agreement and must be incurred between the start date and end date of the activity.

Not all expenditure on grant activities may be eligible for grant funding. If your application is successful, verification of project costs (quotes) as provided in the application may be requested. The decision maker makes the final decision on what is eligible expenditure.

Grant funding can be used for items such as the following:

- operational costs incurred in the delivery of the project
- staff salaries and on-costs that are directly attributable to delivering the project
- the proportion of administration expenses that directly relate to the project
- larger requests for funding must allocate a proportion of the grant funding for evaluation of the project to demonstrate delivery of outcomes
- short-term engagement of external consultants to develop resources or skill development to the organisation. You must clearly describe in your application how the use of the consultant will result in a skill or knowledge transfer.

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

You cannot use the grant for the following activities:

- the covering of retrospective costs (being costs incurred before the grant agreement commences)
- purchase of land
- major capital expenditure or contributions to capital development including construction

- activities that are the role of peak bodies, such as policy advice, systemic advocacy or research
- delivery of systemic or individual advocacy
- funding in support of individuals
- overseas travel
- reasonable adjustment under the *Disability Discrimination Act 1992*
- activities the department considers as being eligible for funding through a more appropriate source
- activities funded from another funding source for the same purpose
- activities that duplicate previous Information, Linkages and Capacity Building grant funded projects unless adding additional scale and/or scope
- activities that duplicate those undertaken by National Disability Insurance Scheme Partners in the Community (Local Area Coordination and/or Early Childhood Early Intervention) organisations
- government fees, charges or taxes.

## 6. The assessment criteria

Each assessment criterion has equal weighting of five points. The assessment criteria rating scale is as follows:

Score	Quality rating
0	Does not address criterion
1	Very poor
2	Poor
3	Satisfactory
4	Good
5	Excellent

The criterion are broken into sub-criterion. Each sub-criterion must be addressed in the response. The amount of detail and supporting evidence provided should be relative to the size, complexity and grant amount requested.

- If applying for a small grant, criterion 1 and criterion 2 must be addressed. Scoring will be out of 10 points.
- If applying for a large grant, criterion 1, criterion 2 and criterion 3 must be addressed. Scoring will be out of 15 points.

The application form includes character limits – up to 6,000 characters (approximately 900 words) per assessment criterion. Please note spaces are included in the character limit.

In developing a proposal you should give consideration to the:

- length of time to deliver the project and including whether it is necessary to utilise the full 12 month period
- capacity of the organisation to deliver the project
- justification where people with disability will comprise less than 50% of total project employment (including sub-contractors and suppliers).

Links to information on external websites will **not** be assessed as part of this application.

### **Criterion 1**

**Describe the need and suitability of the proposed social and community participation activities and why these are needed in the proposed locations.**

The response is to demonstrate this through identifying:

- the activities to be delivered (what will be done?)
- the people that the activities are expected to support (who will it assist?)
- where the activities will be delivered and why these are needed in the proposed location(s).

### **Criterion 2**

**Describe the outcomes expected from the social and community participation activities and how they will improve the participation of people with disability in the community.**

The response is to demonstrate this through identifying:

- how the activities will achieve outcomes and result in people with disability being able to participate and contribute in the community
- evidence of the current capacity (capability and opportunity) of the target community and how the progress and success of the activities will be monitored and evaluated
- how the project outcomes will be made sustainable beyond the life of the grant agreement.

### **Criterion 3**

**Demonstrate the organisation's experience and capability in successfully implementing, managing and delivering social and community participation activities.**

The response is to demonstrate this through identifying:

- the extent to which the activities will be developed, designed and delivered in collaboration with people with disability (including employment)
- the role of the organisation's management (such as board or committee members) in oversight of the activities, as well as the management/implementation of the activities
- any partnerships, collaborations or established relationships that may be utilised or leveraged on.

## **7 How to apply**

Before applying, you must read and understand these guidelines, the sample grant agreement, the grant terms and conditions and questions and answers. These documents are available on the [GrantConnect](#) and the [Community Grants Hub](#) websites. Any changes to these documents will be published on both sites. Subscribing to the [Community Grants Hub](#) and registering for the



opportunity on [GrantConnect](#) will ensure automatic notifications will occur if there are any changes. [GrantConnect](#) is the authoritative source for Commonwealth grants information.

To apply you must:

- Complete the online grant opportunity application form on [GrantConnect](#) or the [Community Grants Hub](#) website.
- Within the online application, you must provide a Project Indicative Budget, including a total budget figure. The allocation of funding over the funding period will be determined by the department.
- Address the eligibility and assessment criteria and provide all information required in the application form.
- Submit your application(s) to the [Community Grants Hub](#) by 11.00 PM AEDT on Tuesday 8 December 2020.

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

The application form includes help information. You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help with the application process, submitting an application online, have any technical difficulties, or find an error in your application after submission, but before the closing date and time, you should, contact the [Community Grants Hub](#) immediately on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The department does not have to accept any additional information, or requests to correct the application after the closing time. The department may however seek additional information or clarification during the assessment process that will not change the nature of the application if there is an error identified.

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

You should keep a copy of your application and any supporting documents. You will receive an automated notification acknowledging the receipt of your application.

## 7.1 Attachments to the application

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for. **Please note:** There is a 2mb limit for each attachment.

## 7.2 Number of applications allowed

Two applications per organisation may be submitted under this grant opportunity, these being:

- one application as an individual organisation
- one application as the 'lead organisation' of a consortium.

You cannot apply for two large grants and two small grants. The number of applications allowed per organisation is two in total.

### 7.3 Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver an ILC project.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth.

The application must identify all other members of the proposed group.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

### 7.4 Timing of grant opportunity processes

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

#### Late applications

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

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

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

#### How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the [Community Grants Hub](#).

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Supporting evidence must be provided to verify the claim of exceptional circumstances.

To make a request to submit a late application, please complete the Late Application Request Form which is located on the [Community Grants Hub](#) website. Requests for a late application must be made within three days after the grant opportunity has closed, unless otherwise specified in the Grant Opportunity Guidelines.

Step 1. Save this PDF to your desktop.

Step 2. Open the document.

Step 3. Complete the form.

Step 4. Click the submit button (this will create an email to be sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)).

Alternatively, complete the form in Word and attach it to an email sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

The Selection Advisory Panel Chair or their appointed representative will determine whether a late application will be accepted. The decision of the Selection Advisory Panel Chair will be final and not be subject to a review or appeals process.

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

#### Multiple applications

Where an organisation submits multiple applications that exceed the allowable number of applications as outlined in section 7.2 of the Grant Opportunity Guidelines, only the application(s) received closest to the closing date will be accepted.

### Expected timing for this grant opportunity

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Grant opportunity opens	Wednesday 28 October 2020
Closing date for questions	5.00 PM AEDT on Tuesday 1 December 2020
Grant opportunity closes	11.00 PM AEDT on Tuesday 8 December 2020
Assessment of applications	Five weeks
Approval of outcomes of selection process	Four weeks
Announcement and notices to applicants	April 2021
Negotiations and award of grant agreements	Up to five weeks
Earliest start date of grant activity	10 June 2021
End date of grant activity	9 June 2022

## 7.5 Questions during the application process

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

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

The question period will close at 5.00 PM AEDT on Tuesday 1 December 2020. Following this time, only questions about using and/or submitting the application form will be answered.

## 8. Assessment of grant applications

The Community Grants Hub will review your application against the eligibility criteria, specified in section 4 of the Grant Opportunity Guidelines. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

### 8.1 Who will assess and recommend applications?

The expert Selection Advisory Panel makes recommendations to the Delegate, about which applications to approve for a grant. All members of the Selection Advisory Panel are required to adhere to applicable requirements of the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

The panel may include a mix of people with disability, departmental staff, Commonwealth, State and Territory Government staff and people with relevant specialist expertise. Members of the expert Selection Advisory Panel are drawn from across Australia and where possible are representative of the broader community, including representation from culturally diverse groups, including First Nations people.

If eligible, the Selection Advisory Panel will assess and consider each application on its merits based on:

- how well it meets the relevant criteria
- how it compares to other eligible applications
- whether it provides value with money<sup>1</sup>.

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

- whether the proposed project is in scope of the ILC policy and will contribute to the outcomes and objectives of the ILC Strategy and this grant opportunity
- the score achieved in the assessment process
- the overall objective/s to be achieved in providing the grant
- the extent to which there is a demonstrated commitment to the social model of disability
- geographic coverage, including but not limited to the assessment of proportionality across Australia
- distribution of priority areas or priority activities
- consortia applications from organisations that are representing similar cohorts of people across multiple jurisdictions, rather than multiple individual applications for the same cohort
- the relative value of the grant sought
- how the grant activities will target and achieve social and community participation outcomes
- if a current grant recipient, the current level of ILC funding and performance against the grant agreement
- the efficacy of the proposed activity, along with the available evidence base of the proposed activity
- the risks, financial and other, that the applicant or project poses for the department.

## 8.2 Financial viability

To mitigate against risk, you may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- establishing whether relevant persons have any adverse business history (for example current or past bankruptcy)
- assessment of the financial health of an entity.

## 8.3 Who will approve grants?

The Deputy Secretary of the Disability and Carers Stream at the department is the decision maker for this grant opportunity. The decision maker will decide which grants to approve, and will take into account the recommendations of the Selection Advisory Panel in the deliberations. When making a decision, the decision maker may accept or reject the recommendations of the Selection Advisory Panel in whole or in part, and may approve one or more grant applications in place of one or more grant applications recommended by the Selection Advisory Panel.

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<sup>1</sup> See Glossary for explanation of 'value with money'



In doing so, the decision maker's decision can vary from the Selection Advisory Panel recommendations. For the avoidance of doubt, in coming to a decision that varies from the Selection Advisory Panel recommendations, the decision maker may choose to obtain further information from the Selection Advisory Panel, but does not have to do so if satisfied that adequate information has been taken into account to make an informed decision.

Where the decision maker varies from the recommendations of the Selection Advisory Panel, the reasons for doing so will be recorded in writing. If further information is required, the decision maker has the ability to consider this including:

- additional expert or advisory opinion
- the availability of grant funds for the purposes of the grant program.

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

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

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

## 9. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, further information regarding any next steps will be indicated in the email.

### 9.1 Feedback on your application

A Feedback Summary will be published on the Community Grants Hub website to provide all organisations with easy to access information about the grant selection process and the main strengths and areas for improving applications. Due to the anticipated volume of applications, individual feedback on applications is not available for this grant opportunity.

### 9.2 Further grant opportunities

The Economic and Community Participation Program is one of four discrete and complementary programs delivered under the ILC Strategy. Please subscribe to the ILC mailing list to receive updates on future ILC funding opportunities.

Any new application under future grant opportunities should reflect feedback provided in the published Feedback Summary and align to the ILC Program goals.

## 10. Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Simple Grant Agreement for this grant opportunity.

Each agreement has general grant conditions that cannot be changed. Sample grant agreements are available on [GrantConnect](#) and [Community Grants Hub](#) websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any ILC activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

If you have applied through a consortia arrangement, you must supply us with a consortia agreement as described in section 7.3 of the Grant Opportunity Guidelines, completed and signed by all consortia members, prior to signing the grant agreement.

### **Commonwealth Simple Grant Agreement**

We will use a Commonwealth Simple Grant Agreement.

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

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

## **10.2 Commonwealth Child Safe Framework**

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

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

- services directly to children or
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

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

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

## **10.3 How we pay the grant**

The grant agreement will state the maximum grant amount to be paid.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

## 10.4 Grant Payments and GST

Payments will be GST inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

## 11. Announcement of grants

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

## 12. How we monitor your grant activity

The outcomes of this grant will be measured through the following indicators:

- percentage of people with disability or their carers reporting increased access to/use of community services and activities
- percentage of people with disability or their carers reporting increased social participation.

An additional, desirable outcome for all Information, Linkages and Capacity Building program is people with disability actively contribute to leading, shaping and influencing their community.

### 12.1 Keeping us informed

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

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

You must also inform us of any changes to your:

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

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

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

### 12.2 Reporting

Grantees must have systems in place to meet their data collection and reporting obligations outlined in their grant agreement.

You must submit reports in line with the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed milestones and outcomes
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size and complexity of the grant and the grant amount.

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

### **Progress reports**

Progress reports must:

- include evidence of your progress toward completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We will only make grant payments when we receive satisfactory progress reports.

You must tell us of any reporting delays as soon as you become aware of them.

### **Final report**

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

## **12.3 Financial declaration and audited financial acquittal report**

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money or we may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

## **12.4 Grant Agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager, Community Grants Hub.

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

## **12.5 Compliance visits**

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



## 12.6 Record keeping

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

We may also require you to provide copies of any and all activity materials, personnel documents and any other relevant information and records, to verify grant expenditure and compliance with the grant agreement.

## 12.7 Evaluation

We will evaluate the Social and Community Participation grant opportunity to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

## 13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the [CGRGs](#).

Probity advice throughout the grant process will be provided by the Community Grants Hub probity advisors.

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

### 13.1 Enquiries and feedback

#### Complaints about this grant opportunity

The department's [complaints procedure](#) applies to complaints about this grant opportunity.

All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

#### Complaints about the selection process

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

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

Phone: 1800 634 035

Mail: Complaints  
GPO Box 9820  
Canberra ACT 2601

## Complaints to the Ombudsman

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

The Commonwealth Ombudsman can be contacted on:

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

## 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

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

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

If you later think there is an actual, apparent, or perceived conflict of interest, you must inform the department and the Community Grants Hub in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

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

## 13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

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

In submitting a grant application under this opportunity, you agree to the Australian Government collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration. If you do not provide this information, we cannot assess your grant application.

The Australian Government may also use and disclose information collected about you under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on [GrantConnect](#) as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us in your application, including personal information to any one or more of:

- the Selection Advisory Panel and other departmental employees and contractors to help us manage the program effectively
- employees, contractors and sub-contractors of the department so they can research, assess, monitor and analyse our programs and activities
- employees and contractors of the Commonwealth for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister, Assistant Minister or Parliamentary Secretary
- a House or Committee of the Australian Parliament.

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

- *National Disability Insurance Scheme Act 2013*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995.*

As part of your application, you also declare your ability to comply with the Privacy Act 1988 (the Act) and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Australian Government would breach an Australian Privacy Principle as defined in the Act.

### **13.4 Confidential Information**

We will treat the information provided as confidential if it meets all the four conditions below:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to applicants or someone else
- applicants provide the information with an understanding it will stay confidential.

We will not be in breach of any confidentiality obligation if the information is disclosed to any one or more of:

- the Selection Advisory Panel and other departmental employees and contractors to help manage the program effectively
- employees, contractors and sub-contractors of the department so they can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister, Assistant Minister or Parliamentary Secretary
- a House or Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

### 13.5 Freedom of information

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

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

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

By mail:           Freedom of Information Team  
                      Government and Executive Services Branch  
                      Department of Social Services (DSS)  
                      GPO Box 9820  
                      Canberra ACT 2601

By email:        [foi@dss.gov.au](mailto:foi@dss.gov.au)



## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li>a. under which relevant money<sup>2</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>3</sup> is to be paid to a grantee other than the Commonwealth and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ol>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<a href="#">GrantConnect</a>	is the Australian government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grantee	the individual/organisation which has been selected to receive a grant.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
Portfolio Budget Statement (PBS) Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.

<sup>2</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>3</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> <li>▪ quality of the project proposal and activities</li> <li>▪ fit for purpose of the proposal in contributing to government objectives</li> <li>▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved</li> <li>▪ potential grantee's relevant experience and performance history.</li> </ul>



## TIMELINE FOR INFORMATION, LINKAGES AND CAPACITY BUILDING - SOCIAL AND COMMUNITY PARTICIPATION 2020-21 GRANT OPPORTUNITY

TASK		START	END	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
<b>Minister's responsibilities</b>	<b>Responsibility</b>												
Authority to proceed	Minister	4/9/20	4/9/20										
Media release announcing grant outcomes	Minister	7/4/21	7/4/21										
<b>Department of Social Services</b>	<b>Responsibility</b>												
Opening of grant opportunity	ILC Branch	28/10/20	28/10/20										
Closing of grant opportunity	ILC Branch	8/12/20	8/12/20										
Assessment period	ILC Branch	9/12/20	21/1/21										
Assessment report drafted and approved by departmental delegate	ILC Branch	8/2/21	26/2/21										
Delegate approve Grant opportunity outcomes and proposed grant expenditure	Delegate	1/3/21	12/3/21										
Ministers announce outcomes	Minister	13/4/21	13/4/21										
Notifications to successful applicants	ILC Branch	13/4/21	13/4/21										
Notifications to unsuccessful applicants	Community Grants Hub	13/4/21	13/4/21										
Grant agreements issued to successful applicants	Community Grants Hub	29/4/21	5/5/21										
Agreements negotiated	Community Grants Hub	6/5/21	2/6/21										
Grant agreements executed	Community Grants Hub	3/6/21	9/6/21										
Activity Start date	N/A	10/6/21	10/6/21										



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s22

## MINUTE

### DEPUTY SECRETARY

#### Through:

s47F

Group Manager (A/g), Commonwealth State Policy

#### SUBJECT: INFORMATION, LINKAGES AND CAPACITY BUILDING – APPROVAL OF OUTCOMES AND GRANT EXPENDITURE FOR THE ECONOMIC AND COMMUNITY PARTICIPATION PROGRAM – ECONOMIC PARTICIPATION STREAM GRANT OPPORTUNITY

**Critical Date: 12 March 2021**

**Reason:** To meet the Ministers' agreed timeframe to be briefed on the outcomes of the Economic Participation (EP) grant opportunity.

#### Recommendations:

1. That you **note** the Minister for Families and Social Services, Senator the Hon Anne Ruston, and the Minister for the National Disability Insurance Scheme, the Hon Stuart Robert MP agreed departmental officials could be the decision-maker to enter into agreements and commit relevant money for the Information Linkages and Capacity Building (ILC) EP grant opportunity.

(NOTED) / PLEASE DISCUSS

2. That you **approve**, in accordance with section 32B of the *Financial Framework (Supplementary Powers) Act 1997*, the recommended expenditure for grants under the ILC EP grant opportunity of up to \$17.09 million (GST exclusive), for the period 2020-2021 and 2021-2022 to fund the recommended grant applicants, as detailed at **Attachment A – Part 1**.

(APPROVED) / NOT APPROVED

3. That you **note** \$22.82 million of available funding for EP will not be expended in this grant opportunity. The ILC Branch will work with the Department of Finance on a Movement of Funds for all ILC underspends in 2020-21 for consideration in the 2021-22 MYEFO.

(NOTED) / PLEASE DISCUSS

4. That you **accept** risks identified for the organisations detailed at **Attachment A – Part 1**.

(ACCEPTED) / NOT ACCEPTED

s47F

Deputy Secretary:

10/3/2021

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**Issues:**

1. In September 2020, the Minister for Families and Social Services, Senator the Hon Anne Ruston, and the Minister for the National Disability Insurance Scheme, the Hon Stuart Robert MP, agreed departmental officials could be the decision-maker to enter into agreements and commit relevant money for the ILC EP grant opportunity and approved \$29 million (s22 [REDACTED] refers, **Attachment B – Parts 1 and 2**).
2. In October 2020, the Minister agreed to an additional \$10.9 million for the EP round bringing total funding up to \$39.9 million (GST exclusive) over two financial years from 2020-21 to 2021-22 (s22 [REDACTED] refers, **Attachment B – Parts 3 and 4**). Grant agreements of 12 months will be offered to successful applicants.
3. On 6 October 2020, the Secretary agreed to delegate decision-making for this grant opportunity to you (**Attachment C** refers). You have authority to approve a commitment of relevant money under section 32B of the *Financial Framework (Supplementary Powers) Act 1997* in keeping with the provisions of the *Public Governance, Performance and Accountability Act 2013* and the *Public Governance, Performance and Accountability Rule 2014*.
4. The Economic and Community Participation (ECP) program is one of four programs under the current ILC Strategy. The objective of ECP is to increase the social and economic participation, including employment outcomes, of people with disability. EP is one of three streams under ECP.
5. The EP grant opportunity aims to improve the economic participation of people with disability, particularly in light of the impact of COVID-19. This includes activities to:
  - improve the job readiness, employment skills and knowledge of people with disability
  - increase the access of people with disability to employer groups and support networks
  - increase the willingness and capability of employers and organisations to employ people with disability.
6. The grant opportunity was a competitive selection process and was open for applications from 28 October 2020 to 8 December 2020. Applicants could apply for a minimum of \$250,000 up to a maximum of \$1.2 million funding over 12 months.

7. s47E

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9.

10.

### Selection Outcomes:

11. A total of 396 applications were received. Applications were assessed in accordance with the selection process and criteria outlined in the Guidelines (at **Attachment D**). Following the review of all applications for compliance and eligibility against the requirements outlined in the Guidelines, 347 applications were considered by the SAP.

Economic Participation Stream Grant Outcome	Number
<b>Total applications received</b>	<b>396</b>
Applications withdrawn - Not eligible /duplicate / applicant withdrawals / late applications not accepted as outlined in the Guidelines	49
<b>Total applications considered by the Selection Advisory Panel</b>	<b>347</b>
Results of Selection Advisory Panel considerations	
Successful	36
Unsuccessful	311
Ineligible	49
Withdrawn	nil
<b>TOTAL</b>	<b>396</b>

12. The SAP recommends approval of 36 applications from 35 organisations. Recommended projects were determined with consideration to: ILC policy; value for money; alignment with any identified state/territory priorities; and other factors as set out in the Guidelines. A full listing of their details is provided at **Attachment A – Part 1**. Consideration of these matters is consistent with section 11 of the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs).
13. Details of eligible applicants not recommended for funding, and the related justifications, are in the SAP Report at **Attachment A - Part 2**.

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14. Details of applications deemed ineligible for consideration are in the SAP Report at **Attachment A - Part 3**.

**Risks and Sensitivities:**

15. No significant risks with potential to undermine the outcome of the selection process have been identified. As is usual for all large grant opportunities, there is some potential for negative feedback from stakeholders:
- a. \$22.82 million of the \$39.9 million was not allocated despite the department receiving \$242.75 million in applications. This was due to several factors, notably:
    - i. significant duplication of services (between proposed projects and existing services already being provided) – without a point of difference to justify funding
    - ii. a number of high scoring applications were deemed to be more suitable for funding under different program streams such as the ILC Mainstream Capacity Building program
    - iii. a number of projects were identified to be out of scope and the funding responsibility of other Commonwealth departments (such as the Department of Education, Skills and Employment) or state or local government
    - iv. with some applications value for money could not be determined for high cost grants identifying outcomes for a small number of people with disability
    - v. a large number of applications were for proposing the development of digital platforms or solutions not currently available. With the time taken to develop and implement these solutions, the SAP was not able to determine the project would be able to provide a measured outcome at the end of the 12-month project
    - vi. many lower scoring applications did not provide the detail required for the SAP to consider the proposal, or delineate if there was duplication of services, and to determine value for money and as such, could not justify recommending for funding
    - vii. EAG members also noted a general lack of alignment with ILC outcomes and insufficient value for money and questioned the positive impact multijurisdictional projects would have in their jurisdiction.





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- b. <sup>s47E</sup> 
- c. The organisations eligible to apply for the EP grant opportunity was expanded on 17 November 2020 to include Trustees of a Trust and Statutory Entities. The closing date of the EP grant opportunity was not changed. These organisations had less time to complete applications than other eligible organisations. Six Trustees of a Trust and three Statutory Entities applied. None of these applicants were recommended for funding.
- d. <sup>s47E</sup> 
- e. Five applicants recommended for funding returned a high ratio risk rating. Based on advice from the Grants Management Office, the department used three indexes to inform financial risk of ILC applicants. These indexes represent a current scenario for predicting financial risk particularly with the changing business landscape of the past two years. **Attachment F** summarises the organisations that returned a high ratio risk. However, indexes reveal no material impact on the organisation's ability to deliver the funded activities, or pose an unacceptable risk to the Commonwealth.
16. A Ministerial Brief will be prepared on the outcomes of the EP grant opportunity and provided to you for clearance shortly. An announcement approach will be prepared separately by the Communication Services Branch and provided to you for clearance.

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### Financial Implications:

Funding of up to \$17,081,087 million (GST exclusive), for the period 2021-2022, is available from Information, Linkages and Capacity Building Economic and Community Participation Program Economic Participation Stream for this grant expenditure.

The breakdown of the funding over financial years is as follows:

<b>Information, Linkages and Capacity Building (ILC) As at 23 February 2021</b>	<b>2020-21 (GST excl)</b>	<b>2021-22 (GST excl)</b>
Appropriation	\$ 132,835,000.00	\$ 134,439,000.00
Expenditure (year to date)	\$ 68,285,455.04	\$ -
<b>Economic Participation (EP) Round</b>	<b>\$ 9,322,857.27</b>	<b>\$ 7,758,229.70</b>
Social and Community Participation (SCP) Round	\$ 10,553,619.26	\$ 8,775,353.74
Committed in Funding Agreements	\$ 18,027,061.02	\$ 89,494,617.86
s47C		
Residual funding if both SCP and EP round expenditure is agreed*	\$ 24,129,255.01	\$ 23,346,119.10

\*Uncommitted funding is residual funding after legally committed funding and funding approved by the financial delegate has been taken into account

17. The SCP grant opportunity was conducted concurrently. A separate Spending Minute will be provided to you shortly.

### Consultation:

18. Consultation was undertaken with the Grants Management Office.

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### Summary of Attachments:

- A – Part 1 – List of applications recommended for funding
- A – Part 2 – List of applications rated suitable but not recommended for funding
- A – Part 3 – List of applications rated ineligible for funding
- B – Part 1 – s22 [REDACTED] Approval to proceed signed by Minister Ruston
- B – Part 2 – s22 [REDACTED] Approval to proceed signed by Minister Robert
- B – Part 3 – s22 [REDACTED] Additional funding approval signed by Minister Ruston
- B – Part 4 – s22 [REDACTED] Additional funding approval signed by Minister Robert
- C – Secretary decision maker delegation
- D – ILC EP Grant Opportunity Guidelines
- E – List of organisations to contact
- F – Financial analysis
- G – Economic Participation - Grant opportunity timeline

Contact Officer: s47F [REDACTED]  
 Position: Branch Manager (A/g)  
 Branch: ILC Branch  
 Phone: s47F [REDACTED]

Cleared by: s47F [REDACTED]  
 Position: Group Manager (A/g)  
 Group: Commonwealth State Policy  
 Phone/Mobile: s47F [REDACTED]

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**Additional Information:**Selection Advisory Panel Members:

s47F

Policy Authority:

Policy authority for the Information, Linkages and Capacity Building (ILC) program was received on 1 July 2017 and is ongoing.

Constitutional Risk:

The Constitutional risk rating for the ILC program is medium.

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Compliance with the *Commonwealth Grants Rules and Guidelines 2017*:

In compliance with paragraph 4.6a of the CGRGs, I am required to inform you the spending proposal being considered for approval is a grant as defined by paragraph 2.3 of the CGRGs.

In accordance with paragraph 4.5, the accountable authority, or delegated official, must record in writing the basis for the approval for the expenditure of relevant money, relative to the Grant Opportunity Guidelines and the principle of achieving value with relevant money.



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In accordance with paragraph 5.3 of the CGRGs, information on a grant must be reported on the GrantConnect website no later than 21 calendar days after the grant agreement for the grant takes effect, being the commencement of the grant activity or the execution of the grant agreement (whichever is the latter).

Jurisdictional Funding Guides:

s47B /47E

s47B / s47E



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Authority to Proceed

s22

**To:** Minister for Families and Social Services (for decision)  
**To:** Minister for the National Disability Insurance Scheme (for decision)  
**Subject:** Information Linkages and Capacity Building (ILC) - Authority to Proceed for two Economic and Community Participation grant opportunities and advice on expiring grants.

**Critical Date:** Please action by Friday, 4 September 2020.

**Recommendations for Minister Ruston:** That you

1. Agree the Department of Social Services (the department) proceed with two, open competitive grant opportunities under the ILC Economic and Community Participation Program, with funding priorities as outlined in paragraphs 4(a) and (b) respectively.	Agreed / Not Agreed
2. Note the department will provide you with Grant Opportunity Guidelines for agreement following consultation with the Department of Finance.	Noted / Please Discuss
3. Agree to departmental officials being the decision-maker to enter into an agreement and commit relevant money under section 32B of the <i>Financial Framework (Supplementary Powers) Act 1997</i> (the FFSP Act), for the proposed Economic Participation grant opportunity under the ILC Economic and Community Participation Program, with grant expenditure up to \$29 million (GST exclusive) over the period 2020-21 and 2021-22.	Agreed / Not Agreed
4. Agree to departmental officials being the decision-maker to enter into an agreement and commit relevant money under section 32B of the FFSP Act, for the proposed Social and Community Participation grant opportunity under the ILC Economic and Community Participation Program, with grant expenditure up to \$25 million (GST exclusive) over the period 2020-21 and 2021-22.	Agreed / Not Agreed
5. Note the department will brief you on selection outcomes and will work with your Office on potential announcement opportunities.	Noted / Please Discuss
6. Note the indicative grant opportunity timeline at <b>Attachment A</b> .	Noted / Please Discuss
7. Note advice provided on expiring ILC grants.	Noted / Please Discuss

**Minister Ruston's Comments**

s47C

Minister Ruston's signature Date: 3./9./2020

s47F

s22

**Recommendations for Minister Robert: That you**

1. Agree the Department of Social Services (the department) proceed with two, open competitive grant opportunities under the ILC Economic and Community Participation Program, with funding priorities as outlined in paragraphs 4(a) and (b) respectively.	Agreed / Not Agreed
2. Note the department will provide you with Grant Opportunity Guidelines for agreement following consultation with the Department of Finance.	Noted / Please Discuss
3. Agree to departmental officials being the decision-maker to enter into an agreement and commit relevant money under section 32B of the Financial Framework (Supplementary Powers) Act 1997 (the FFSP Act), for the proposed Economic Participation grant opportunity under the ILC Economic and Community Participation Program, with grant expenditure up to \$29 million (GST exclusive) over the period 2020-21 and 2021-22.	Agreed / Not Agreed
4. Agree to departmental officials being the decision-maker to enter into an agreement and commit relevant money under section 32B of the FFSP Act, for the proposed Social and Community Participation grant opportunity under the ILC Economic and Community Participation Program, with grant expenditure up to \$25 million (GST exclusive) over the period 2020-21 and 2021-22.	Agreed / Not Agreed
5. Note the department will brief you on selection outcomes and will work with your Office on potential announcement opportunities.	Noted / Please Discuss
6. Note the indicative grant opportunity timeline at <b>Attachment A</b> .	Noted / Please Discuss
7. Note advice provided on expiring ILC grants.	Noted/ Please Discuss
<b>Minister Robert's Comments</b>	
<p><b>Minister Robert's signature:</b>..... <b>Date:</b>..../..../ 2020</p>	

**Key issues:**

1. You agreed the two planned ILC Economic and Community Participation grant opportunities not proceed until the department provided you with further advice. s22 at Attachment B refers.



2. The department has reviewed the grant opportunities proposed by the National Disability Insurance Agency (NDIA), and undertaken consultation with state and territory governments to canvas their views and gain insights on expectations of the disability sector in relation to the proposed grant rounds. Findings from this consultation are provided under **Additional Information**. The department has also undertaken a comprehensive review of expiring grants. Of these 107 grants will expire between August and December 2020. The department considered the option of extending these grants but does not recommend extensions be offered. More information is provided at paragraphs 8-10.
3. The department proposes to tighten eligible activities under the Economic Participation grant opportunity to ensure funding is better targeted at initiatives more likely to result in open employment outcomes for people with disability. It is proposed the Social and Community Participation grant opportunity prioritise projects that seek to respond to or support recovery from the impacts of COVID-19 or other recent natural disasters.

**Policy approach and funding priorities for proposed grant opportunities:**

4. The department proposes two grant opportunities be undertaken under the Economic and Community Participation Program:
  - a) A grant opportunity that focuses on Economic Participation. Aims for this grant opportunity are to improve employment outcomes for people with disability by focussing on initiatives that create pathways to employment and drive inclusive practices for employers. This will include activities that mobilise and build the capacity of workplaces to attract, employ and retain employees with disability; transition to meaningful employment for people with disability and projects that enhance employers understanding about the opportunities and benefits of employees with disability.
  - b) A grant opportunity that focuses on Social and Community Participation. Aims for this grant opportunity are more people with disability, their families and carers are included in community activities, including throughout COVID-19 restrictions, in recovery efforts from COVID-19 or recent natural disasters. This will include activities to support community organisations to be more inclusive of people with disability, their families and carers; improve community access for people with disability; and build community awareness and confidence to include people with disability in the recovery phase of a crisis. In accordance with your stated preferences <sup>s22</sup> [redacted] at **Attachment B** refers), proposals relating to COVID-19 recovery will be prioritised.
5. The department seeks your authority to commit proposed grant expenditure up to \$29 million (GST exclusive) for the Economic and Participation grant opportunity and \$25 million (GST exclusive) for the Social and Community Participation grant opportunity over the period 2020-21 and 2021-22. These are new grant opportunities under the *ILC Investment Strategy toward 2022*.
6. The department proposes to undertake open competitive grant processes to establish funding arrangements for each grant opportunity, with applications planned to open from October 2020. Based on previous ILC grant opportunities the expected number of applications is approximately 500 for each opportunity, noting that a more targeted approach is likely to mean fewer applications will be received.
7. An indicative timeline for the grant opportunities is provided at **Attachment A**. More information on the Economic and Community Participation Program and approach to market is provided under **Additional Information**.



**Expiring Grants:**

8. Since 2018, 657 grants have been commissioned under ILC, including 138 recommended for funding in the recent Individual Capacity Building (ICB) grant opportunity. A total of 312 ILC grants expire in 2020 of which 205 have already expired. Most other ILC grants expire on or around 30 June 2022 (except for 15 that expire in 2021).
9. A joint analysis by the department and the NDIA of the 107 grants that expire between August and December 2020 is as follows:
  - a) 38 were funded under the Disabled People and Families Organisation grant opportunity in 2018-19. 17 of these organisations have no ILC funding beyond 2020-21. These organisations have had two opportunities to apply for continuation of funding in recent ICB selection rounds. Organisations have either not applied or have been unsuccessful for funding. No further action is recommended on these grants. More information on ICB is provided in s22
  - b) 14 grants that expire are for ceasing ILC programs (National Readiness programs, jurisdiction based funding, and the Rural and Remote grant opportunity). Most other grants under these programs expired on 30 June 2020.
  - c) 55 grants were funded under the Economic Participation of People with Disability 2019-20 grant opportunity. These organisations may have applied for funding under the proposed Economic Participation grant opportunity had it proceeded under the originally-planned timeframes (see sensitivities section below). As these projects were offered on a one-off project basis further funding is not recommended. The NDIA have already offered some organisations an extension of time to complete their projects due to COVID-19 impacts. Other organisations declined an extension or were unable to complete projects due to COVID-19 impacts (such as the ban on international travel).
  - d) Of the grants expiring between August and December 2020, 22 organisations do not receive other funding from the Commonwealth. A list of these organisations is provided at **Attachment C**.
10. For expiring grants, project deliverables have been achieved, and projects are for a defined time period (usually one to two years) for a specific project. The NDIA has advised grant recipients do not expect extensions to their grant agreement. Further, extending grants now may make it more difficult to implement ILC reform anticipated in the review of the ILC Policy Framework and ILC Investment Strategy.

**Sensitivities:**

11. The NDIA originally planned to conduct the Economic and Community Participation grant opportunities from mid-June and July 2020, with grant agreements in place by October 2020. The department will now open the grant opportunities in October 2020 to allow for grant design and the necessary approval processes by the Department of Finance (not previously required for NDIA grant processes). Some stakeholders were aware NDIA was planning to open selection rounds in June.
12. Should the Economic and Community Participation grant opportunities not proceed there would be a substantial underspend in ILC funds in 2020-21 and 2021-22.

**Financial Implications:**

13. The total combined cost of funding the Economic and Community Participation grant opportunities is up to \$54 million (GST exclusive) over 2020-21 and 2021-22. Funding is available from *Outcome 3 Disability and Carers – Program 3.2.4 National Disability Insurance Scheme – Information, Linkages and Capacity Building*.

- 14. Should you agree to the proposed grant expenditure outlined in this brief there will be \$35.327 million of uncommitted ILC funds through to 30 June 2022 (\$16.408 in 2020-21 and \$18.919 in 2021-22). The department will brief you further regarding options for the use of the uncommitted funds, including directing them to one-off initiatives, such as in mental health to address the findings of the Productivity Commission’s Inquiry into Mental Health.

**Risk Management:**

- 15. The department will develop a Stakeholder Engagement Plan and Communications and Media Handling Strategy, outlining risk treatment measures, to be included in subsequent briefs.
- 16. The department will closely monitor risks for the expiring grants and will consider one off requests for funding if they arise and service gaps are identified.

**Media Release:**

- 17. The department will work with your Offices to discuss potential announcement opportunities for the Economic Participation and Social and Community Participation grant opportunities.

**Consultation:**

- 18. Grants Management Office, Communication Services Branch and Disability and Carers Stream Finance were consulted in preparation of this brief.

**Attachments:**

**Attachment A:** Indicative timeline for the Economic and Community Participation grant opportunities

**Attachment B:** Copy of s22

**Attachment C:** List of organisations expiring with no additional source of funding.

Contact Officer: s47F  
 Position: Branch Manager  
 Branch: ILC Branch  
 Phone/Mobile: s47F

Cleared by: s47F  
 Position: Group Manager  
 Group: Commonwealth/ State Policy  
 Phone/Mobile: s47F

Cleared by: s47F  
 Position: Acting Deputy Secretary  
 Phone/Mobile: s47F

s47F  
 Signature: [Redacted]

Date: 24/8/2020



**Additional Information**

s47B / s47E

Overview of the Economic and Community Participation Program

The Economic Participation and Community Program is one of four discrete and complementary programs delivered under the ILC Strategy. The objective of the Economic and Community Participation Program is to increase the social and economic participation, including employment outcomes, of people with disability. These objectives will be implemented through two streams of grant funding, Economic Participation and Social and Community Participation.

Approach to market

The proposed approach is to undertake an open competitive process for both the Economic Participation and Social and Community Participation grant opportunities. The proposed approach to market is consistent with previous ILC grant opportunities. ILC grants are subject to competitive grant processes to ensure funds are directed to organisations who best demonstrate they can achieve value for money and support the programs objectives, delivering outcomes for people with disability, and their families and carers.

The department has developed Grant Opportunity Guidelines (Guidelines) outlining the grant arrangements, including eligibility and assessment criteria. The draft Guidelines will be reviewed by officials from the Department of Finance (Finance) and the risk rating agreed by officials from Finance and Department of the Prime Minister and Cabinet. You will receive a further brief to seek approval from the Minister for Finance, Senator the Hon Mathias Cormann, to publish the Guidelines for grant opportunities if rated as medium or high risk, in accordance with s47E

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s22





Australian Government  
Department of Social Services

COPY

Authority to Proceed

s22

**To:** Minister for Families and Social Services (for decision)  
**To:** Minister for the National Disability Insurance Scheme (for decision)  
**Subject:** Information Linkages and Capacity Building (ILC) - Authority to Proceed for two Economic and Community Participation grant opportunities and advice on expiring grants.

**Critical Date:** Please action by Friday, 4 September 2020.

**Recommendations for Minister Ruston:** That you

1. Agree the Department of Social Services (the department) proceed with two, open competitive grant opportunities under the ILC Economic and Community Participation Program, with funding priorities as outlined in paragraphs 4(a) and (b) respectively.	Agreed / Not Agreed
2. Note the department will provide you with Grant Opportunity Guidelines for agreement following consultation with the Department of Finance.	Noted / Please Discuss
3. Agree to departmental officials being the decision-maker to enter into an agreement and commit relevant money under section 32B of the <i>Financial Framework (Supplementary Powers) Act 1997</i> (the FFSP Act), for the proposed Economic Participation grant opportunity under the ILC Economic and Community Participation Program, with grant expenditure up to \$29 million (GST exclusive) over the period 2020-21 and 2021-22.	Agreed / Not Agreed
4. Agree to departmental officials being the decision-maker to enter into an agreement and commit relevant money under section 32B of the FFSP Act, for the proposed Social and Community Participation grant opportunity under the ILC Economic and Community Participation Program, with grant expenditure up to \$25 million (GST exclusive) over the period 2020-21 and 2021-22.	Agreed / Not Agreed
5. Note the department will brief you on selection outcomes and will work with your Office on potential announcement opportunities.	Noted / Please Discuss
6. Note the indicative grant opportunity timeline at <b>Attachment A</b> .	Noted / Please Discuss
7. Note advice provided on expiring ILC grants.	Noted / Please Discuss

**Minister Ruston's Comments**

Minister Ruston's signature:.....

Date:...../...../ 2020

s22



**Recommendations for Minister Robert:** That you

1. Agree the Department of Social Services (the department) proceed with two, open competitive grant opportunities under the ILC Economic and Community Participation Program, with funding priorities as outlined in paragraphs 4(a) and (b) respectively.	Agreed / Not Agreed
2. Note the department will provide you with Grant Opportunity Guidelines for agreement following consultation with the Department of Finance.	Noted / Please Discuss
3. Agree to departmental officials being the decision-maker to enter into an agreement and commit relevant money under section 32B of the Financial Framework (Supplementary Powers) Act 1997 (the FFSP Act), for the proposed Economic Participation grant opportunity under the ILC Economic and Community Participation Program, with grant expenditure up to \$29 million (GST exclusive) over the period 2020-21 and 2021-22.	Agreed / Not Agreed
4. Agree to departmental officials being the decision-maker to enter into an agreement and commit relevant money under section 32B of the FFSP Act, for the proposed Social and Community Participation grant opportunity under the ILC Economic and Community Participation Program, with grant expenditure up to \$25 million (GST exclusive) over the period 2020-21 and 2021-22.	Agreed / Not Agreed
5. Note the department will brief you on selection outcomes and will work with your Office on potential announcement opportunities.	Noted / Please Discuss
6. Note the indicative grant opportunity timeline at Attachment A.	Noted / Please Discuss
7. Note advice provided on expiring ILC grants.	Noted / Please Discuss

**Minister Robert's Comments**

s47F

s47C

Minister Robert

Date: 2/8 / 2020

**Key issues:**

1. You agreed the two planned ILC Economic and Community Participation grant opportunities not proceed until the department provided you with further advice. s22 at Attachment B refers.

s22

2. The department has reviewed the grant opportunities proposed by the National Disability Insurance Agency (NDIA), and undertaken consultation with state and territory governments to canvas their views and gain insights on expectations of the disability sector in relation to the proposed grant rounds. Findings from this consultation are provided under **Additional Information**. The department has also undertaken a comprehensive review of expiring grants. Of these 107 grants will expire between August and December 2020. The department considered the option of extending these grants but does not recommend extensions be offered. More information is provided at paragraphs 8-10.
3. The department proposes to tighten eligible activities under the Economic Participation grant opportunity to ensure funding is better targeted at initiatives more likely to result in open employment outcomes for people with disability. It is proposed the Social and Community Participation grant opportunity prioritise projects that seek to respond to or support recovery from the impacts of COVID-19 or other recent natural disasters.

**Policy approach and funding priorities for proposed grant opportunities:**

4. The department proposes two grant opportunities be undertaken under the Economic and Community Participation Program:
  - a) A grant opportunity that focuses on Economic Participation. Aims for this grant opportunity are to improve employment outcomes for people with disability by focussing on initiatives that create pathways to employment and drive inclusive practices for employers. This will include activities that mobilise and build the capacity of workplaces to attract, employ and retain employees with disability; transition to meaningful employment for people with disability and projects that enhance employers understanding about the opportunities and benefits of employees with disability.
  - b) A grant opportunity that focuses on Social and Community Participation. Aims for this grant opportunity are more people with disability, their families and carers are included in community activities, including throughout COVID-19 restrictions, in recovery efforts from COVID-19 or recent natural disasters. This will include activities to support community organisations to be more inclusive of people with disability, their families and carers; improve community access for people with disability; and build community awareness and confidence to include people with disability in the recovery phase of a crisis. In accordance with your stated preferences <sup>s22</sup> [REDACTED] at Attachment B refers), proposals relating to COVID-19 recovery will be prioritised.
5. The department seeks your authority to commit proposed grant expenditure up to \$29 million (GST exclusive) for the Economic and Participation grant opportunity and \$25 million (GST exclusive) for the Social and Community Participation grant opportunity over the period 2020-21 and 2021-22. These are new grant opportunities under the *ILC Investment Strategy toward 2022*.
6. The department proposes to undertake open competitive grant processes to establish funding arrangements for each grant opportunity, with applications planned to open from October 2020. Based on previous ILC grant opportunities the expected number of applications is approximately 500 for each opportunity, noting that a more targeted approach is likely to mean fewer applications will be received.
7. An indicative timeline for the grant opportunities is provided at **Attachment A**. More information on the Economic and Community Participation Program and approach to market is provided under **Additional Information**.



**Expiring Grants:**

8. Since 2018, 657 grants have been commissioned under ILC, including 138 recommended for funding in the recent Individual Capacity Building (ICB) grant opportunity. A total of 312 ILC grants expire in 2020 of which 205 have already expired. Most other ILC grants expire on or around 30 June 2022 (except for 15 that expire in 2021).
9. A joint analysis by the department and the NDIA of the 107 grants that expire between August and December 2020 is as follows:
  - a) 38 were funded under the Disabled People and Families Organisation grant opportunity in 2018-19. 17 of these organisations have no ILC funding beyond 2020-21. These organisations have had two opportunities to apply for continuation of funding in recent ICB selection rounds. Organisations have either not applied or have been unsuccessful for funding. No further action is recommended on these grants. More information on ICB is provided in s22
  - b) 14 grants that expire are for ceasing ILC programs (National Readiness programs, jurisdiction based funding, and the Rural and Remote grant opportunity). Most other grants under these programs expired on 30 June 2020.
  - c) 55 grants were funded under the Economic Participation of People with Disability 2019-20 grant opportunity. These organisations may have applied for funding under the proposed Economic Participation grant opportunity had it proceeded under the originally-planned timeframes (see sensitivities section below). As these projects were offered on a one-off project basis further funding is not recommended. The NDIA have already offered some organisations an extension of time to complete their projects due to COVID-19 impacts. Other organisations declined an extension or were unable to complete projects due to COVID-19 impacts (such as the ban on international travel).
  - d) Of the grants expiring between August and December 2020, 22 organisations do not receive other funding from the Commonwealth. A list of these organisations is provided at **Attachment C**.
10. For expiring grants, project deliverables have been achieved, and projects are for a defined time period (usually one to two years) for a specific project. The NDIA has advised grant recipients do not expect extensions to their grant agreement. Further, extending grants now may make it more difficult to implement ILC reform anticipated in the review of the ILC Policy Framework and ILC Investment Strategy.

**Sensitivities:**

11. The NDIA originally planned to conduct the Economic and Community Participation grant opportunities from mid-June and July 2020, with grant agreements in place by October 2020. The department will now open the grant opportunities in October 2020 to allow for grant design and the necessary approval processes by the Department of Finance (not previously required for NDIA grant processes). Some stakeholders were aware NDIA was planning to open selection rounds in June.
12. Should the Economic and Community Participation grant opportunities not proceed there would be a substantial underspend in ILC funds in 2020-21 and 2021-22.

**Financial Implications:**

13. The total combined cost of funding the Economic and Community Participation grant opportunities is up to \$54 million (GST exclusive) over 2020-21 and 2021-22. Funding is available from *Outcome 3 Disability and Carers – Program 3.2.4 National Disability Insurance Scheme – Information, Linkages and Capacity Building*.

- 14. Should you agree to the proposed grant expenditure outlined in this brief there will be \$35.327 million of uncommitted ILC funds through to 30 June 2022 (\$16.408 in 2020-21 and \$18.919 in 2021-22). The department will brief you further regarding options for the use of the uncommitted funds, including directing them to one-off initiatives, such as in mental health to address the findings of the Productivity Commission’s Inquiry into Mental Health.

**Risk Management:**

- 15. The department will develop a Stakeholder Engagement Plan and Communications and Media Handling Strategy, outlining risk treatment measures, to be included in subsequent briefs.
- 16. The department will closely monitor risks for the expiring grants and will consider one off requests for funding if they arise and service gaps are identified.

**Media Release:**

- 17. The department will work with your Offices to discuss potential announcement opportunities for the Economic Participation and Social and Community Participation grant opportunities.

**Consultation:**

- 18. Grants Management Office, Communication Services Branch and Disability and Carers Stream Finance were consulted in preparation of this brief.

**Attachments:**

**Attachment A:** Indicative timeline for the Economic and Community Participation grant opportunities

**Attachment B:** Copy of <sup>s22</sup>

**Attachment C:** List of organisations expiring with no additional source of funding.

Contact Officer: s47F  
 Position: Branch Manager  
 Branch: ILC Branch  
 Phone/Mobile: s47F

Cleared by: s47F  
 Position: Group Manager  
 Group: Commonwealth/ State Policy  
 Phone/Mobile: s47F

Cleared by: s47F  
 Position: Acting Deputy Secretary  
 Phone/Mobile: s47F

Signature: s47F

Date: 24/8/2020



**Additional Information**

s47B/47E

Overview of the Economic and Community Participation Program

The Economic Participation and Community Program is one of four discrete and complementary programs delivered under the ILC Strategy. The objective of the Economic and Community Participation Program is to increase the social and economic participation, including employment outcomes, of people with disability. These objectives will be implemented through two streams of grant funding, Economic Participation and Social and Community Participation.

Approach to market

The proposed approach is to undertake an open competitive process for both the Economic Participation and Social and Community Participation grant opportunities. The proposed approach to market is consistent with previous ILC grant opportunities. ILC grants are subject to competitive grant processes to ensure funds are directed to organisations who best demonstrate they can achieve value for money and support the programs objectives, delivering outcomes for people with disability, and their families and carers.

The department has developed Grant Opportunity Guidelines (Guidelines) outlining the grant arrangements, including eligibility and assessment criteria. The draft Guidelines will be reviewed by officials from the Department of Finance (Finance) and the risk rating agreed by officials from Finance and Department of the Prime Minister and Cabinet. You will receive a further brief to seek approval from the Minister for Finance, Senator the Hon Mathias Cormann, to publish the Guidelines for grant opportunities if rated as medium or high risk, in accordance with s47E

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Australian Government  
Department of Social Services

Ministerial Submission  
For decision

PDR Number: s22

To: Minister for the National Disability Insurance Scheme (for decision)  
To: Minister for Families and Social Services (for decision)

Purpose:

- To provide advice on using uncommitted Information, Linkages and Capacity Building (ILC) funds on other activities.

<b>SUBJECT:</b> Use of ILC uncommitted funds	
<b>Critical Date and Reason:</b>	Please action by 2 October 2020 to enable grants processes to proceed without delay
<b>Recommendations for Minister Robert – It is recommended that you:</b>	
1. Note the advice that ILC projects can be funded through open, limited or direct (ad hoc) grant funding processes.	Noted / Please Discuss
2. Agree to departmental officials being the decision maker to enter into an agreement and commit relevant money under section 32B of the <i>Financial Framework (Supplementary Powers) Act 1997</i> (the FSP Act): <ul style="list-style-type: none"> <li>for the proposed Economic Participation (EP) and Social and Community Participation (SCP) grant opportunities under the ILC Economic and Community Participation Program, and</li> <li>with additional grant expenditure of up to \$10.9 million for each grant round, from \$29 million to \$39.9 million for the EP round and from \$25 million to \$35.9 million for the SCP round, over the period 2020-21 and 2021-22 (all figures GST exclusive).</li> </ul>	Agreed / Not Agreed
3. s47C	Agreed / Not Agreed
4. Agree to the department further developing additional proposals for the expenditure of remaining ILC funds and seeking your decision on options once they are developed.	Agreed / Not Agreed
<b>Minister Robert's Comments</b>	
Minister Robert's signature..... Date: / / 2020	

s22



<b>Recommendations for Minister Ruston – It is recommended that you:</b>	
1. Note the advice that ILC projects can be funded through open, limited or direct (ad hoc) grant funding processes.	Noted / Please Discuss
2. Agree to departmental officials being the decision maker to enter into an agreement and commit relevant money under section 32B of the <i>Financial Framework (Supplementary Powers) Act 1997</i> (the FSP Act): <ul style="list-style-type: none"> <li>for the proposed Economic Participation (EP) and Social and Community Participation (SCP) grant opportunities under the ILC Economic and Community Participation Program, and</li> <li>with additional grant expenditure of up to \$10.9 million for each grant round, from \$29 million to \$39.9 million for the EP round and from \$25 million to \$35.9 million for the SCP round, over the period 2020-21 and 2021-22 (all figures GST exclusive).</li> </ul>	Agreed / Not Agreed
3. <span style="color: red;">s47C</span> [Redacted]	Agreed / Not Agreed
4. Agree to the department further developing additional proposals for the expenditure of remaining ILC funds and seeking your decision on options once they are developed.	Agreed / Not Agreed

**Minister Ruston's Comments**

s47C [Redacted]

<b>Minister Ruston's signature</b>	<span style="color: red;">s47F</span> [Redacted]	<b>Date:</b> 7/10/2020
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**Key Points:**

- The department under s47C [Redacted] advice on options for expenditure of \$35.3 million of uncommitted ILC funds in 2020-21 and 2021-22. Both your offices requested information on funding ILC projects outside an open grant round. Minister Robert sought advice on whether it would be possible to use ILC funding for s47C [Redacted]

Funding approaches that can be used for ILC projects

- The Commonwealth Grant Rules and Guidelines 2017 (CGRGs) provide for a range of grant opportunity types that can be further explored with regard to identified gaps in the market.
- This means ILC projects can be funded through open, limited or direct (ad hoc) grants processes. Broadly, if a project aims to build the capacity of individuals or organisations in relation to people with disability and/or ensure access to relevant information, it is within scope for ILC funding. Projects aimed at building evidence and connections also fall within the scope and will help increase the effectiveness and benefits realised from other ILC projects. **Additional Information** provides more detail on the requirements to provide funding through a direct or ad hoc funding process.

s22 [Redacted]



Proposed approach to expenditure of uncommitted ILC funds

5. You previously approved expenditure on the upcoming Economic and Community Participation (ECP) grant rounds of \$29 million for Economic Participation grants and \$25 million for Social and Community Participation grants (see **s22** at **Attachment A**). The department is proposing to increase funding available for each of these rounds by \$10.9 million, \$21.8 million in total.
6. The additional amount for each grant round ensures that a significant number of extra projects can be funded while still leaving a substantial amount to be distributed to other worthwhile projects that fall within the scope of ILC.
7. The upcoming grant rounds are broader in scope than the recently completed Individual Capacity Building (ICB) round and, unlike the ICB round, are open to applications from mainstream organisations such as community organisations and local government. The department is anticipating a higher volume and quality of applications than for the ICB round and does not anticipate any difficulty in allocating these increased amounts.
8. Additional ECP grant round funding will enable greater support to be provided to address the impact of COVID-19 on people with disability, their families and carers. The Grant Opportunity Guidelines specifically refer to dealing with the impacts of COVID-19. Increased expenditure through the grant round will also be viewed by the disability as a credible and evidence-based way to allocate the additional funding.
9. If you agree to the proposed additional expenditure on the upcoming ECP grant rounds, there will still be approximately \$13.5 million of ILC funds to 30 June 2022 that remain uncommitted (\$4.5 million in 2020-21 and \$9.0 million in 2021-22) (refer to table in **Additional Information**).

s47C

12. The department also proposes to further explore options to fund projects that will:
  - better connect ILC providers across the country. This will enable them to learn from each other and share products and approaches developed as part of their ILC projects.
  - support ILC outcomes being better measured so funding can be used effectively in future years. It would be worthwhile investing now in improving and analysing data collected from ILC organisations and participants so the results of current and future ILC projects can be more clearly measured and assessed.
13. More information on the department's early thinking in these areas is at **Additional Information**. The department will consult with your Offices in developing these and other options for using the remaining ILC funding, and will seek your decision on proposed options once developed.

**Sensitivities:**

14. ILC funding is appropriated for a specific purpose. Any ad hoc or direct grants need to be consistent with that purpose, as set out in the ILC Policy Framework, agreed by the Disability Reform Council

s22

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**Sensitivities:**

- 14. ILC funding is appropriated for a specific purpose. All ILC grants need to be consistent with that purpose, as set out in the ILC Policy Framework, agreed by the Disability Reform Council in 2015, and the ILC Investment Strategy developed by the National Disability Insurance Agency (NDIA) that took effect in early 2019.
- 15. The \$35 million of uncommitted funding is a significant amount of the overall funds and there is likely to be criticism if the department spends this amount of ILC funds on projects identified by the department without consulting with states and territories and other stakeholders on key areas of need.

**Financial Impacts:** Nil

**Regulatory Impacts:** Nil

**Consultation:** National Disability Insurance Agency, Disability and Carers Stream and Grants Management in the department.

**Attachments:**

**Attachment A:** Copy of <sup>s22</sup> [redacted]  
**Attachment B:** <sup>s47C</sup> [redacted]

Contact Officer: <sup>s47F</sup> [redacted]  
 Position: Branch Manager  
 Branch: ILC Branch  
 Phone/Mobile: <sup>s47F</sup> [redacted]

Cleared by: <sup>s47F</sup> [redacted]  
 Position: Group Manager  
 Group: Commonwealth State Policy  
 Phone/Mobile: <sup>s47F</sup> [redacted]

Cleared by: <sup>s47F</sup> [redacted]  
 Position: Deputy Secretary  
 Phone/Mobile: <sup>s47F</sup> [redacted]

Signature: <sup>s47F</sup> [redacted]

Date: 22 / 9 / 20

<sup>s22</sup> [redacted]



## OFFICIAL



Australian Government  
Department of Social Services

Ministerial Submission  
For decision

PDR Number: s22


To: Minister for the National Disability Insurance Scheme (for decision)  
To: Minister for Families and Social Services (for decision)

**Purpose:**


- To provide advice on using uncommitted Information, Linkages and Capacity Building (ILC) funds on other activities.

<b>SUBJECT:</b> Use of ILC uncommitted funds	
<b>Critical Date and Reason:</b>	Please action by 2 October 2020 to enable grants processes to proceed without delay.
<b>Recommendations for Minister Robert</b> – It is recommended that you:	
1. Note the advice that ILC projects can be funded through open, limited or direct (ad hoc) grant funding processes.	Noted / Please Discuss
2. Agree to departmental officials being the decision maker to enter into an agreement and commit relevant money under section 32B of the <i>Financial Framework (Supplementary Powers) Act 1997</i> (the FSP Act): <ul style="list-style-type: none"> <li>for the proposed Economic Participation (EP) and Social and Community Participation (SCP) grant opportunities under the ILC Economic and Community Participation Program, and</li> <li>with additional grant expenditure of up to \$10.9 million for each grant round, from \$29 million to \$39.9 million for the EP round and from \$25 million to \$35.9 million for the SCP round, over the period 2020-21 and 2021-22 (all figures GST exclusive).</li> </ul>	Agreed / Not Agreed
3. s47C	Agreed / Not Agreed
4. Agree to the department further developing additional proposals for the expenditure of remaining ILC funds and seeking your decision on options once they are developed.	Agreed / Not Agreed
<b>Minister Robert's Comments</b>	
Minister Robert	Date: 30 / 9 / 2020

## OFFICIAL

Recommendations for Minister Ruston – It is recommended that you:	
1. Note the advice that ILC projects can be funded through open, limited or direct (ad hoc) grant funding processes.	Noted / Please Discuss
2. Agree to departmental officials being the decision maker to enter into an agreement and commit relevant money under section 32B of the <i>Financial Framework (Supplementary Powers) Act 1997</i> (the FSP Act): <ul style="list-style-type: none"> <li>for the proposed Economic Participation (EP) and Social and Community Participation (SCP) grant opportunities under the ILC Economic and Community Participation Program, and</li> <li>with additional grant expenditure of up to \$10.9 million for each grant round, from \$29 million to \$39.9 million for the EP round and from \$25 million to \$35.9 million for the SCP round, over the period 2020-21 and 2021-22 (all figures GST exclusive).</li> </ul>	Agreed / Not Agreed
3. <span style="color: red;">s47C</span> 	Agreed / Not Agreed
4. Agree to the department further developing additional proposals for the expenditure of remaining ILC funds and seeking your decision on options once they are developed.	Agreed / Not Agreed
<b>Minister Ruston's Comments</b>	
Minister Ruston's signature.....	Date: / / 2020

**Key Points:**

2. The department undertook to provide you with further advice on options for expenditure of \$35.3 million of uncommitted ILC funds in 2020-21 and 2021-22. Both your offices requested information on funding ILC projects outside an open grant round. Minister Robert sought advice on whether it would be possible to use ILC funding for s47C 

Funding approaches that can be used for ILC projects

3. The Commonwealth Grant Rules and Guidelines 2017 (CGRGs) provide for a range of grant opportunity types that can be further explored with regard to identified gaps in the market.
4. This means ILC projects can be funded through open, limited or direct (ad hoc) grants processes. Broadly, if a project aims to build the capacity of individuals or organisations in relation to people with disability and/or ensure access to relevant information, it is within scope for ILC funding. Projects aimed at building evidence and connections also fall within the scope and will help increase the effectiveness and benefits realised from other ILC projects. **Additional Information** provides more detail on the requirements to provide funding through a direct or ad hoc funding process.

s22 



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Proposed approach to expenditure of uncommitted ILC funds

5. You previously approved expenditure on the upcoming Economic and Community Participation (ECP) grant rounds of \$29 million for Economic Participation grants and \$25 million for Social and Community Participation grants (see <sup>s22</sup> Attachment A). The department is proposing to increase funding available for each of these rounds by \$10.9 million, \$21.8 million in total.
6. The additional amount for each grant round ensures that a significant number of extra projects can be funded in the rounds, while still leaving a substantial amount to be distributed to other worthwhile projects that fall within the scope of ILC.
7. The upcoming grant rounds are broader in scope than the recently completed Individual Capacity Building (ICB) round and, unlike the ICB round, are open to applications from mainstream organisations such as community organisations and local government. The department is anticipating a higher volume and quality of applications than for the ICB round and does not anticipate any difficulty in allocating these increased amounts.
8. Additional ECP grant round funding will enable greater support to be provided to address the impact of COVID-19 on people with disability, their families and carers. The Grant Opportunity Guidelines specifically refer to dealing with the impacts of COVID-19. Increased expenditure through the grant round will also be viewed by the disability as a credible and evidence-based way to allocate the additional funding.
9. If you agree to the proposed additional expenditure on the upcoming ECP grant rounds, there will still be approximately \$13.5 million of ILC funds to 30 June 2022 that remain uncommitted (\$4.5 million in 2020-21 and \$9.0 million in 2021-22) (refer to table in **Additional Information**).
- s47C
12. The department also proposes to further explore options to fund projects that will:
- better connect ILC providers across the country. This will enable them to learn from each other and share products and approaches developed as part of their ILC projects.
  - support ILC outcomes being better measured so funding can be used effectively in future years. It would be worthwhile investing now in unproving and analysing data collected from ILC organisations and participants so the results of current and future ILC projects can be more clearly measured and assessed.
13. More information on the department's early thinking in these areas is at **Additional Information**. The department will consult with your Offices in developing these and other options for using the remaining ILC funding, and will seek your decision on proposed options once developed.

**OFFICIAL**

**Sensitivities:**

- 14. ILC funding is appropriated for a specific purpose. All ILC grants need to be consistent with that purpose, as set out in the ILC Policy Framework, agreed by the Disability Reform Council in 2015, and the ILC Investment Strategy developed by the National Disability Insurance Agency (NDIA) that took effect in early 2019.
- 15. The \$35 million of uncommitted funding is a significant amount of the overall funds and there is likely to be criticism if the department spends this amount of ILC funds on projects identified by the department without consulting with states and territories and other stakeholders on key areas of need.

**Financial Impacts:** Nil

**Regulatory Impacts:** Nil

**Consultation:** National Disability Insurance Agency, Disability and Carers Stream and Grants Management in the department.

**Attachments:**

**Attachment A:** Copy of s22

**Attachment B:** s47C

Contact Officer: s47F  
 Position: Branch Manager  
 Branch: ILC Branch  
 Phone/Mobile: s47F

Cleared by: s47F  
 Position: Group Manager  
 Group: Commonwealth State Policy  
 Phone/Mobile: s47F

Cleared by: s47F  
 Position: Deputy Secretary  
 Phone/Mobile: s47F

Signature: s47F

Date: 22 / 9 / 20

s22

**OFFICIAL****Background / Additional Information:**

s42

Where an ad hoc proposal arises, the most common process is for the department to brief the Minister or Ministers, seeking both the authority to proceed as well as spending approval. A Minister may approve the authority to proceed and delegate the spending decision to the department.

Ministerial approval is required for the Grant Opportunity Guidelines (GOGs), noting that these are not made publically available for an ad hoc process.

The process for funding ad hoc grants generally takes 8-12 weeks to complete.

Amount of uncommitted ILC funding

Total funding for the ILC Program for 2020-21 and 2021-22 is \$267.5 million. The amount of uncommitted funding is currently \$35.3 million. Increasing the amount available in the upcoming Economic and Community Participation (ECP) rounds by \$21.8 million would reduce uncommitted funds to \$13.5 million.

**ILC uncommitted funding (\$m)**

	2020-21	2021-22	Total
<b>Amount currently uncommitted</b>	16.4	18.9	35.3
<b>Proposed use:</b>			
<b>Add to existing grant rounds</b>	11.9	9.9	21.8
<b>Remaining amount uncommitted</b>	4.5	9.0	13.5

s47C

s22



**OFFICIAL**

s47C

Other possible uses of uncommitted funds

Since a key aim of ILC is to ensure linkages and capacity building, some of the uncommitted funding could be used to help enable better connections across organisations working with people with disability. This would help those with skills in a particular area share those skills with others. Mapping and connecting service providers could help the funding have more impact.

The new ILC Investment Strategy will be developed based on a review of ILC activities to date and aligning with the new National Disability Strategy (NDS). Assessment of outcomes from ILC activities has been hindered by the lack of suitable data able to be collected from organisations and participants. This could be substantially improved going forward through investment in data collection and analysis.

This would build on work the NDIA has done in developing a monitoring and evaluation framework and enable proper measurement of outcomes for the next phase of the ILC.

Background

The ILC grant program consists of four discrete but complementary programs outlined in the ILC Investment Strategy:

- Individual Capacity Building (ICB) Program: enabling systemic, nationwide access to peer support, mentoring and other skills building for people with disability, carers and families. A national network of organisations run by and for people with disability, Disabled People Organisation and Families Organisations (DPOs/FOs), deliver this program.
- National Information Program (NIP): ensuring people with disability, their families and carers have access to up-to-date, relevant information linking them to supports and services in the community. A national program of high quality information products covering various disability types and support options, including from national diagnostically specific organisations and peak bodies, accessible through Local Area Coordinators and the DPOs/FOs network.
- Economic and Community Participation (ECP) Program: connecting people with disability to activities, employment and community supports and opportunities, helping communities and employers to be inclusive and responsive to people's needs locally, and nationally.
- Mainstream Capacity Building (MCB) Program: building the capacity, knowledge, skills, practices and cultures of mainstream services so they have the skills to meet the needs of people with disability through short term catalyst investments. Targeting access and improving use of mainstream services by people with disability, to improve life outcomes.

s22

**OFFICIAL**



**From:** s47F  
**Sent:** Tuesday, 6 October 2020 10:19 AM  
**To:** s47F  
**Cc:** s47F  
**Subject:** FW: [printed] FOR SECRETARY ACTION – ILC grant decision-making arrangements [SEC=OFFICIAL]

FYI

**From:** CAMPBELL, Kathryn s47F  
**Sent:** Tuesday, 6 October 2020 10:18 AM  
**To:** s47F ; s47E  
**Cc:** s47F  
**Subject:** RE: [printed] FOR SECRETARY ACTION – ILC grant decision-making arrangements [SEC=OFFICIAL]

Agreed. Thanks.

Kathryn

**From:** s47F  
**Sent:** Tuesday, 6 October 2020 8:37 AM  
**To:** CAMPBELL, Kathryn s47F ; s47E  
**Cc:** s47F  
**Subject:** [printed] FOR SECRETARY ACTION – ILC grant decision-making arrangements [SEC=OFFICIAL]

Secretary

**Action requested:** That you:

- Agree the Deputy Secretary, Disability and Carers be the delegate for two Economic and Community Participation grant opportunities under the Information, Linkages and Capacity Building (ILC) grant program.

**Background:**

- The Minister for Families and Social Services, Senator the Hon Anne Ruston, and the Minister for the National Disability Insurance Scheme, the Hon Stuart Robert MP, agreed to proceed with two grant opportunities under the Economic and Community Participation stream of ILC. Minister Ruston and Minister Robert also agreed to delegate decision making for both grant opportunities to departmental officials. s22 refers).
- The department will undertake two open, competitive grant processes to establish funding arrangements for the grant opportunities, once focusing on Social and Community Participation and the other on Economic Participation.
- Under FF(SP) Instrument No 3 of 2109, a Deputy Secretary has the delegated authority to make, vary or administer a grant up to the relevant limit of the appropriation. Your agreement is being sought for the Deputy Secretary to have the delegated authority to decide the grant recipients.

- The draft Grant Opportunity Guidelines (the guidelines) for both grant opportunities have been reviewed by colleagues at the Department of Finance and the Department of Prime Minister and Cabinet, who have agreed to a low risk rating for each opportunity.
- Following your consideration of this email, the draft guidelines will be sent to Minister Ruston and Minister Robert for approval to publish and open the grant opportunities. The brief is due with their offices on 14 October 2020.

Thanks

s47F



Australian Government  
Department of Social Services

Community  
Grants Hub  
Improving your grant experience



# Information, Linkages and Capacity Building Economic and Community Participation Program Social and Community Participation Stream Grant Opportunity Guidelines 2020–21

<b>Opening date:</b>	<b>Wednesday 28 October 2020</b>
<b>Closing date and time:</b>	11.00 PM AEDT on Tuesday 8 December 2020
<b>Commonwealth policy entity:</b>	Department of Social Services
<b>Administering entities</b>	Community Grants Hub
<b>Enquiries:</b>	<p>If you have any questions, contact</p> <p>Community Grants Hub</p> <p>Phone: 1800 020 283 (option 1)</p> <p>Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a></p> <p>Questions should be sent no later than 5.00 PM AEDT on <b>Tuesday 1 December 2020</b></p>
<b>Date guidelines released:</b>	Wednesday 28 October 2020
<b>Type of grant opportunity:</b>	Open competitive
<b>Version:</b>	17 November 2020
<b>Easy Read Version</b>	An Easy Read version of these Grant Opportunity Guidelines will be available on the <a href="#">Community Grants Hub</a> website

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## 1. Information, Linkages and Capacity Building (ILC): Economic and Community Participation Program processes

The objective of the **Economic and Community Participation Program** is to build the capacity of the community for people with disability to participate in, and contribute to, community life across Australia. This **Social and Community Participation 2020-21 grant opportunity** is part of the above grant program which contributes to the Department of Social Services' Outcome 3.2 National Disability Insurance Scheme. The Department of Social Services works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



### The grant opportunity opens

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



### You complete and submit a grant application

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



### We assess all grant applications

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



### We make grant recommendations

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



### Grant decisions are made

The decision maker decides which applications are successful.



### We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



### We enter into a grant agreement

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



### Delivery of grant

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



**Evaluation of the ILC grant program and the Social and Community Participation 2020-21  
grant opportunity**

We evaluate your specific grant activity and the ILC grant program as a whole. We base this on information you provide us and that we collect from various sources.

## 1.1 Introduction

The Information, Linkages and Capacity Building (ILC) program provides grants to organisations to deliver supports and services for all people with disability, not only those eligible for the National Disability Insurance Scheme (NDIS). ILC has two main and interlinked aims:

- provide supports and information to as many Australians with disability as possible
- fund activities that help Australian communities be better equipped and more competent at including people with disability in economic and community life.

These guidelines contain information for the Social and Community Participation 2020–21 grant opportunity and must be read before filling out an application.

The guidelines set out:

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

This grant opportunity and process will be administered by the Department of Social Services (the department) and the Community Grants Hub.

## 2. About the grant program

The objective of the ILC Program is to increase social and community participation for people with disability. The ILC Program seeks to do this by:

1. building the capacity of people with disability to participate in their community
2. creating opportunities for people with disability to participate by creating more inclusive services and communities.

The Economic Participation and Community Program is one of four discrete and complementary programs delivered under the ILC Strategy.

The four programs are:

- **Economic and Community Participation Program** – increasing the social and economic participation, including employment outcomes, of people with disability.
- **National Information Program** – providing accessible, quality and consistent information about disability types and services and support options (community and mainstream).
- **Mainstream Capacity Building Program** – ensuring equity of access to, and increase inclusion of, people with disability in mainstream services.
- **Individual Capacity Building Program** – enabling systematic, nationwide access to peer support, mentoring and other skills building for people with disability, carers and families, primarily delivered through a national network of Disabled Peoples Organisations and Families Organisations.



These four programs are designed to ensure:

- there are alternative pathways to an ordinary life for people with a disability particularly by building the capacity of individuals without a NDIS plan to achieve their goals outside of specialist disability services
- people with disability, their family and carers have greater access to information and supports
- people with disability, their family and carers build their knowledge, skills and confidence to participate in social and economic life
- a more aligned service delivery system of ILC delivery, grounded in organisations run by and for people with disability and/or their families and carers
- strong collaboration across government and the sector that avoids duplication and maximises the department's investment in ILC.

The objectives of the Economic and Community Participation Program are being implemented via two streams: Social and Community Participation and Economic Participation, as outlined in the ILC Program Guidelines 2019–20 to 2021–22.

The Australian Government announced the following budget allocation (GST exclusive) for the ILC:

Financial Year 2020-21	Financial Year 2021-22
\$ 132.8 million	\$ 134.7 million

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

## 2.1 About the Social and Community Participation 2020–21 grant opportunity

The **Economic and Community Participation Program** aims to build the capacity of the community to create opportunities for people with disability to contribute to community prosperity and participate in community life. The program connects people with disability to activities, employment and community supports and opportunities, helping communities and employers to be inclusive and responsive to people's needs locally, and nationally.

The **Social and Community Participation** stream is one of three streams used to implement the program.

The grant opportunity is an open, competitive selection process.

The aim of this grant opportunity is that people with disability, their families and carers are supported to participate in, contribute to and benefit from the same community activities as everyone else. The Social and Community Participation stream provides for inclusive practices to create opportunities for people with disability to participate in community life, with a focus on arts, culture, sport and recreation.

The grant round seeks to support community inclusion for people with disability, their families and carers during the current COVID-19 restrictive social environment and through recovery support to reengage in community participation as COVID-19 restrictions are lifted. Service models should consider sustainability of services beyond the current pandemic and be able to be scaled up or down in the event of future disasters.

The following community settings are in scope for the Social and Community Participation grant opportunity:

- local government
- civic participation (i.e. boards, charities, volunteer organisations groups)
- community groups (i.e. neighbourhood houses, men's sheds, scouts, girl guides)
- sporting clubs and associations
- arts groups and programs
- health and wellbeing groups
- informal community networks, clubs or groups (i.e. parent networks, Neighbourhood Watch groups)
- emergency services volunteer organisations.

We encourage applications from priority cohort led organisations that seek to improve the welfare of a specified community. More information on eligible activities and expenditure are in sections 5.1 and 5.2 of the Grant Opportunity Guidelines. Organisations that represent one or more of the following cohorts are encouraged to apply:

- Aboriginal and Torres Strait Islander communities
- culturally and linguistically diverse (CALD) communities
- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Asexual and Plus (LGBTIQA+) people
- children and young people (0-24 years)
- communities living in remote and very remote areas (Monash Modified Model 6-7).

### 3. Grant amount and grant period

This grant opportunity has a total of \$35.9 million (GST exclusive) available. Funding is available for up to 12 months from 10 June 2021 to 9 June 2022. Funding is available in this grant opportunity via two categories:

- **Small Grant:** for organisations working at a place-based level (for example, a defined geographical area within a state or territory)
- **Large Grant:** for organisations seeking to impact broader systemic change or create large-scale opportunities for community inclusion state and territory wide, across multiple states and territories or nationally.

Funding under both categories may include up-scaling of a previous, or current successful, project(s).

Grant opportunity	Minimum and maximum funding request	Grant length
Small Grant	\$20,000 to \$50,000 (GST excl.)	Up to 12 months
Large Grant	\$100,000 to \$350,000 (GST excl.)	Up to 12 months

## 4. Eligibility criteria

The chair of the Selection Advisory Panel can choose to waive the eligibility criteria; however, they must be made aware of the risks.

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

To be eligible to receive a grant, you must be one of the following legal entity types:

- Company
- Cooperative
- Corporate State or Territory Entity
- Incorporated association
- Indigenous corporation
- Local Government
- Non-Corporate State or Territory Entity
- Non-Corporate State or Territory Statutory Authority
- Statutory Entity.

If you are applying as a Trustee on behalf of a Trust, the Trustee must have an eligible entity type as listed above.

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

You are not eligible to apply if you are:

- Person
- Sole trader
- Partnership
- Unincorporated association
- International Entity
- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- any organisation not included in section 4.1 of the Grant Opportunity Guidelines.

## 5. What the grant money can be used for

### 5.1 Eligible grant activities

Eligible Social and Community Participation activities may include though are not limited to:

#### **Support for community organisations inclusive of people with disability, their families and carers**

- activities that seek to educate and build community confidence to include children and young people with disabilities in opportunities to participate with typically developing peers
- activities that support mentoring community organisations so they can become more inclusive (for example, supporting playgroups to build confidence and readiness in families that have young children with disability so they can participate)
- activities that enable opportunities for community organisations who have embedded inclusive practices to mentor less-experienced or confident organisations
- activities that improve staff awareness of, and communication with, people with disability
- activities that enable the voice of people with disability to lead the development of relevant information and training for community organisations.

#### **Support to improve community access for people with disability**

- demonstration or proof-of-concept projects that improve or reshape community infrastructure to meet the needs of people with disability (for example, a trial of public recharging facilities for mobility scooters)
- activities that strengthen effective local initiatives by community to address issues of access and inclusion for people with disability
- services that offer guidance/auditing on the accessibility of local businesses
- modified equipment to enable greater participation in community sports by people with disability
- additional technical supports and digital technologies, including for remote service delivery
- creation of online and printed accessibility guides in all formats (for example, Easy English, Auslan, or Braille) for local community activities and facilities and business, including virtual tours pre-visit.



### **Response to (or recovery from) COVID-19 restrictions and/or recent natural disasters**

- activities that ensure continuity of community supports to assist a person with disability, their family or carer(s) to be socially active and engaged thereby preventing or delaying the need to receive funded supports through the NDIS
- activities that build community awareness and confidence to include people with disability in the recovery phase of a crisis (for example, community groups involving people with disability in civic issues or volunteering opportunities)
- activities that enable people with disability to improve their access to online services and digital literacy to assist in alternative means of service provision and social and community participation
- activities that address the current and emerging barriers to inclusion, accessibility and the realisation of rights for people with disability in accessing community services, particularly community mental health initiatives, during COVID-19 restrictions and recovery from recent natural disasters, thereby preventing or delaying the need to receive funded supports through the NDIS.

More information about community settings in scope for this grant opportunity is in section 2.1 of the Grant Opportunity Guidelines.

It is expected that activities will be developed and delivered in collaboration with people with disability and that people with disability will be employed in the delivery of these activities.

## **5.2 Eligible expenditure**

You can only spend the grant funding on eligible grant activities (more information is in section 5.1 of the Grant Opportunity Guidelines) as specified in the grant agreement and must be incurred between the start date and end date of the activity.

Not all expenditure on grant activities may be eligible for grant funding. If your application is successful, verification of project costs (quotes) as provided in the application may be requested. The decision maker makes the final decision on what is eligible expenditure.

Grant funding can be used for items such as the following:

- operational costs incurred in the delivery of the project
- staff salaries and on-costs that are directly attributable to delivering the project
- the proportion of administration expenses that directly relate to the project
- larger requests for funding must allocate a proportion of the grant funding for evaluation of the project to demonstrate delivery of outcomes
- short-term engagement of external consultants to develop resources or skill development to the organisation. You must clearly describe in your application how the use of the consultant will result in a skill or knowledge transfer.

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

You cannot use the grant for the following activities:

- the covering of retrospective costs (being costs incurred before the grant agreement commences)
- purchase of land
- major capital expenditure or contributions to capital development including construction

- activities that are the role of peak bodies, such as policy advice, systemic advocacy or research
- delivery of systemic or individual advocacy
- funding in support of individuals
- overseas travel
- reasonable adjustment under the *Disability Discrimination Act 1992*
- activities the department considers as being eligible for funding through a more appropriate source
- activities funded from another funding source for the same purpose
- activities that duplicate previous Information, Linkages and Capacity Building grant funded projects unless adding additional scale and/or scope
- activities that duplicate those undertaken by National Disability Insurance Scheme Partners in the Community (Local Area Coordination and/or Early Childhood Early Intervention) organisations
- government fees, charges or taxes.

## 6. The assessment criteria

Each assessment criterion has equal weighting of five points. The assessment criteria rating scale is as follows:

Score	Quality rating
0	Does not address criterion
1	Very poor
2	Poor
3	Satisfactory
4	Good
5	Excellent

The criterion are broken into sub-criterion. Each sub-criterion must be addressed in the response. The amount of detail and supporting evidence provided should be relative to the size, complexity and grant amount requested.

- If applying for a small grant, criterion 1 and criterion 2 must be addressed. Scoring will be out of 10 points.
- If applying for a large grant, criterion 1, criterion 2 and criterion 3 must be addressed. Scoring will be out of 15 points.

The application form includes character limits – up to 6,000 characters (approximately 900 words) per assessment criterion. Please note spaces are included in the character limit.

In developing a proposal you should give consideration to the:

- length of time to deliver the project and including whether it is necessary to utilise the full 12 month period
- capacity of the organisation to deliver the project
- justification where people with disability will comprise less than 50% of total project employment (including sub-contractors and suppliers).

Links to information on external websites will **not** be assessed as part of this application.

### **Criterion 1**

**Describe the need and suitability of the proposed social and community participation activities and why these are needed in the proposed locations.**

The response is to demonstrate this through identifying:

- the activities to be delivered (what will be done?)
- the people that the activities are expected to support (who will it assist?)
- where the activities will be delivered and why these are needed in the proposed location(s).

### **Criterion 2**

**Describe the outcomes expected from the social and community participation activities and how they will improve the participation of people with disability in the community.**

The response is to demonstrate this through identifying:

- how the activities will achieve outcomes and result in people with disability being able to participate and contribute in the community
- evidence of the current capacity (capability and opportunity) of the target community and how the progress and success of the activities will be monitored and evaluated
- how the project outcomes will be made sustainable beyond the life of the grant agreement.

### **Criterion 3**

**Demonstrate the organisation's experience and capability in successfully implementing, managing and delivering social and community participation activities.**

The response is to demonstrate this through identifying:

- the extent to which the activities will be developed, designed and delivered in collaboration with people with disability (including employment)
- the role of the organisation's management (such as board or committee members) in oversight of the activities, as well as the management/implementation of the activities
- any partnerships, collaborations or established relationships that may be utilised or leveraged on.

## **7 How to apply**

Before applying, you must read and understand these guidelines, the sample grant agreement, the grant terms and conditions and questions and answers. These documents are available on the [GrantConnect](#) and the [Community Grants Hub](#) websites. Any changes to these documents will be published on both sites. Subscribing to the [Community Grants Hub](#) and registering for the

opportunity on [GrantConnect](#) will ensure automatic notifications will occur if there are any changes. [GrantConnect](#) is the authoritative source for Commonwealth grants information.

To apply you must:

- Complete the online grant opportunity application form on [GrantConnect](#) or the [Community Grants Hub](#) website.
- Within the online application, you must provide a Project Indicative Budget, including a total budget figure. The allocation of funding over the funding period will be determined by the department.
- Address the eligibility and assessment criteria and provide all information required in the application form.
- Submit your application(s) to the [Community Grants Hub](#) by 11.00 PM AEDT on Tuesday 8 December 2020.

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

The application form includes help information. You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help with the application process, submitting an application online, have any technical difficulties, or find an error in your application after submission, but before the closing date and time, you should, contact the [Community Grants Hub](#) immediately on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The department does not have to accept any additional information, or requests to correct the application after the closing time. The department may however seek additional information or clarification during the assessment process that will not change the nature of the application if there is an error identified.

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

You should keep a copy of your application and any supporting documents. You will receive an automated notification acknowledging the receipt of your application.

## 7.1 Attachments to the application

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for. **Please note:** There is a 2mb limit for each attachment.

## 7.2 Number of applications allowed

Two applications per organisation may be submitted under this grant opportunity, these being:

- one application as an individual organisation
- one application as the 'lead organisation' of a consortium.

You cannot apply for two large grants and two small grants. The number of applications allowed per organisation is two in total.



### 7.3 Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver an ILC project.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth.

The application must identify all other members of the proposed group.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

### 7.4 Timing of grant opportunity processes

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

#### Late applications

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

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

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

#### How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the [Community Grants Hub](#).

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Supporting evidence must be provided to verify the claim of exceptional circumstances.

To make a request to submit a late application, please complete the Late Application Request Form which is located on the [Community Grants Hub](#) website. Requests for a late application must be made within three days after the grant opportunity has closed, unless otherwise specified in the Grant Opportunity Guidelines.

Step 1. Save this PDF to your desktop.

Step 2. Open the document.

Step 3. Complete the form.

Step 4. Click the submit button (this will create an email to be sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)).

Alternatively, complete the form in Word and attach it to an email sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

The Selection Advisory Panel Chair or their appointed representative will determine whether a late application will be accepted. The decision of the Selection Advisory Panel Chair will be final and not be subject to a review or appeals process.

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

#### Multiple applications

Where an organisation submits multiple applications that exceed the allowable number of applications as outlined in section 7.2 of the Grant Opportunity Guidelines, only the application(s) received closest to the closing date will be accepted.

### Expected timing for this grant opportunity

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Grant opportunity opens	Wednesday 28 October 2020
Closing date for questions	5.00 PM AEDT on Tuesday 1 December 2020
Grant opportunity closes	11.00 PM AEDT on Tuesday 8 December 2020
Assessment of applications	Five weeks
Approval of outcomes of selection process	Four weeks
Announcement and notices to applicants	April 2021
Negotiations and award of grant agreements	Up to five weeks
Earliest start date of grant activity	10 June 2021
End date of grant activity	9 June 2022

## 7.5 Questions during the application process

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

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

The question period will close at 5.00 PM AEDT on Tuesday 1 December 2020. Following this time, only questions about using and/or submitting the application form will be answered.

## 8. Assessment of grant applications

The Community Grants Hub will review your application against the eligibility criteria, specified in section 4 of the Grant Opportunity Guidelines. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

### 8.1 Who will assess and recommend applications?

The expert Selection Advisory Panel makes recommendations to the Delegate, about which applications to approve for a grant. All members of the Selection Advisory Panel are required to adhere to applicable requirements of the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

The panel may include a mix of people with disability, departmental staff, Commonwealth, State and Territory Government staff and people with relevant specialist expertise. Members of the expert Selection Advisory Panel are drawn from across Australia and where possible are representative of the broader community, including representation from culturally diverse groups, including First Nations people.

If eligible, the Selection Advisory Panel will assess and consider each application on its merits based on:

- how well it meets the relevant criteria
- how it compares to other eligible applications
- whether it provides value with money<sup>1</sup>.

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

- whether the proposed project is in scope of the ILC policy and will contribute to the outcomes and objectives of the ILC Strategy and this grant opportunity
- the score achieved in the assessment process
- the overall objective/s to be achieved in providing the grant
- the extent to which there is a demonstrated commitment to the social model of disability
- geographic coverage, including but not limited to the assessment of proportionality across Australia
- distribution of priority areas or priority activities
- consortia applications from organisations that are representing similar cohorts of people across multiple jurisdictions, rather than multiple individual applications for the same cohort
- the relative value of the grant sought
- how the grant activities will target and achieve social and community participation outcomes
- if a current grant recipient, the current level of ILC funding and performance against the grant agreement
- the efficacy of the proposed activity, along with the available evidence base of the proposed activity
- the risks, financial and other, that the applicant or project poses for the department.

## **8.2 Financial viability**

To mitigate against risk, you may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- establishing whether relevant persons have any adverse business history (for example current or past bankruptcy)
- assessment of the financial health of an entity.

## **8.3 Who will approve grants?**

The Deputy Secretary of the Disability and Carers Stream at the department is the decision maker for this grant opportunity. The decision maker will decide which grants to approve, and will take into account the recommendations of the Selection Advisory Panel in the deliberations. When making a decision, the decision maker may accept or reject the recommendations of the Selection Advisory Panel in whole or in part, and may approve one or more grant applications in place of one or more grant applications recommended by the Selection Advisory Panel.

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<sup>1</sup> See Glossary for explanation of 'value with money'

In doing so, the decision maker's decision can vary from the Selection Advisory Panel recommendations. For the avoidance of doubt, in coming to a decision that varies from the Selection Advisory Panel recommendations, the decision maker may choose to obtain further information from the Selection Advisory Panel, but does not have to do so if satisfied that adequate information has been taken into account to make an informed decision.

Where the decision maker varies from the recommendations of the Selection Advisory Panel, the reasons for doing so will be recorded in writing. If further information is required, the decision maker has the ability to consider this including:

- additional expert or advisory opinion
- the availability of grant funds for the purposes of the grant program.

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

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

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

## 9. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, further information regarding any next steps will be indicated in the email.

### 9.1 Feedback on your application

A Feedback Summary will be published on the Community Grants Hub website to provide all organisations with easy to access information about the grant selection process and the main strengths and areas for improving applications. Due to the anticipated volume of applications, individual feedback on applications is not available for this grant opportunity.

### 9.2 Further grant opportunities

The Economic and Community Participation Program is one of four discrete and complementary programs delivered under the ILC Strategy. Please subscribe to the ILC mailing list to receive updates on future ILC funding opportunities.

Any new application under future grant opportunities should reflect feedback provided in the published Feedback Summary and align to the ILC Program goals.

## 10. Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Simple Grant Agreement for this grant opportunity.

Each agreement has general grant conditions that cannot be changed. Sample grant agreements are available on [GrantConnect](#) and [Community Grants Hub](#) websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.



We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any ILC activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

If you have applied through a consortia arrangement, you must supply us with a consortia agreement as described in section 7.3 of the Grant Opportunity Guidelines, completed and signed by all consortia members, prior to signing the grant agreement.

### **Commonwealth Simple Grant Agreement**

We will use a Commonwealth Simple Grant Agreement.

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

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

## **10.2 Commonwealth Child Safe Framework**

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

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

- services directly to children or
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

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

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

## **10.3 How we pay the grant**

The grant agreement will state the maximum grant amount to be paid.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

## 10.4 Grant Payments and GST

Payments will be GST inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

## 11. Announcement of grants

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

## 12. How we monitor your grant activity

The outcomes of this grant will be measured through the following indicators:

- percentage of people with disability or their carers reporting increased access to/use of community services and activities
- percentage of people with disability or their carers reporting increased social participation.

An additional, desirable outcome for all Information, Linkages and Capacity Building program is people with disability actively contribute to leading, shaping and influencing their community.

### 12.1 Keeping us informed

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

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

You must also inform us of any changes to your:

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

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

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

### 12.2 Reporting

Grantees must have systems in place to meet their data collection and reporting obligations outlined in their grant agreement.

You must submit reports in line with the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed milestones and outcomes
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size and complexity of the grant and the grant amount.

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

### **Progress reports**

Progress reports must:

- include evidence of your progress toward completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We will only make grant payments when we receive satisfactory progress reports.

You must tell us of any reporting delays as soon as you become aware of them.

### **Final report**

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

## **12.3 Financial declaration and audited financial acquittal report**

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money or we may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

## **12.4 Grant Agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager, Community Grants Hub.

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

## **12.5 Compliance visits**

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

## 12.6 Record keeping

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

We may also require you to provide copies of any and all activity materials, personnel documents and any other relevant information and records, to verify grant expenditure and compliance with the grant agreement.

## 12.7 Evaluation

We will evaluate the Social and Community Participation grant opportunity to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

## 13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the [CGRGs](#).

Probity advice throughout the grant process will be provided by the Community Grants Hub probity advisors.

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

### 13.1 Enquiries and feedback

#### Complaints about this grant opportunity

The department's [complaints procedure](#) applies to complaints about this grant opportunity.

All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

#### Complaints about the selection process

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

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

Phone: 1800 634 035

Mail: Complaints  
GPO Box 9820  
Canberra ACT 2601



## Complaints to the Ombudsman

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

The Commonwealth Ombudsman can be contacted on:

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

## 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

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

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

If you later think there is an actual, apparent, or perceived conflict of interest, you must inform the department and the Community Grants Hub in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

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

## 13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

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

In submitting a grant application under this opportunity, you agree to the Australian Government collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration. If you do not provide this information, we cannot assess your grant application.

The Australian Government may also use and disclose information collected about you under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on [GrantConnect](#) as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us in your application, including personal information to any one or more of:

- the Selection Advisory Panel and other departmental employees and contractors to help us manage the program effectively
- employees, contractors and sub-contractors of the department so they can research, assess, monitor and analyse our programs and activities
- employees and contractors of the Commonwealth for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister, Assistant Minister or Parliamentary Secretary
- a House or Committee of the Australian Parliament.

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

- *National Disability Insurance Scheme Act 2013*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995.*

As part of your application, you also declare your ability to comply with the Privacy Act 1988 (the Act) and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Australian Government would breach an Australian Privacy Principle as defined in the Act.

### **13.4 Confidential Information**

We will treat the information provided as confidential if it meets all the four conditions below:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to applicants or someone else
- applicants provide the information with an understanding it will stay confidential.

We will not be in breach of any confidentiality obligation if the information is disclosed to any one or more of:

- the Selection Advisory Panel and other departmental employees and contractors to help manage the program effectively
- employees, contractors and sub-contractors of the department so they can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister, Assistant Minister or Parliamentary Secretary
- a House or Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

### 13.5 Freedom of information

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

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

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

By mail:           Freedom of Information Team  
                      Government and Executive Services Branch  
                      Department of Social Services (DSS)  
                      GPO Box 9820  
                      Canberra ACT 2601

By email:         [foi@dss.gov.au](mailto:foi@dss.gov.au)

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.



Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li>a. under which relevant money<sup>2</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>3</sup> is to be paid to a grantee other than the Commonwealth and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ol>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<a href="#">GrantConnect</a>	is the Australian government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grantee	the individual/organisation which has been selected to receive a grant.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
Portfolio Budget Statement (PBS) Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.

<sup>2</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>3</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> <li>▪ quality of the project proposal and activities</li> <li>▪ fit for purpose of the proposal in contributing to government objectives</li> <li>▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved</li> <li>▪ potential grantee's relevant experience and performance history.</li> </ul>

**TIMELINE FOR INFORMATION, LINKAGES AND CAPACITY BUILDING - ECONOMIC PARTICIPATION 2020-21 GRANT OPPORTUNITY**

TASK		START	END	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
<b>Minister's responsibilities</b>		<b>Responsibility</b>											
Authority to proceed	Minister	4/9/20	4/9/20										
Media release announcing grant outcomes	Minister	7/4/21	7/4/21										
<b>Department of Social Services</b>		<b>Responsibility</b>											
Opening of grant opportunity	ILC Branch	28/10/20	28/10/20										
Closing of grant opportunity	ILC Branch	8/12/20	8/12/20										
Assessment period	ILC Branch	9/12/20	29/1/21										
Assessment report drafted and approved by departmental delegate	ILC Branch	1/3/21	5/3/21										
Delegate approve Grant opportunity outcomes and proposed grant expenditure	Delegate	3/3/21	12/3/21										
Ministers announce outcomes	Minister	7/4/21	7/4/21										
Notifications to successful applicants	ILC Branch	7/4/21	13/4/21										
Notifications to unsuccessful applicants	Community Grants Hub	7/4/21	13/4/21										
Grant agreements issued to successful applicants	Community Grants Hub	29/4/21	5/5/21										
Agreements negotiated	Community Grants Hub	6/5/21	2/6/21										
Grant agreements executed	Community Grants Hub	3/6/21	9/6/21										
Activity Start date	N/A	10/6/21	10/6/21										