

Empowering participants: information, assistance and connections grants

Grant opportunity guidelines

# Summary of key information

**Opening date**: 9 March 2023

**Closing date and time**: 20 April 2023, 5pm AEST

**Commonwealth policy entity**: National Disability Insurance Agency

**Administering entity**: National Disability Insurance Agency

**Enquiries**: If you have any questions, email them to [SPC2473infoassistconnect@ndis.gov.au](mailto:SPC2473infoassistconnect@ndis.gov.au)  
Questions must be sent no later than 13 April 2023, 5pm AEST

**Date guidelines released**: 9 March 2023

**Type of grant opportunity**: Open competitive

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# Overview

The purpose of the Home and Living Demonstration Projects are to improve the delivery of home and living supports by identifying, testing, and evaluating contemporary models. This contributes to the achievement of [Outcome 1](https://www.dss.gov.au/sites/default/files/documents/10_2022/october_2022-23_social_services_portfolio.pdf) for the National Disability Insurance Agency (NDIA): To implement a NDIS that provides individual control and choice in the delivery of reasonable and necessary supports to improve the independence, social and economic participation of eligible people with disability, their families and carers, and associated referral services and activities.

The objectives of this grant opportunity are to empower participants to exercise more informed choice about their home and living decisions, thereby improving choice and control for NDIS participants.

## Overview of Grant Process

### The grant opportunity opens

We announce the grant round is open. We publish a copy of the grant guidelines, a draft grant agreement, and the application form.

### 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. We assess all eligible applications against the assessment criteria including an overall consideration of value for money.

### We make grant recommendations

We provide advice 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 will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature of the grant and will be 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 Grants

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

# Introduction

These guidelines contain information for the Empowering Participants: Information, Assistance and Connections Grants. These grants will fund projects that empower participants by providing them with access to high quality information, assistance and connections about home and living options.

You must read these guidelines before filling out an application. This document sets out:

* The purpose of the 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.

## Background to the Home and Living Demonstration Projects

We have heard from consultation that providers, participants, and the sector want to develop more innovative and flexible options for home and living supports but need greater support and confidence that there are policy and administrative processes in place to support this.

In response, the National Disability Insurance Agency (NDIA) initiated a program of Demonstration Projects in late 2021, to test and evaluate creative and innovative home and living solutions.

The first round of Demonstration Projects focused on supporting providers and participants to work together to design and test improved ways of funding and delivering Supported Independent Living (SIL).

The second round of Demonstration Projects will focus on testing and evaluating different models of delivering high quality information, assistance and connections support to participants looking to explore their home and living (H&L) options.

## What we are looking for in Round 2 of the Demonstration Projects

We are looking for innovative projects that enable participants to explore and understand their H&L possibilities. Innovation will come from projects being designed with and informed by participants and people with lived experience. Projects must:

* empower participants to be confident and informed customers
* promote genuine independence and inclusion, and
* leverage the available network of services including community and mainstream in new and creative ways.

Successful projects will empower participants to exercise more informed choice and control over their H&L supports and increase independence. They will test and evaluate models which deliver impartial and accessible information and assistance to participants looking to explore their home and living options.

The core capabilities and outcomes generated should demonstrate broader application beyond the grant round, and inform the growing evidence base on best practice.

# Objectives and outcomes of this grant opportunity

## Objectives

The objectives of this grant opportunity are to:

* test and evaluate different ways of providing NDIS participants and their formal and informal supporters with:
* awareness of options
* timely access to information about options
* assistance to actively explore options that are relevant to their needs, including through connection to other participants living in similar arrangements
* support to make informed choices about pursing home and living options.
* identify successful models that:
* the NDIA can foster and encourage as part of improving home and living outcomes for NDIS participants
* can help build broader market and sector capability to improve outcomes for NDIS participants.

## Outcomes

The intended outcomes of the grant opportunity are:

* Participants and their informal and formal supporters are aware of a diverse range of home and living options
* Participants feel confident, supported, and empowered to explore their home and living options with their informal and formal supporters when they are ready
* Participants can make an informed decision and take meaningful action towards achieving their home and living goals through connection to NDIS and other supports
* To demonstrate successful and viable approaches to participant engagement and empowerment that can inform practice.

This round provides an opportunity for organisations to equip participants with high quality information and support to understand all the possible home and living options available to them, with emphasis on contemporary models, where appropriate. Applicants should consider working with participants currently residing in congregate living arrangements who are interested in exploring alternative options, or participants who are interested in moving out of home, for the first time, where appropriate.

There is also an opportunity to use this grant round to support the achievement of some of the key objectives emerging from recent co-design and consultation processes. This includes empowering participants by providing them with opportunities to access independent supported decision making networks, supports and resources.

In the longer-term, the grant opportunity will be a tangible step towards the development of a more integrated and accessible service landscape for home and living supports.

## Participant Involvement

In preparing an application, applicants must demonstrate:

* that their project is borne out of the direct experience and needs of NDIS participants, and that they already have strong relationships with NDIS participants in the community they are targeting for their project, and/or
* that those involved in the development of the project have lived experience of home and living supports in the NDIS that will inform their application.

We strongly encourage applicants to consult with participants to understand their direct experience and needs so that applications can be shaped by participants.

If you are successful, the NDIA can support you to connect with participants in your region who would like to participate in your project. This will involve you showcasing the benefits of your project for participants, and what they would be required to do if they participated.

If your project is working with participants with complex needs, you must demonstrate that your organisation has the skills and experience required to work effectively with this group of people.

Engaging effectively with participants and their informal and formal supporters is a key requirement for this grant round. Your application must explain how you will obtain the agreement of participants to be involved, including gathering informed consent. We want to understand how you will manage the work involved in your project and keep it within the parameters that have been defined.

Specific focus will be placed on diverse groups for this round. This is on the basis that there are specific needs to address and lessons to learn in testing ways of providing information, assistance, and connections to people who identify as part of these groups. This means that we will fund at least one project tailored to each of the following diverse groups, or any combination, where applications of sufficient quality are received:

* 1. Aboriginal and Torres Strait Islander peoples;
  2. Culturally and Linguistically Diverse peoples; and
  3. Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Asexual, Plus (LGBTIQA+) community.

# Grant amount and grant period

## Grants available

A total of up to $1.5 million (GST incl.) over 2023-24 and 2024-25 is available for this grant opportunity.

The grant opportunity application period will run from 9 March 2023 to 20 April 2023.

Grants will be between $80,000.00 (GST incl.) and $400,000.00 (GST incl.), depending on the scope of the grant activity and its complexity.

Factors that you should take into account when applying and which we will use to help assess the appropriateness of the amount of grant funding you are applying for are;

* Scale of the project, specifically the number of participants that will be involved in your project
* Complexity of communication needs within your participant cohort
* Complexity of participants circumstances involved in your projects, including;
  + Remote or very remote geographic location (Modified Monash Model 6 or 7)
  + Complex or multiple mainstream interfaces i.e., Hospital, Justice
  + Limited informal supports or active public guardianship orders
  + Long-term residence in congregate care settings

## Grant period

The maximum grant period is up to 2 years. Grants will be paid in instalments in accordance with reporting requirements over one or two-year periods. Successful grant amounts are not annualised budgets.

# Eligibility Criteria

We cannot consider your application if you do not satisfy the eligibility criterion.

## Who is eligible to apply for a grant?

To be eligible you must:

* have an Australian Business Number (ABN)
* be registered for the purposes of GST
* have an account with an Australian Financial Institution

and be one of the following entity types:

* a company incorporated in Australia
* a company incorporated by guarantee
* an incorporated trustee on behalf of a trust
* an incorporated association
* a partnership
* a joint (consortia) application with a lead organisation
* a [registered charity or] not-for-profit organisation
* an Aboriginal and/or Torres Strait Islander Corporation registered under the [*Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*](https://www.legislation.gov.au/Series/C2006A00124)

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

You are not eligible to apply if you are:

* a Commonwealth, state, territory or local government agency or body (including government business enterprises)
* an individual
* unincorporated association
* overseas resident/organisation
* a NDIS Registered Provider that is:
  + registered to deliver home and living supports[[1]](#footnote-2) with the NDIS Quality and Safeguards Commission as listed under the registration groups detailed in **Appendix A**; and
  + has claimed against one of the support items listed in **Appendix A** in the last 2 years (FY2021-22 & FY 2022-23).
* an unregistered provider delivering home and living supports to NDIS participants and claiming payment under the Support Item Numbers detailed in **Appendix A**.

Organisations that have a contract with the NDIA as a NDIS Partner in the Community (PITC) wishing to apply, can only apply to deliver a project in a geographical area outside of their PITC contract.

Organisations that deliver Support Coordination, Recovery Coach, or ILO Explore and Design supports, who wish to apply, **cannot** claim for the delivery of these supports to project participants for the duration of the grant agreement.

## What qualifications, skills or checks are required?

If you are successful, all personnel working on the project must maintain a Working with Vulnerable People registration.

If your project is targeting people under the age of 18, all personnel working on the project must maintain a Working with Children Check.

We are looking for applicants who have demonstrated:

* success in project delivery, and experience and knowledge of home and living needs of people with disability and the broader sector
* skills to work with participants to build capacity to explore and live in more independent settings using a strengths-based approach
* community and individual capacity building experience.

Applicants are encouraged to employ people with disability with lived experience of home and living supports as part of their project team wherever possible.

# What the grant money can be used for

## Eligible grant activities

Examples of the sorts of activities that may be eligible in this grant round are detailed below.

### Key Assumptions

Projects aimed at changing the way the NDIA approaches reasonable and necessary decision making are out of scope. Projects must instead focus on how to use the current approach to funding home and living supports under the NDIS, plus the broader eco-system of supports available in community and mainstream settings, to generate improved outcomes for participants.

## Outcomes being sought

Projects must contribute to at least one of these outcomes.

### Outcome 1

Participants and their informal and formal supporters are aware of a diverse range of home and living options.

### Outcome 2

Participants feel confident, supported, and empowered to explore their home and living options with their informal and formal supporters when they are ready.

### Outcome 3

Participants can make an informed decision and take meaningful action towards achieving their home and living goals through connection to NDIS and other supports.

### Outcome 4

Demonstration of successful and viable approaches to participant engagement and empowerment that can inform practice.

## Objectives for the Round

The objectives of this grant opportunity are to:

Test and evaluate different ways of providing NDIS participants and their formal and informal supporters with:

* awareness of options
* timely access to information about options
* assistance to actively explore options that are relevant to their needs including through connection to other participants living in similar arrangements
* support to make informed choices about pursing home and living options.

Identify successful models that:

* the NDIA can foster and encourage as part of improving home and living outcomes for NDIS participants
* can help build broader market and sector capability to improve outcomes for NDIS participants.

### Examples of Potential Activities

Activities that help to raise awareness may include but are not limited to:

* Holding home and living information sessions at local high schools, facilitating tours or expos that showcase options available in the local area, or what others have done in other parts of Australia.
* Developing accessible and engaging resources that describe what home and living supports are, what the common concerns/questions are, and who you can speak to when you’re ready to start exploring.
* Developing conversation guides to support participants and their informal and formal supporters to start the conversation about their home and living vision for the future.

Activities that enable participants to explore potential home and living options when they are ready may include but are not limited to:

* Working with participants, and their existing supports such as Support Coordinators, Local Area Coordinators (LACs) and NDIA planners, to understand their circumstances (for example their skills and capacities, current living arrangements, preferences for the future and their network of support). Then using this knowledge to raise awareness about home and living options that may be suitable and how the resources available to them could be best utilised to achieve their desired home and living vision.
* Creating processes that enable exploration of options via:
  + A supported pathway where your organisation provides assistance with the exploration; or
  + An independent pathway where participants and their informal and formal supporters can explore the options themselves, and report back to your organisation around which, if any, are of interest.
* Connecting participants with others who live in similar arrangements; arranging trial experiences or dialogue to improve understanding of home and living supports.
* Creating tools that improve a participant’s understanding of the cost and benefits of options they may be considering.
* Creating tools to enable home and living based conversations to coincide with major life transition points.

Creating opportunities for participants already living in shared and non-shared living environments to share their stories about their living arrangements with other people to inform exploration of their own options and decision making.

#### Activities that enable participants to access NDIS and other supports may include but are not limited to:

* Developing a mapping tool that shows NDIS, community and mainstream supports available within a community.
* Creation of, or tapping into existing, local, or regional home and living forum that connects a participant with other participants, and with organisations or individuals who may be able to provide home and living supports in that community.
* Guidance on identifying and working with new and existing friends/family/community members who may be able to support an Individual Living Options (ILO)-type arrangement.
* Empowering participants by providing them with opportunities to access independent, supported decision making resources, regarding home and living options.

#### Activities that involve building capacity so that participants feel confident, supported, and empowered to pursue their home and living goals, may include but are not limited to, are:

* Creating and identifying opportunities to try new things through existing supports, possibly included in NDIS plans and provided by mainstream services, community services or through the NDIS.
* Providing capacity building for a participant to assist them to pursue an option they are interested in. For example, learning soft skills like conflict resolution, time management, or using assistive technology to support independence.
* Co-designing a range of activities that support skill attainment which might include maximising use of available capacity building supports funded in the participant's plan.

### Primary Output for Participants

Every participant involved in a project must have the opportunity to co-complete a ‘Home and Living Roadmap’ (or similar) which can be used as a reference point when discussing their home and living goals with their informal and formal support network, including their NDIA planner or LAC.

The roadmap must encompass key elements of a person-centred, strengths-based approach to planning for their home and living possibilities in the future. It will include establishing where the participant is at now, where they want to be in the future, what it will take to reach the desired outcome, and what kinds of NDIS funded, mainstream and informal supports could support them to achieve their end goal.

The roadmap must not detail the specific home and living support needs that should be funded through the NDIS. Rather, it must take a strengths-based approach highlighting where capacity building can assist to pursue their goals.

Given that participants are likely to be at different life stages, the participant may choose to use the roadmap in different ways. For example, for a participant who is ready to change their living arrangement and has an upcoming plan reassessment, they may refer to their roadmap in their plan reassessment meeting. Whereas a person who is just starting to consider the possibility of living out of home, may choose to use the roadmap as a guide to inform how they choose to use supports in their NDIS plan to build skills that can help work toward their future home and living goals.

## Eligible locations

All Australian States and Territories.

## Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities.

You can only spend the grant to pay for:

* staff salaries and on-costs that can be directly attributed to the provision of the project as per the grant agreement
* a portion of the cost of participating in the NDIA’s evaluation of the project
* the portion of operating and administration expenses directly related to the project as per the grant agreement, such as:
  + - * telephones
      * computer/ IT/website/software
      * insurance
      * utilities
      * postage
      * stationery and printing
      * accounting and auditing
      * travel/accommodation costs
      * assets as defined in the grant agreement terms and conditions that can be reasonably attributed to meeting agreement deliverables.

In-kind contributions to project delivery will be accepted, however, they will not be taken into account when assessing an application.

Where a projects design is intended to inform business as usual practices after the cessation of the term of the grant agreement, this is acceptable, however, it will not be taken into account when assessing an application.

## What the grant money cannot be used for

You cannot use the grant for the following activities:

* purchase of land
* major capital expenditure
* costs incurred in the preparation of a grant application or related documentation
* subsidy of general ongoing administration of an organisation such as electricity, phone and rent
* major construction/capital works
* overseas travel, and
* activities for which other Commonwealth, state, territory, or local government bodies have primary responsibility.

# The assessment criteria

You must address **all** of the following assessment criteria in the application. Each criterion has equal weighting. The application form includes text limits of 500 words for each criterion that must not be exceeded.

Text in excess of the word limit may not be assessed.

## Criterion 1: Addressing a Need

Demonstrate the need that the project will address, including the participant group/s that will be targeted. Demonstrate how the project will address the need/s.

You should demonstrate this through identifying:

* Evidence of the needs being addressed
* Evidence about the potential effectiveness and level of innovation, of the approach to addressing the needs.

## Criterion 2: Participant Engagement

Demonstrate how participants have shaped the proposed project, and/or what role participants will play in shaping the design, delivery, or governance of the project. In responding applicants must detail how they will work effectively with and alongside participants so that they are empowered through their involvement in the project.

You should demonstrate this through identifying:

* Evidence of engagement with participants prior to application
* An engagement strategy for connecting with participants as part of this project
* If your project is targeting any of the diverse cohorts listed in Section 2.3 of these Guidelines, please explain how you will tailor your engagement to meet their specific needs.

## Criterion 3: Project Management Approach

Outline your approach to managing the proposed project. In responding applicants must provide details of its project management approach and governance arrangements.

You should demonstrate this through identifying:

* A project management plan
* Governance structure and arrangements for the project.

## Criterion 4: Stakeholder Engagement

Outline your approach to stakeholder engagement, including how the consultation will be conducted in the area where the project will be delivered for example, LACs, Support Coordinators, disability representative organisations (DRO) and participants formal and informal supports.

You should demonstrate this through identifying:

* A stakeholder engagement plan.

## Criterion 5: Staff Experience

Demonstrate the capability and stability of your organisation, and the experience of relevant staff that will be drawn on to successfully deliver the proposed project.

You should demonstrate this through identifying:

* Examples that detail your experience in developing and delivering similar projects in the past.

The NDIA will also consider value for money and risk in the assessment of applications.

We recognise that once the selected projects engage with participants there may need to be minor changes to the proposed project design. The NDIA will consider these on a case-by-case basis.

# How to apply

Before applying, you must read and understand these guidelines, and the sample grant agreement. Any alterations and addenda[[2]](#footnote-3) will be posted on the NDIS webpage where the grant opportunity has been advertised.

To apply you must:

* complete the prescribed response document Appendix C – SPC0002473 – Grant Application Form
* complete the prescribed budget document Appendix D – SPC0002473 – Detailed Budget
* provide all the information requested
* address all eligibility criteria and assessment criteria
* include all necessary attachments
* submit your application via email to [SPC2473infoassistconnect@ndis.gov.au](mailto:SPC2473infoassistconnect@ndis.gov.au) by **20 April 2023, 5pm AEST**.

**Appendix C – SPC0002473 – Grant Application Form** must be submitted in either .docx or .pdf format. The maximum size allowance limit is 50MB.

**Appendix D – SPC0002473 – Detailed Budget** must be submitted in .xls format.

If you have any questions about the accessibility of the **Appendix C – SPC0002473 – Grant Application Form** please email:

[SPC2473infoassistconnect@ndis.gov.au](mailto:SPC2473infoassistconnect@ndis.gov.au)

**Subject**: [SPC2473] Application for Organisation Name

Where the word document application form is not accessible for you, the NDIA may accept applications in audio and video formats.

You must contact the NDIA via email, by **13 April 2023, 5pm AEST** to discuss the requirements for submitting your application in these formats. Email the Agency at:

[SPC2473infoassistconnect@ndis.gov.au](mailto:SPC2473infoassistconnect@ndis.gov.au)

**Subject**: [SPC2473] Application for Organisation Name

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*](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/cca1995115/sch1.html) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately via email at:

[SPC2473infoassistconnect@ndis.gov.au](mailto:SPC2473infoassistconnect@ndis.gov.au)

**Subject**: [SPC2473] Resubmit Application for Organisation Name

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

You should keep a copy of your application and any supporting documents. We will acknowledge that we have received your application within two working days. If you need further guidance around the application process or if you are unable to submit an application online contact us via email at:

[SPC2473infoassistconnect@ndis.gov.au](mailto:SPC2473infoassistconnect@ndis.gov.au)

**Subject**: [SPC2473] Application for Organisation Name

## Attachments to the application

You are required to attach a project budget as part of completing your application using the prescribed template **Appendix D – SPC002473 – Detailed Budget** provided on the NDIS webpage.

Any additional attachments submitted will not be assessed.

## Applications from a Consortium

Where a project is being delivered by a consortium, only the lead entity from the consortium is eligible to apply for the grant.

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 NDIA. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

* details of the partner organisation
* an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity
* an outline of the relevant experience and/or expertise the partner organisation will bring to the group
* the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
* details of a nominated management level contact officer.

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

## Timing of grant opportunity processes

You must submit your application prior to the published closing date. The NDIA may accept late applications where unforeseen or exceptional circumstances prevented you from submitting before the close date.

Unforeseen or exceptional circumstances are events that may be characterised by one or more of the following, and are situations that are beyond the applicant’s control, such as:

* major network outages
* IT equipment theft
* a catastrophic weather event, or
* key person medical emergency

A late application request must be submitted in writing via email to:

[SPC2473infoassistconnect@ndis.gov.au](mailto:SPC2473infoassistconnect@ndis.gov.au).

The request must include an explanation of the circumstances that prevented the application being submitted and supporting evidence.

The NDIA will assess the request on its merits and in accordance with probity principles to determine if a late application will be accepted. The NDIA will advise the applicant of the outcome within two (2) business days of receiving the request. The decision is final and will not be subject to a review or appeals process.

If you are successful, we expect you will be able to commence your grant activity around July 2023.

### Expected timing for this grant opportunity

**Assessment of applications**: 21 April to late May 2023

**Approval of outcomes of selection process**: June 2023

**Negotiations and award of grant agreements**: 2 weeks

**Notification to unsuccessful applicants**: 1 week

**Earliest start date of projects**: July 2023

**End date of grant activity or agreement**: July 2025

## Questions during the application process

If you have any questions during the application period, contact the Agency via email at:

[SPC2473infoassistconnect@ndis.gov.au](mailto:SPC2473infoassistconnect@ndis.gov.au)

Questions must be sent no later than **13 April 2023, 5pm AEST**.

The NDIA will respond to emailed questions within four working days through the form of an Addendum which will be published to the NDIS website.

# The grant selection process

## Assessment of grant applications

We review your application against the eligibility criteria. Only eligible applications will move to the next stage. We consider eligible applications through a two-stage selection process.

### Stage 1

If eligible, we will assess your application against the assessment criteria (see Section 6) and against other applications in Stage 1. We consider your application on its merits, based on how well it meets the criteria how it compares to other applications.

### Stage 2

The second stage of the selection process will involve a Selection Advisory Pane (SAP)l. The role of the SAP is to consider the extent to which applications represent value with relevant money[[3]](#footnote-4) (VFM) and make recommendations to the Delegate having regard to:

* the overall objective/s to be achieved in providing the grant
* the relative value of the grant sought
* the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives.
* how the grant activities will target groups or individuals
* risks and their management – including financial risk, organisational capacity, and value of the proposed grant.

## Who will assess the applications

An assessment team will assess each eligible and compliant application on its merit and compare it to other eligible applications. The Assessment Team will be made up of APS and Executive Level staff from the NDIA, who will undertake training to ensure consistent assessment of all applications.

The SAP will comprise a mix of senior employees of the NDIA, Commonwealth Government, people with disability and people with relevant specialist expertise. The SAP willdraw upon its knowledge of the sector and of relevant policy and program delivery and lived experience to make recommendations to the Program Delegate about suitable applications.

Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the *Commonwealth Grants Rules and Guidelines* (CGRGs).

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

The SAP recommends to the Program Delegate which applications to approve for a grant.

If your application is recommended for a grant, the NDIA may decide to undertake a financial viability assessment prior to the Program Delegate considering recommended applications. The NDIA reserves the right to request three (3) years of audited financial statements in order for the financial viability assessment to be conducted and will notify you of this requirement.

## Who will approve the grants

The Program Delegate, the Chief Executive Officer, NDIA, decides which grants to approve taking into account the recommendations of the SAP and the availability of grant funds for the purposes of the grant program.

The Program Delegate’s decision is final in all matters, including:

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

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

# Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

## Feedback on your application

If you are unsuccessful, you may ask for feedback within one month of being advised of the outcome. You can request feedback via email at:

[spc2473infoassistconnect@ndis.gov.au](mailto:spc2473infoassistconnect@ndis.gov.au)

**Subject**: [SPC2473] Feedback Request

Wewill give written feedback within one month of your request.

## Further grant opportunities

Not applicable for this grant opportunity.

# Successful grant applications

## The grant agreement

To be eligible to receive the grant, you must enter into a legally binding grant agreement with the NDIA. A draft grant agreement has been provided as **Appendix B – SCP0002473 – Draft Grant Agreement**. If there is any inconsistency between these guidelines and the grant agreement, then the grant agreement prevails.

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, and the NDIA’s execution of the grant agreement is subject to delegate approval. If you choose to start your project before you have an executed grant agreement, you do so at your own risk. Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the grant agreement.

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

## Specific legislation, policies, and industry standards

Not applicable for this grant opportunity.

## How we pay the grant

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments in arrears, based on your progress against milestones. Payments are subject to satisfactory progress as demonstrated in Quarterly Progress Reports.

## Grant payments and GST

The Grantee must provide the NDIA with a Correctly Rendered Invoice for each milestone to be eligible for a Grant payment.

The NDIA will pay the amount of a Correctly Rendered Invoice to the Grantee within 20 calendar days after receiving it, or if this day is not a business day, on the next business day.

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[[4]](#footnote-5). We do not provide advice on your particular taxation circumstances.

# Announcement of grants

If successful, the NDIA will liaise with you to determine how and when your grant will be announced.

# How we monitor your grant activity

## Keeping us informed

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

We need to know of any key 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.

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 terms and conditions under the grant agreement, you must contact us immediately.

## Reporting

You must submit reportsin line with the [grant agreement](file://prod.protected.ind/User/user03/LLau2/insert%20link%20here). We will remind you of your reporting obligations before a report is due. We will expect you to report on how you have used the grant to support project establishment, project management and evaluation of your project.

We will only make grant payments when we receive satisfactory Quarterly Progress Reports. You must discuss any reporting delays with us as soon as you become aware of them.

A final report will be required at the conclusion of your grant activity. 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 within 90 days of completion in the format provided in the grant agreement

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

## Financial declaration

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.

## 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 sending the NDIA an email (via [demonstrationprojects@ndis.gov.au](mailto:demonstrationprojects@ndis.gov.au)) explaining what change is being requested and why.

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.

## Compliance visits

The NDIA may visit the Grantee during or at the completion of the Activity to review the Grantee’s compliance with this Agreement. The NDIA will provide the Grantee with reasonable notice of any compliance visit.

## Record keeping

We may also inspect the records you are required to keep under the grant agreement. The Grantee must maintain records of the performance of the Grant Activity and the expenditure of the Grant for a period of two years after completing the Grant Activity and to make them available to the Commonwealth on request.

## Evaluation

We will independently evaluate the selected projects to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to understand 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.

## Acknowledgement

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

‘This ‘grant activity’ received grant funding from the Australian Government through the National Disability Insurance Agency.

# 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.

## Enquiries and feedback

The NDIA’s Complaints Procedures [Feedback and complaints | NDIS](https://www.ndis.gov.au/contact/feedback-and-complaints) apply to complaints about this grant opportunity.All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to: [SPC2473infoassistconnect@ndis.gov.au](mailto:SPC2473infoassistconnect@ndis.gov.au)

If you do not agree with the way the NDIA has handled your complaint, you may complain to the [Commonwealth Ombudsman](http://www.ombudsman.gov.au/). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the NDIA.

The Commonwealth Ombudsman can be contacted on:

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

## Conflicts of Interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a [conflict of interest](http://www.apsc.gov.au/publications-and-media/current-publications/aps-values-and-code-of-conduct-in-practice/conflict-of-interest), or perceived conflict of interest, if NDIA’s 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 assessment committee;
* has a 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; or
* has a 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 identify an actual, apparent, or perceived conflict of interest, you must inform the NDIA 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))](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/psa1999152/s13.html) of the [*Public Service Act 1999*](https://www.legislation.gov.au/Series/C2004A00538). Committee members and other officials including the decision maker must also declare any conflicts of interest.

## Privacy

We treat your personal information, and protected Agency information, according to the [*Privacy Act 1988*](https://www.legislation.gov.au/Details/C2014C00076)(Cth) (Privacy Act) (including the[Australian Privacy Principles](https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles)) and the *National Disability Insurance Scheme Act 2013* (Cth) (NDIS Act).

This includes letting you know:

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

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected unless an exception applies.

Further information about how we handle personal information is found in our [Privacy Policy](https://www.ndis.gov.au/about-us/policies/privacy) and the Empowering Participants: Information, Assistance and Connections Grants application form.

As part of your application, you declare your ability to comply with the [Privacy Act](https://www.legislation.gov.au/Details/C2014C00076)(including the Australian Privacy Principles) and the NDIS Act, 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 NDIA would breach an Australian Privacy Principle as defined in the [Privacy Act](https://www.legislation.gov.au/Details/C2014C00076).

## Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament, or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents, or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

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

We will not be in breach of any confidentiality agreement if the information is disclosed to:

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

## Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [*Freedom of Information Act 1982*](https://www.legislation.gov.au/Series/C2004A02562) (FOI Act).

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

All FOI requests must be referred to the FOI Coordinator in writing.

By mail: Freedom of Information Section

Parliamentary, Ministerial & FOI Branch

Government Division

National Disability Insurance Agency

GPO Box 700

Canberra ACT 2601

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

# Consultation

Not applicable for this grant opportunity.

# Glossary

|  |  |
| --- | --- |
| Term | Definition |
| accountable authority | see subsection 12(2) of the [*Public Governance, Performance and Accountability Act 2013*](http://www.finance.gov.au/resource-management/pgpa-legislation-rules-and-associated-instruments/) (PGPA Act). |
| 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](http://www.finance.gov.au/resource-management/pgpa-legislation-rules-and-associated-instruments/). |
| completion date | the expected date that the grant activity must be completed and the grant spent by. |
| 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. |
| grant | for the purposes of the CGRGs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:  under which relevant money[[5]](#footnote-6) or other [Consolidated Revenue Fund](https://www.finance.gov.au/resource-management/pgpa-glossary/consolidated-revenue-fund/) (CRF) money[[6]](#footnote-7) is to be paid to a grantee other than the Commonwealth; and  which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives. |
| 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. |
| grant opportunity | refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process. |
| grant program | a ‘program’ carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program. |
| grantee | the individual/organisation which has been selected to receive a grant. |
| PBS Program | described within the entity’s [Portfolio Budget Statement](https://www.budget.gov.au/2018-19/content/pbs/index.html), 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. |
| personal information | Section 6 of the Privacy Act defines personal information as information or an opinion about an identified individual, or an individual who is reasonably identifiable:  (a) whether the information or opinion is true or not; and  (b) whether the information or opinion is recorded in a material form or not. |
| protected Agency information | Section 9 of the NDIS Act defines protected Agency information as:  information about a person that is or was held in the records of the NDIA; or  information to the effect that there is no information about a person held in the records of the NDIA. |

# Appendix A

For the purposes of this grant round, home and living supports are defined per Table 1 and Table 2 below.

1. Registration Group 0131: Specialised disability accommodation

|  |  |  |
| --- | --- | --- |
| Support Item No. | Support Item Name | |
| 06\_431\_0131\_2\_2 | Specialist Disability Accommodation (SDA) - Quotable Amount |
| 06\_432\_0131\_2\_2 | SDA Vacancy - Person-Specific Adjustment | |
| 06\_434\_0131\_2\_2 | Specialist Disability Accommodation (SDA) - Monthly Amount |

1. Registration Group 0115: Assistance with daily life tasks in a group or shared living arrangement

|  |  |  |
| --- | --- | --- |
| Support Item No. | Support Item Name | |
| 01\_026\_0115\_1\_1 | Assistance In Living Arrangements (Host Family/Alternative Family Situation) |
| 01\_027\_0115\_1\_1 | Assistance In A Shared Living Arrangement | |
| 01\_045\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:4 - Weekday |
| 01\_046\_0115\_1\_1 | Assistance In Individual Living Arrangement For Person With Complex Needs | |
| 01\_049\_0115\_1\_1 | Cross Billing Payments For Residential Aged Care Subsidies And Supplements |
| 01\_050\_0115\_1\_1 | Assistance With Daily Life Tasks Provided In Residential Aged Care Facility | |
| 01\_051\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:4 - Saturday |
| 01\_052\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:4 - Sunday | |
| 01\_053\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:4 - Public Holiday |
| 01\_054\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:2 - Weekday | |
| 01\_055\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:2 - Saturday |
| 01\_056\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:2 - Sunday | |
| 01\_057\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:2 - Public Holiday |
| 01\_058\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:1 - Weekday | |
| 01\_059\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:1 - Saturday |
| 01\_060\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:1 - Sunday | |
| 01\_061\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:1 - Public Holiday |
| 01\_062\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:3 - Weekday | |
| 01\_063\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:3 - Saturday |
| 01\_064\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:3 - Sunday | |
| 01\_065\_0115\_1\_1 | STA And Assistance (Inc. Respite) - 1:3 - Public Holiday |
| 01\_066\_0115\_1\_1 | Unplanned onsite shared supports in Specialist Disability Accommodation | |
| 01\_082\_0115\_1\_1 | Medium Term Accommodation |
| 01\_200\_0115\_1\_1 | Assistance With Self-Care Activities in a STA - Weekday Daytime | |
| 01\_201\_0115\_1\_1 | Assistance With Self-Care Activities in a STA - Weekday Evening |
| 01\_202\_0115\_1\_1 | Assistance With Self-Care Activities in a STA - Saturday | |
| 01\_203\_0115\_1\_1 | Assistance With Self-Care Activities in a STA - Sunday |
| 01\_204\_0115\_1\_1 | Assistance With Self-Care Activities in a STA - Public Holiday | |
| 01\_205\_0115\_1\_1 | Assistance With Self-Care Activities in a STA - Weekday Night |
| 01\_801\_0115\_1\_1 | Assistance in Supported Independent Living - Standard - Weekday Daytime | |
| 01\_802\_0115\_1\_1 | Assistance in Supported Independent Living - Standard - Weekday Evening |
| 01\_803\_0115\_1\_1 | Assistance in Supported Independent Living - Standard - Weekday Night | |
| 01\_804\_0115\_1\_1 | Assistance in Supported Independent Living - Standard - Saturday |
| 01\_805\_0115\_1\_1 | Assistance in Supported Independent Living - Standard - Sunday | |
| 01\_806\_0115\_1\_1 | Assistance in Supported Independent Living - Standard - Public Holiday |
| 01\_811\_0115\_1\_1 | Assistance in Supported Independent Living - High Intensity - Weekday Daytime | |
| 01\_812\_0115\_1\_1 | Assistance in Supported Independent Living - High Intensity - Weekday Evening |
| 01\_813\_0115\_1\_1 | Assistance in Supported Independent Living - High Intensity - Weekday Night | |
| 01\_814\_0115\_1\_1 | Assistance in Supported Independent Living - High Intensity - Saturday |
| 01\_815\_0115\_1\_1 | Assistance in Supported Independent Living - High Intensity - Sunday | |
| 01\_816\_0115\_1\_1 | Assistance in Supported Independent Living - High Intensity - Public Holiday |
| 01\_821\_0115\_1\_1 | Assistance in Supported Independent Living - Weekly | |
| 01\_822\_0115\_1\_1 | Assistance in Supported Independent Living – Exit Accommodation Permanently |
| 01\_825\_0115\_1\_1 | Assistance in Supported Independent Living | |
| 01\_832\_0115\_1\_1 | Assistance in Supported Independent Living - Night - Time Sleepover |
| 01\_851\_0115\_1\_1 | Individualised Living Options - Support Model | |

# Appendix B – SPC0002473 – Draft Grant Agreement

Successful applicants will be required to sign this agreement. You can get a copy of this agreement on the NDIS webpage for the [Home and living demonstration projects (ndis.gov.au)](https://ndis.gov.au/about-us/improving-ndis/improvements-home-and-living-supports/home-and-living-demonstration-projects/home-and-living-demonstration-projects-round-2).

# Appendix C – SPC0002473 – Grant Application Form

All applications for this grant must use the template provided on the NDIS webpage for the [Home and living demonstration projects (ndis.gov.au)](https://ndis.gov.au/about-us/improving-ndis/improvements-home-and-living-supports/home-and-living-demonstration-projects/home-and-living-demonstration-projects-round-2).

You must not add any graphics or charts to the application form. Please only use the template provided.

Where the word document application form is not accessible for you, the NDIA may accept applications in audio and video formats.

You must contact the NDIA via email, by **5pm AEST on Thursday 13 April 2023** to discuss the requirements for submitting your application in these formats.

Email your request to:

[spc2473infoassistconnect@ndis.gov.au](mailto:spc2473infoassistconnect@ndis.gov.au)

**Subject**: [SPC2473] Alternative medium request for Organisation Name

# Appendix D – SPC0002473 – Detailed Budget

Your application must include a budget. You must use the budget template provided on the NDIS website page for the [Home and living demonstration projects (ndis.gov.au)](https://ndis.gov.au/about-us/improving-ndis/improvements-home-and-living-supports/home-and-living-demonstration-projects/home-and-living-demonstration-projects-round-2).

If the budget template is not accessible for you, the NDIA may accept a budget in an alternative format.

You must contact the NDIA via email, by **5pm AEST on Thursday 13 April 2023** to discuss the requirements for submitting your application in these formats.

Email your request to:

[spc2473infoassistconnect@ndis.gov.au](mailto:spc2473infoassistconnect@ndis.gov.au)

**Subject**: [SPC2473] Alternative medium request for Organisation Name

1. Home and living supports in the context of this grant round include and are limited to the NDIS Quality and Safeguards Commission registration groups and support items as outlined in Appendix A. [↑](#footnote-ref-2)
2. Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents. [↑](#footnote-ref-3)
3. See glossary for an explanation of ‘value with money’. [↑](#footnote-ref-4)
4. <https://www.ato.gov.au/> [↑](#footnote-ref-5)
5. Relevant money is defined in the PGPA Act. See section 8, Dictionary. [↑](#footnote-ref-6)
6. Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money. [↑](#footnote-ref-7)