



# Home and living demonstration projects – Round 2

**Empowering participants:**

**Information, assistance and connection grants**

**Grant Opportunity Guidelines**

Easy Read version

**ndis**

[ndis.gov.au](https://www.ndis.gov.au)

## How to use these guidelines



The National Disability Insurance Agency (NDIA) wrote these guidelines. When you see the word 'we', it means the NDIA.



We wrote these guidelines in an easy to read way. We use pictures to explain some ideas.

**Bold**  
Not bold

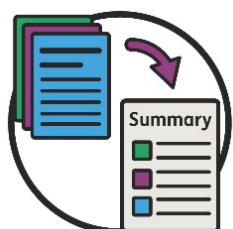
We wrote some words in **bold**.

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page 71.



These Easy Read guidelines are a summary of another set of guidelines. This means they only include the most important ideas.



You can find the other set of guidelines on our website.

[www.ndis.gov.au/about-us/improving-ndis/improvements-home-and-living-supports/home-and-living-demonstration-projects/home-and-living-demonstration-projects-round-2](http://www.ndis.gov.au/about-us/improving-ndis/improvements-home-and-living-supports/home-and-living-demonstration-projects/home-and-living-demonstration-projects-round-2)



It's a good idea to read these guidelines so you can understand how to apply for a grant.



This document is quite long.  
It includes a lot of information.



You don't need to read it all at once.



We have broken these guidelines up into sections to make it easier to read.



You can ask for help to read these guidelines.  
A friend, family member or support person may be able to help you.



You can find more information about the grants on the NDIS website.

[www.ndis.gov.au/about-us/improving-ndis/improvements-home-and-living-supports/home-and-living-demonstration-projects/home-and-living-demonstration-projects-round-2](http://www.ndis.gov.au/about-us/improving-ndis/improvements-home-and-living-supports/home-and-living-demonstration-projects/home-and-living-demonstration-projects-round-2)

## What's in these guidelines?

About these guidelines	6
What is Home and Living Innovation?	10
About this grant round	12
What can the grant money be used for?	14
How much are the grants worth?	21
What can you spend the grant money on?	23
What can't you spend the grant money on?	24
<b>Applying for a grant</b>	<b>25</b>
What you need to know about applying for a grant	26
Who can apply for a grant?	29
Important parts of the application	39
How we choose who we give grants to	47

<b>Successful applications</b>	<b>51</b>
Successful grant applications	52
Grant Agreements	53
Things you must do	55
Things we must do	57
Fairness and honesty	59
Conflicts of interest	60
<b>Complaints and privacy</b>	<b>62</b>
Making a complaint	63
Protecting your privacy	65
Freedom of information	67
More information	69
Word list	71

## About these guidelines



These Grant Opportunity Guidelines explain how organisations can apply for **grants**.



A grant is money from the government to pay for important work that can help others.



If you have an idea for a project you think can help others, you might be able to get a grant.



You have to apply to get a grant.

There's a form you need to fill out.



We call this an **application**.



You should read these guidelines before you apply.

You should also read the full Grant Opportunity Guidelines.



You can find the guidelines on the NDIS website.

[www.ndis.gov.au/about-us/improving-ndis/  
improvements-home-and-living-supports/  
home-and-living-demonstration-projects/  
home-and-living-demonstration-projects-round-2](http://www.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:



- fill out every part of the application



- give us all the information we ask for.



You can find more information about applying for a grant on pages 25–50.

## Who reads the applications?



2 groups of people will read the applications.







One group includes people from the NDIA.

They will do training to make sure they treat all applications fairly.

We call them the Assessment Team.

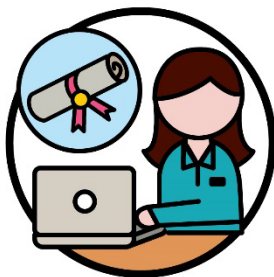
The other group includes:



- people from the government, including the NDIA



- people with disability



- experts.



We call them the Selection Advisory Panel.

## What is Home and Living Innovation?



Our Home and Living Innovation work includes giving grants to organisations to test new projects.



These projects test new ways of providing home and living supports to **participants**.

Participants are people with disability who take part in the NDIS.



We want to make home and living supports better.

We also want our work to support participants to:



- know what home and living supports they can use



- have a say in how home and living supports work.

We will know that things are working when participants have:



- more choice and control about their home and living supports

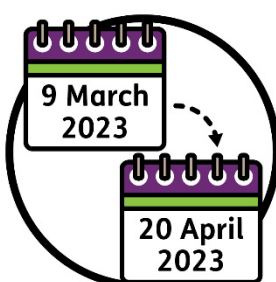


- good experiences with home and living supports.

## About this grant round



These guidelines are about a grant opportunity called ‘Empowering participants: information, assistance and connections’.



The grant round is open from:

- 9 March 2023
- to
- 20 April 2023, AEST 5 pm.



We want organisations to help participants find and use home and living supports that are right for them.



They can do this by:

- sharing good quality information
- connecting them with home and living services.



We also want participants to:



- know what home and living choices they have



- have a say about how home and living supports work



- have **confidence** to look for home and living supports that they want.

When you have confidence, you:



- believe in yourself
- know what you can do
- can try new things.

# What can the grant money be used for?



**Objectives** are important results we want to achieve.

We want to test new ways to help participants:



- know about their options when they need to



- learn about their options



- get support to explore options that are right for them.

We also want to find new ideas that:



- we can teach to others to make home and living supports better



- can help the NDIS support participants.



We explain what activities we are looking for in more detail on the following pages.

## Including participants



Your application must show us that your project focuses on things participants really need.



You must show us that you have a relationship with participants in the community you want to work with.



Or your application must show us how you will use **lived experience** of home and living supports in the NDIS.

When someone has lived experience of home and living supports, they:



- have used home and living supports
- know what life can be like for people who use home and living supports.



We want you to talk with participants about what they need from home and living supports.

This way participants can have a say in your application.





If you receive a grant, you might need more participants to take part in your project.

We can help you connect with more participants in the community you want to support.



As part of this you will have to show participants:

- how your project will help them
- what they need to do to take part.



If you want to focus on participants with high support needs, you will need to show us you have the right:

- skills
- experience.

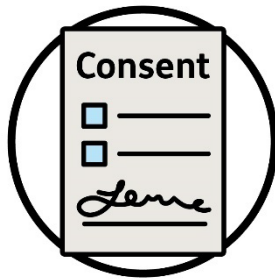


Your application must show us how you plan to work with:

- participants
- people who support them.

This is an important part of this grant round.

You must include how you will make sure participants:



- agree to take part in the project
- give their **consent**.

When you give consent, you say it's ok to do something.

## Diverse groups



This grant round will also focus on 3 groups who might need more support.

We call them **diverse groups**.



We want to focus on First Nations peoples.



We want to focus on **culturally and linguistically diverse (CALD)** communities.



CALD people:

- come from different backgrounds
- speak languages other than English.



We want to focus on **LGBTIQA+** communities.

The letters LGBTIQA stand for lesbian, gay, bisexual, transgender, intersex, queer or questioning and asexual.



The '+' is for people who are part of the LGBTIQA+ community but don't talk about themselves using a word from this list.



We want to focus on these groups because they might need different types of support.



We might give grant money to at least one project that supports each of these groups.

But only if the project is good quality.

## How much are the grants worth?



There is \$1.5 million available in this round of grants:

- over 2 years
- starting in 2023.

The grants will be between:



- \$80,000

and



- \$400,000.



We will:

- look at how much money you ask for
- work out if it is the right amount to spend on your project.

You should think about:



- how many participants will be in your project



- what challenges participants face in the community you want to work with.

## What can you spend the grant money on?



Organisations can use grants from this grant round in all parts of Australia.

You can spend the grant money on things like:



- staff wages during your project



- the cost for doing the project



- operating costs such as:
  - phones
  - computers
  - insurance for your project



- working out if the project has been a success.

## What can't you spend the grant money on?

There are some things you can't spend your grant money on, including:



- work you did before the grant – including work to apply for the grant



- buying land or vehicles



- things your organisation would usually pay for



- travel outside Australia



- things the government should pay for.



# Applying for a grant



# What you need to know about applying for a grant



This grant opportunity opens on Thursday 9 March 2023.



And it closes at AEST 5 pm on Thursday 20 April 2023.



You should use our Grant Application Form to apply for a grant.

[www.ndis.gov.au/about-us/improving-ndis/improvements-home-and-living-supports/home-and-living-demonstration-projects/home-and-living-demonstration-projects-round-2](http://www.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 need to send in your application before the closing date and time.



If the application form is not **accessible** for you, you can ask us about other ways to make your application.



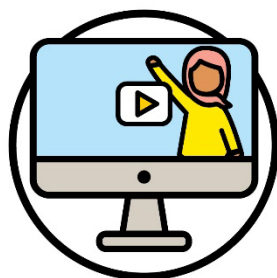
When a form is accessible, it is easy to:

- find and use
- understand.

For example, you could make:



- an audio recording



- a video recording.



You must tell us if you want to make your application in these ways by AEST 5 pm on Thursday 13 April 2023.

We will tell you what you need to do.



You can ask us in an email.

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



You should read these guidelines carefully before you send your application.

On the following pages we explain:



- who can apply for a grant



- important parts of the application.



You should also read our sample grant agreement.

## Who can apply for a grant?



To apply for a grant you need to have an **ABN** – Australian Business Number.

This a number you need to have when you run a business or company in Australia.



You also need to pay GST – the Goods and Services Tax.

Your organisation must also be one of the groups in this list:



- a company



- an incorporated association – an organisation that has Association, Incorporated or Inc. in their legal name



- a **trustee** on behalf of a **trust**

A trust is when 1 or more people manage money and property for another person or organisation. The people who manage the trust are called trustees.



- a partnership



- a joint application with a lead organisation



- a registered charity  
or not-for-profit organisation



- an Aboriginal and Torres Strait  
Islander Corporation.



You must not be part of the government.

You must:

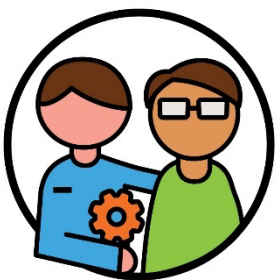


- live in Australia
- run your business in Australia
- have an Australian bank account.

You can apply for a grant if you are:



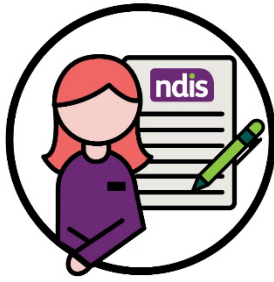
- an **NDIS registered provider**
- but
- not **registered** to provide home and living supports.



NDIS registered providers support NDIS participants.



When a provider is registered, they are on a list we check.



You can also apply if you are an NDIS Partner in the Community.

But you can only apply for a project outside the area where you already work with participants.

You can apply if your organisation provides supports in:



- support coordination



- recovery coach



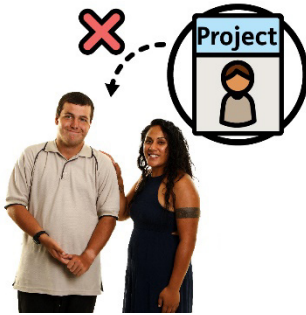
- explore and design.



But you must not:



- include people you already support in the project



- provide people who take part in the project with any other supports.



If your organisation gets a grant, everyone working on the grant activity must have a working with **vulnerable** people registration.

Vulnerable people are at risk of being hurt or taken advantage of.



This is a government document that says the person can work with vulnerable people.



If your project includes people less than 18 years old, everyone working on the grant activity must have a working with children check.



This is a government document that says the person can work with children.

## Applications we want

We are looking for applications that show us you have:



- delivered projects well in the past



- experience with home and living supports



- an understanding of the home and living support needs of people with disability



- experience building home and living skills in the community.

We want applications that show us you have the skills to support participants to:

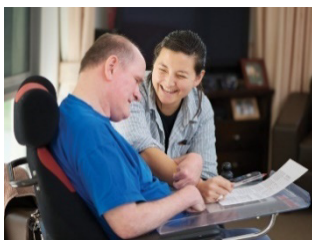


- make their own choices about where they live



- live the way they want.

We want applications to show us that they hire people with disability:

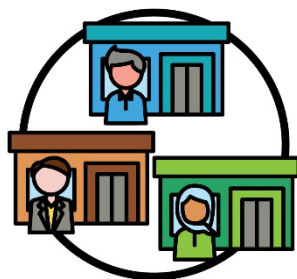


- who have lived experience of home and living supports



- to work on the project.

## Applying as a group



An organisation can apply with a group of other organisations.

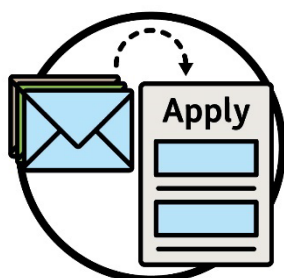
We call this a **consortium**.



If you are part of a consortium, you must decide which organisation will be the leader.

Only the leader can apply for a grant.

You must:



- tell us who all members of your consortium are
- include a letter from each organisation in your application.

The letter must tell us:



- about the organisation



- how the organisation will work with the rest of the consortium



- what experience they have

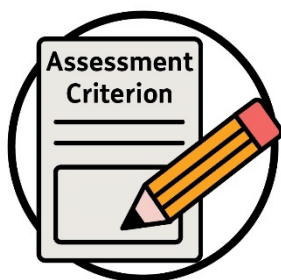


- what they will do as part of the consortium



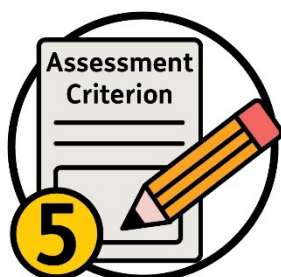
- who we can contact in the organisation.

## Important parts of the application



We have questions you must answer.

We call them **Assessment Criterion**.



There are 5 Assessment Criterion in the application form.

You must answer all 5 Assessment Criterion.



Each Assessment Criterion has a word limit of up to 500 words.

## Assessment Criterion 1

You must tell us:



- why participants need this kind of project



- which part of the community you will work with



- how your project will provide participants with what they need.



You must share proof that shows:

- participants need this project
- your project can help them.



## Assessment Criterion 2

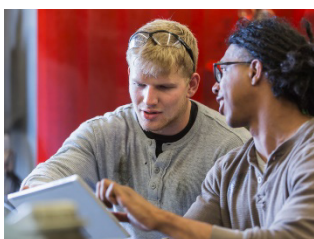


You must show us how you will work with participants:

- to plan your project
- during your project.



You must show us how you worked with participants to make your application.



You must share your plan for how you will:

- work with participants
- build their confidence.



If you will work with one of the diverse groups, you must explain how you plan to work with them.

You can read about the diverse groups on pages 18-20.

## Assessment Criterion 3



You must tell us how you plan to run the project.



This includes a project management plan.



You must also explain how you will manage things your organisation needs to do for the project.

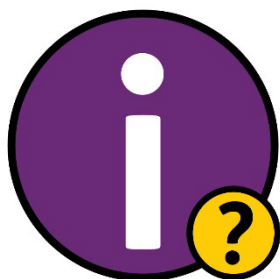
## Assessment Criterion 4



You must tell us who you need to work with to make the project work well, including:

- people
- organisations.

We call this a stakeholder engagement plan.



This includes telling us about how you will get information about the community you want to support.



For example, you might talk to people who work with participants to help them:

- find and use services and supports
- plan and use their NDIS supports.



You might also talk to:

- organisations that speak up for people with disability
- other people who support participants.

## Assessment Criterion 5

You must tell us what:



- skills you have to deliver your project



- experience your staff have with this type of project



- other projects you have done before that are like this one.

## Other information we need



When you send us your application, you must also send us a project **budget**.

A budget is a plan for how to spend money.



There is a template for you to use on the NDIS website.

[www.ndis.gov.au/about-us/improving-ndis/improvements-home-and-living-supports/home-and-living-demonstration-projects/home-and-living-demonstration-projects-round-2](http://www.ndis.gov.au/about-us/improving-ndis/improvements-home-and-living-supports/home-and-living-demonstration-projects/home-and-living-demonstration-projects-round-2)



We might contact you to ask for an **audited financial statement**.

This is a document that explains how much money your organisation makes and spends.

An accountant has checked and signed it.



We might ask to check your audited financial statements for the last 3 years.

We will do this if we:



- think we will give you a grant



- want to make sure you can provide your project.

## How we choose who we give grants to

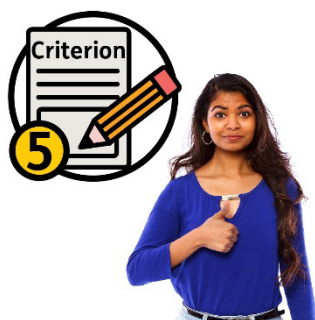


After an organisation sends us their application, a group of people from the NDIA read it carefully.

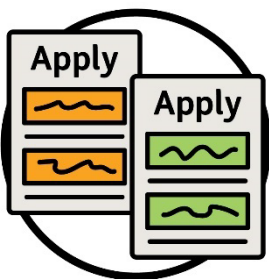
They will do training to make sure they treat all applications fairly.

We call them the Assessment Team.

The Assessment Team will think about:



- how well applications answer the 5 Assessment Criterion



- what other applications are like.



Then another group will read the applications.

We call this group the Selection Advisory Panel.

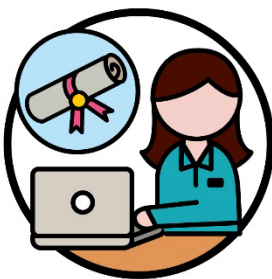
This Panel includes:



- people with disability



- people from the government, including the NDIA



- experts.



They look at:



- what the application wants to achieve



- if the projects are good value for money



- the proof organisations share in their applications



- if the application will help the right people



- any risks and what an organisation can do about them.



The Panel will tell the Decision Maker what they thought about the applications.

The Decision Maker is the Chief Executive Officer (CEO) of the NDIA.



The Decision Maker will make the final decisions about:

- who will receive grants
- how much funding they get.

# Successful applications



# Successful grant applications



We will let you know in writing if your application is:

- successful
- or
- unsuccessful.



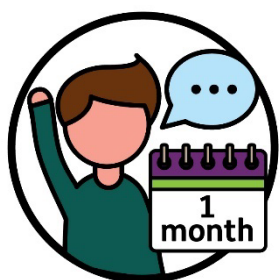
If you are successful, we will work with you to decide how to tell the community.



If you are unsuccessful, you can ask us for **feedback** within a month.

When we give feedback, we tell you what you:

- did well
- can do better.



We will give you written feedback within a month of when you ask for it.

# Grant Agreements

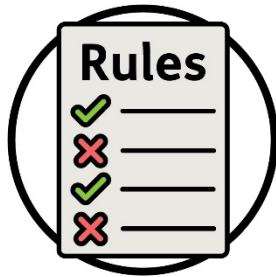


If you are successful, you will need to sign a Grant Agreement with the NDIA.

Your Grant Agreement:



- is a legal document



- explains the rules you need to follow



- tells you how much your grant is and how it will be paid.

Your Grant Agreement will also tell you:



- what reports you must write



- when you must write them.

## Things you must do

If we give you a grant, you must:



- send us all the reports we ask for in the Grant Agreement



- follow the rules of the Grant Agreement



- keep good records for the project



- let us know if your details change



- check to make sure your project worked well.



Things might happen that make it hard for you to do what the Grant Agreement says you must.



If this happens, you can ask us to change part of the Grant Agreement.

You can send us an email to ask.

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



We will decide if we change your Grant Agreement.

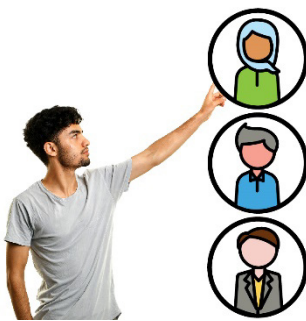


# Things we must do



It is our job to make sure the Home and Living Innovation projects work well.

We will:



- choose the right organisations to give the grants to



- make sure the applications we get match these guidelines.

We will also work with organisations who get grants to make sure their project meets its:



- standards
- timeframe
- budget.

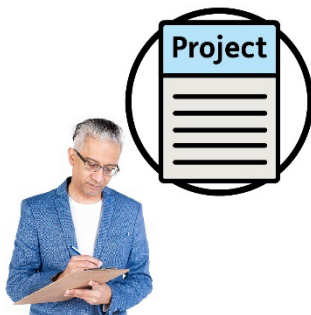


We will tell organisations with Grant Agreements if we are going to visit them.

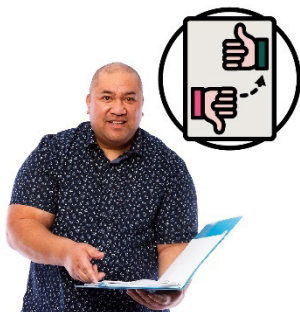
We will also:



- read the reports so we can stay up-to-date with how the projects are going



- **evaluate** each project when it finishes.



When you evaluate something, you look at what:

- went well
- could be done better.

## Fairness and honesty

The Australian Government will make sure everything is:



- fair

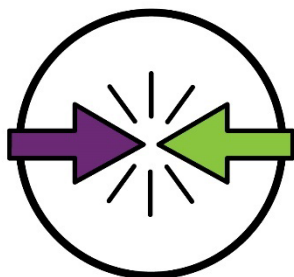


- honest



- legal.

## Conflicts of interest



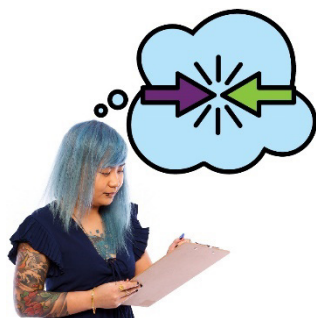
A **conflict of interest** is when someone could affect a decision so the result is better for them.



This could include if someone has a relationship with a person or organisation that could mean a project is unfair for everyone.



A perceived conflict of interest is when it seems like there is a conflict of interest.

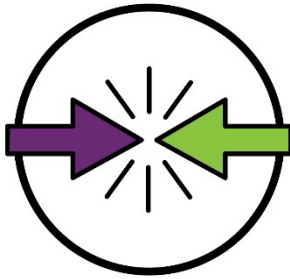


In your application, you need to tell us whether there could be a conflict of interest.

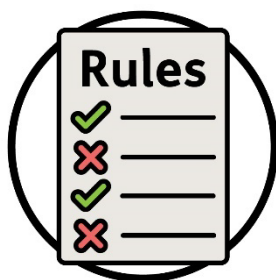
You need to tell us in writing straight away if:



- your organisation gets the grant



- there turns out to be a conflict of interest later.



The Australian Government has rules about how we must manage a conflict of interest.

# Complaints and privacy



## Making a complaint



When you make a **complaint**, you tell someone that something:

- has gone wrong
- isn't working well.



If you want to make a complaint about this grant opportunity you can contact us on our website.

[www.ndis.gov.au/contact/feedback-and-complaints](http://www.ndis.gov.au/contact/feedback-and-complaints)



All complaints must be in writing.



If you are not happy with the way we manage your complaint, you can talk to the Commonwealth Ombudsman.

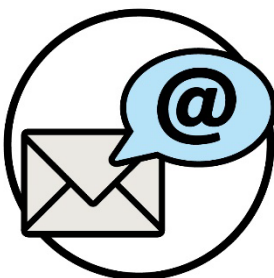


The Commonwealth Ombudsman helps people if they have a problem dealing with the Australian Government.



You can call the Commonwealth Ombudsman.

1300 362 072



You can also send them an email.

[ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

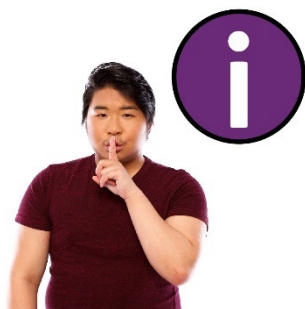


Or you can visit their website.

[www.ombudsman.gov.au](http://www.ombudsman.gov.au)



# Protecting your privacy



There are laws that tell us how we should look after your private information.



This includes the Privacy Act 1988.

You can find out more on this website.

[www.legislation.gov.au/Details/C2014C00076](http://www.legislation.gov.au/Details/C2014C00076)



This also includes the Australian Privacy Principles.

You can find out more on this website.

[www.oaic.gov.au/privacy/australian-privacy-principles](http://www.oaic.gov.au/privacy/australian-privacy-principles)

We will tell you:



- what personal information we collect



- why we collect your personal information



- who we share your personal information with.



Our Privacy Policy explains more about how we handle your personal information.

You can find it on the NDIS website.

[www.ndis.gov.au/about-us/policies/privacy](http://www.ndis.gov.au/about-us/policies/privacy)

# Freedom of information



The **Freedom of Information Act 1982** (the **FoI Act**) is a law.

You can find out more on this website.

[www.legislation.gov.au/Series/C2004A02562](http://www.legislation.gov.au/Series/C2004A02562)



It gives people the right to find and use information kept by the Australian Government.

This includes all the information and documents we have.



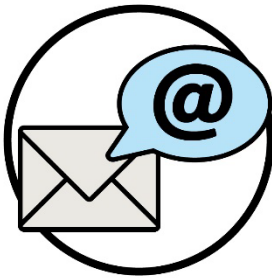
If someone asks us to show them a document we have, the FoI Act tells us we must show it to them.



You must support us if someone asks us to show them a document related to your grant or your project.



Freedom of Information requests need to go through the Freedom of Information team.



You can send them an email.

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

Or you can send them a letter.



Freedom of Information Section  
Parliamentary, Ministerial & FOI Branch  
Government Division  
National Disability Insurance Agency  
GPO Box 700  
Canberra ACT 2601

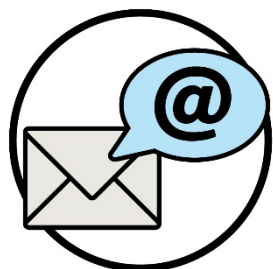
## More information

For more information about these guidelines, please contact us.



You can visit our website.

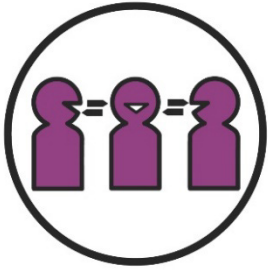
[www.ndis.gov.au/about-us/improving-ndis/  
improvements-home-and-living-supports/  
home-and-living-demonstration-projects/  
home-and-living-demonstration-projects-round-2](http://www.ndis.gov.au/about-us/improving-ndis/improvements-home-and-living-supports/home-and-living-demonstration-projects/home-and-living-demonstration-projects-round-2)



You can send us an email.

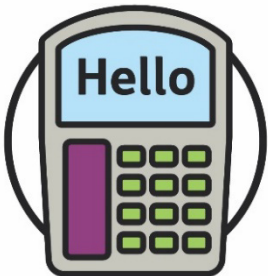
[SPC2473infoassistconnect@ndis.gov.au](mailto:SPC2473infoassistconnect@ndis.gov.au)

If you speak a language other than English,  
you can call:

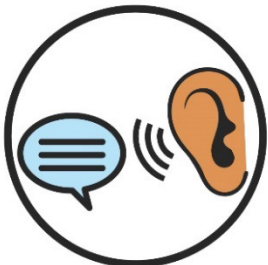


Translating and Interpreting Service (TIS)  
**131 450**

If you have a speech or hearing impairment,  
you can call:



TTY  
**1800 555 677**



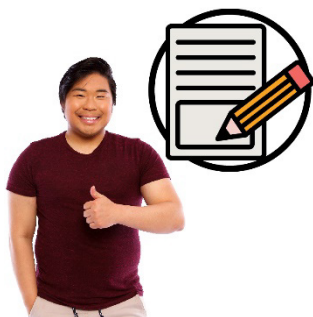
Speak and Listen  
**1800 555 727**



National Relay Service  
**133 677**  
[www.relayservice.gov.au](http://www.relayservice.gov.au)

## Word list

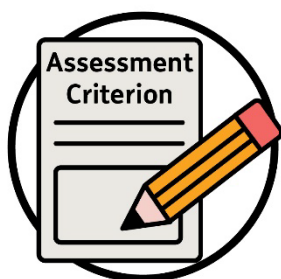
This list explains what the **bold** words in this document mean.



### **Accessible**

When a form is accessible, it is easy to:

- find and use
- understand.



### **Assessment Criterion**

We have questions you must answer.

We call them Assessment Criterion.



### **Audited financial statement**

An audited financial statement is a document that explains how much money your organisation spends.

An accountant has checked and signed it.



### **Australian Business Number (ABN)**

An ABN is a number you need to have when you run a business or company in Australia.



## Application

You have to apply to get a grant.

There's a form you need to fill out.

We call this an application.



## Budget

A budget is a plan for how to spend money.



## Complaint

When you make a complaint, you tell someone that something:

- has gone wrong
- isn't working well.

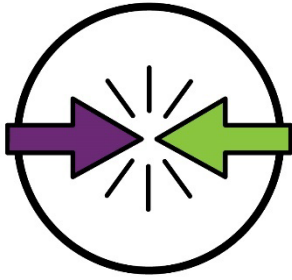
## Confidence

When you have confidence, you:

- believe in yourself
- know what you can do
- can try new things.

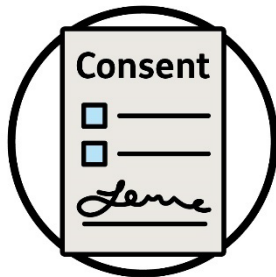






### Conflict of interest

A conflict of interest is when someone could affect a decision so the result is better for them.



### Consent

When you give consent, you say it's ok to do something.



### Consortium

An organisation can apply with a group of other organisations.

We call this a consortium.



### Culturally and linguistically diverse (CALD)

CALD people:

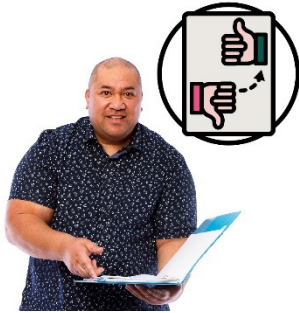
- come from different backgrounds
- speak languages other than English.



## Diverse group

This grant round will also focus on 3 groups who might need more support.

We call them diverse groups.



## Evaluate

When you evaluate something, you look at what:

- went well
- could be done better.



## Feedback

When we give feedback, we tell you what you:

- did well
- can do better.



## Freedom of Information Act (FoI Act)

The FoI Act is a law.

It gives people the right to find and use information kept by the Australian Government.

This includes all the information and documents we have.



## Grant

A grant is money from the government to pay for important work that can help others.

## LGBTIQA+



The letters LGBTIQA stand for lesbian, gay, bisexual, transgender, intersex, queer or questioning and asexual.

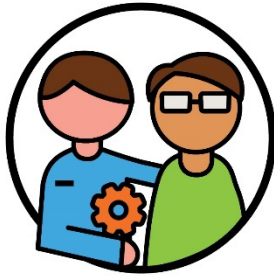
The '+' is for people who are part of the LGBTIQA+ community but don't talk about themselves using a word from this list.

## Lived experience



When someone has lived experience of home and living supports, they:

- have used home and living supports
- know what life can be like for people who used home and living supports.



## NDIS registered provider

NDIS registered providers support NDIS participants.



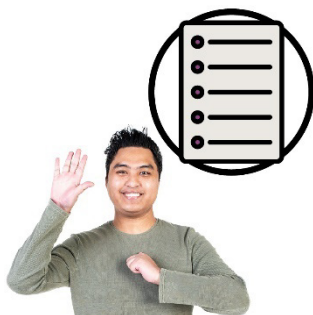
## Objectives

Objectives are important results we want to achieve.



## Participants

Participants are people with disability who take part in the NDIS.



## Registered

When a provider is registered, they are on a list we check.



## Trust and trustee

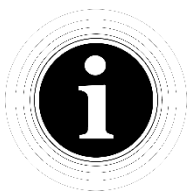
A trust is when 1 or more people manage money and property for another person or organisation.

The people who manage the trust are called trustees.



## Vulnerable

Vulnerable people are at risk of being hurt or taken advantage of.



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**ndis**

**[ndis.gov.au](https://www.ndis.gov.au)**