



Australian Government

**Department of Families, Housing,
Community Services and Indigenous Affairs**

Part C

Services and Support for People with Disability Program

Application Information for the

National Disability Conference Initiative 2012 - 2013

December 2011

Preface

These guidelines provide the framework for the implementation and administration of Services and Support for People with Disability.

The Australian Government Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA or the Department) has a suite of documents (the **Program Guideline Suite**) which provide information relating to the program. They provide the key starting point for parties considering whether to participate in the program and form the basis for the business relationship between FaHCSIA and the funding recipient and can include:

- **Part A: Program Guidelines** provides an overview of the Program and the Activities relating to the Program;
- **Part B: Information for Applicants** provides information on the Application, Assessment, Eligibility, Selection and Complaints processes; Financial and Funding Agreement arrangements.
- The **Application Form** to be completed by applicants applying for funding during a selection process if there is one. Information on application processes will be available on the FaHCSIA website at: www.fahcsia.gov.au/grantsfunding/currentfunding/Pages/default.aspx.
- **Part C: Activity Information** provides specific information on the Activity, Selection Criteria (if an application process is being undertaken), Performance Management and Reporting. This part should be read in conjunction with the Draft Funding Agreement for the Activity and the [Standard Terms and Conditions](#). Note – not all activities have a Part C.

FaHCSIA reserves the right to amend these documents from time to time by whatever means it may determine in its absolute discretion and will provide reasonable notice of these amendments.

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Overview of the Services and Support for People with Disability Program

Disability and Carers

The Australian Government helps to support people with disability, their families and carers, through programs and services, benefits and payments.

The Services and Support for People with Disability Program provides support to people with disability, their families and carers, through grants and funding to organisations that deliver services for people with disability.

Under Services for People with Disability, the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) funds a number of services for people with disability and their carers, including supported employment services, advocacy, a national booking service for Auslan interpreting services, print disability services, support services for children with Autism Spectrum Disorder and their families, support services for children with Down syndrome, Fragile X syndrome, cerebral palsy, vision or hearing impairments, respite services, accessible communities and supported accommodation for people with disability.

FaHCSIA is also working closely with the state and territory governments on 10 key priority areas under the National Disability Agreement.

1.1 Program Outcomes

To provide supported employment and improve access to information, advocacy and services for people with disability so they can develop their capabilities and actively participate in community and economic life.

1.2 Program component objectives

Services for People with Disability

To provide social support and community-based care for people with disability, their carers and their families, to promote independence, self reliance and participation in the community.

Services for People with Disability (Special Account)

The purpose of the Services for People with Disability (Special Account) is to manage receipts and expenses on projects which relate to the National Disability Agreement.

1.3 Aims and objectives

Outcome 5 - Disability and Carers aims to provide an adequate standard of living, improved capacity to participate economically and socially and manage life transitions for people with disability and/or mental illness and carers through payments, concessions support and care services.

The Services and Support for People with Disability Program aims to provide access to improved access to information, advocacy and services for people with disability so they can develop their capabilities and actively participate in community and economic life.

2 Overview of the National Disability Conference Initiative 2012 - 2013

The National Disability Conference Initiative has been administered by FaHCSIA since 1999. Funding is provided each year to assist people with disability to attend disability conferences with a national focus held in Australia.

Eligible organisations may apply for funding of up to \$12,000 for disability conferences planned for 2012-13 with a national focus to:

- assist people with disability (or a family member or carer(s) attending to provide support) with the costs of attending conferences, eg conference fees, accommodation, travel; and/or
- facilitate access to such conferences for people with disability (including a family member or carer(s) attending to provide support). For example by funding Auslan interpreters, live captioning services, hearing loops and/or note-takers for people who are deaf or hearing impaired and/or other aids or appliances.

2.1 Aims and objectives

The National Disability Conference Initiative aims to assist eligible conference organisers to support the inclusion and maximise the participation of people with disability (including family members or carer(s) supporting them) at nationally focused disability conferences in Australia.

2.2 Participants

Participants are people with disability (or a family member or carer(s) providing support) who attend or participate in disability conferences held in Australia.

2.3 Funding for the National Disability Conference Initiative

Funding of \$350,000 for the Initiative is provided under Services and Support for People with Disability. Eligible organisations may apply for funding of up to \$12,000. Successful applicants may receive an offer for an amount smaller than the amount applied for.

Successful applicants will be offered a Funding Agreement. Funding can only be paid to organisations that have signed a Funding Agreement.

Payment of the full amount approved in the Funding Agreement will be made approximately **eight weeks prior** to the date of the conference as advised in the Application Form.

2.4 Eligible organisations

To be eligible for funding, organisations must be either:

- Incorporated Associations (incorporated under State/Territory legislation, commonly have 'Association' or 'Incorporated' or 'Inc' in their legal name);
- Incorporated Cooperatives (also incorporated under State/Territory legislation, commonly have 'Cooperative' in their legal name);
- Companies (incorporated under the Corporations Act 2001) limited by guarantee;
- Aboriginal Corporations (incorporated under the Aboriginal and Torres Strait Islander Act 2006 and administered by the Office of the Registrar of Aboriginal and Torres Strait Islander Corporations); or
- Organisations established through a specific piece of Commonwealth or State/Territory legislation (many public benevolent institutions, churches, universities, unions etc).

2.5 Eligible and in-eligible activities

Eligibility is restricted to one conference per organisation being held in Australia in any one financial year.

Activities that are eligible for funding under the Initiative are those that assist in meeting the costs of a person with disability (or a family member or carer(s) to provide support) to attend a disability conference with a national focus being held in Australia. These could include the costs of:

- transport to and from the conference;
- conference fees;
- accommodation during the conference; and/or
- assistance to improve access to, and participation in, the conference by people with disability, by providing interpreters or materials in alternative formats or other aids or appliances.

Funding may **not** be used for:

- a person without disability who is not a family member or recognised carer(s) who is attending to support a person with disability;
- conferences that do not have a disability focus, do not have a national focus, or are not held in Australia during 1 July 2012 to 30 June 2013;
- international travel;
- carer organisations hosting a carer or support worker focused conference, even if people with disability are attending;
- a person with disability to attend a non-disability focused conference;
- presenters/speakers without disability to present at a conference; and/or
- administrative costs such as advertising, telephone, printing/publishing, staff expenses, catering or venue hire.

If unsure, applicants should contact FaHCSIA for further advice regarding activity eligibility.

2.6 Activity performance and reporting

Funded organisations will be required to give us or our representatives the right to inspect records relating to the Funding at any time we request to do so up to (5) five years after the expiry or earlier termination of this Funding Agreement.

At any time up to five (5) years after the expiry or earlier termination of this Funding Agreement, we may ask you to send us:

- original receipts or other documents which account for funding expenditure; and/or
- a written statement certifying that you have used the funding as directed: and/or
- a statutory declaration made in accordance with the Statutory Declarations Act 1959 (Cth) accounting for the expenditure of the funding.

3 Application Process

3.1 Overview of the Application Process

The process will be an **open competitive** selection process.

Open Competitive selection processes are open to all eligible organisations and will be advertised through the media, the FaHCSIA website and other sources in order to attract as much interest as possible.

3.2 Selection Criteria

The selection criteria have been designed to take into account the objectives of the National Disability Conference Initiative and the skills and capabilities of organisations to hold the conference.

The selection criteria are:

1. Identification, attraction and support of conference participants

How will your organisation ensure the identification, attraction and support of people with disability to the conference? (*Conference attendance may also be through video conferencing, skype, video streaming/live broadcast*).

(Max 300 words)

The following dot points are provided to assist you to develop your responses. They are suggestions only and you should add any further information that will assist us to assess your application.

- Provide examples of strategies you will implement to identify and include people with disability at your conference, including how appropriate support will be provided for those attending.
- Provide examples of how your organisation will prioritise potential recipients for support.
- Provide examples of how your organisation will work within networks, with other disability groups and the wider community and to best promote the conference.
- Estimate the number of people with disability you expect this funding will assist if your application is successful.

2. Description of conference

Describe your proposed conference, in particular its national disability focus.

(Max 300 words)

The following dot points are provided to assist applicants to develop their responses. They are suggestions only and you should add any further information that will assist us to assess your application.

- Elaborate on the disability focus of your conference, particularly the conference goals and anticipated outcomes.
- Elaborate on the national or international focus.
- How will people with disability benefit from attending.

3. Experience/capability of organisation to deliver within budget using public money

Describe your organisation's demonstrated experience or capability in delivering within a proposed budget and using public money. (Max 300 words)

The following dot points are provided to assist applicants to develop their responses. They are suggestions only and you should add any further information that will assist us to assess your application.

- Demonstrate your organisation's experience or capability in the successful and accountable management of public money.
- Describe how your organisation will manage the funding if your application is successful.

3.3 How to submit an application

Completed Application Forms must be submitted electronically to the Department using the Email Application function at Part 8 of the Application Form.

3.4 Questions and Answers during the Application period

Applicants must submit any questions in writing to disability@fahcsia.gov.au. Answers to questions will be updated regularly during the application period and will be available in a [Frequently Asked Questions \(FAQ\)](#) document on the FaHCSIA website.

3.5 Questions after the application period

The Department will not accept or respond to any applicant's requests for information or correspondence about the status or progress of their application during the assessment phase.

3.6 Closing date and time

Applications can be submitted at any stage during the application period but must be submitted by **2pm AEDT Thursday 5 April 2012**.

3.7 Application Acknowledgement

Applicants will receive a successful submission receipt once the Application Form is submitted. If you have provided a valid email address an email receipt will be generated confirming the Application Form has been successfully received by the Department.

4 Contact information

National Disability Conference Initiative 2012-13
Disability and Carers Programs Branch
Department of Families, Housing, Community Services and Indigenous Affairs
PO Box 7676
CANBERRA BUSINESS CENTRE ACT 2600

Website: www.fahcsia.gov.au
Email: disability@fahcsia.gov.au