



**Australian Government**

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**Department of Social Services**

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**Disability, Mental Health and Carers Programme**

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**Disability and Carer Support Activity**

**National Disability Conference Initiative 2016-17  
Funding Round Summary**

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March 2016

## National Disability Conference Initiative 2016-17

The Disability and Carer Support (DaCS) Activity provides assistance, support and services for people with disability and carers by providing and improving access to services and support including advocacy and through stakeholder engagement. The National Disability Conference Initiative 2016-17 is provided under the Disability and Carer Support Activity and provides funding to assist people with disability to participate in nationally-focused disability-related conferences held in Australia.

### Selection type

This selection is an Open process to select multiple providers to deliver the National Disability Conference Initiative 2016-17.

An open competitive selection process is open to all providers operating in the market place. Open processes are advertised on the DSS website and through other sources such as the media (if required) in order to attract as much interest as possible. Open rounds have nominated open and closed dates, with applications being assessed against the designated selection criteria.

### Applicant eligibility

To satisfy eligibility requirements, applicants to the National Disability Conference Initiative 2016-17 must fall into one of the following categories:

- 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* (may be a proprietary company (limited by shares or by guarantee) or a public company)
- Aboriginal Corporations (incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*)
- Organisations established through a specific piece of Commonwealth or state/territory legislation (public benevolent institutions, churches, universities, unions etc.)
- Partnerships; and
- Trustees on behalf of a Trust.

### Available funding for this Activity

Total funding of \$315,000 is available under the National Disability Conference Initiative for conferences held between 1 July 2016 and 30 June 2017. Within this funding, up to \$10,000 is available for each individual conference.

### Closing Date and Time

Applications should be submitted by **2:00pm AEST, Wednesday, 27 April 2016**.

Late Applications - Information on DSS Grant Policies including the late application policy is available on the [DSS website](#).

## Questions

Questions and answers for this funding round are available on the [DSS website](#).

If you are unable to find an answer to your question, relating to this selection process or the Activity, on the DSS website please submit your question to [grants@dss.gov.au](mailto:grants@dss.gov.au).

Responses to questions will be published on the funding round page within five working days of receipt, except where the answers are already available in the Application Pack. DSS will only respond to requests for information that seek clarification of issues to allow applicants a better understanding of the requirements of the Application Form and Programme Guidelines. DSS will not provide advice on how to respond to specific Selection Criteria.

DSS will not respond to any questions, requests for information or correspondence about the status or progress of applications after **Wednesday 20 April 2016** until the conclusion of the selection process.

DSS is unable to provide information on the status of individual applications during the assessment process. All applicants will be notified of the outcome of their application once the assessment process is complete.

If you require assistance or support in using and/or submitting the Application Form, please call 1800 020 283 or TTY 1800 555 677 or email [grants@dss.gov.au](mailto:grants@dss.gov.au).

## Grant objectives

The National Disability Conference Initiative aims to assist eligible conference organisers to maximise the inclusion and participation of people with disability at nationally focused disability-related conferences in Australia.

## Statement of Requirement

Eligible organisations may apply for funding of up to \$10,000 for disability-related conferences with a national focus planned for 2016-17 to:

- assist people with disability with the costs of attending conferences, (for example, conference fees, accommodation, travel); and/or
- assist family members or carers providing support to a person with disability attending a conference (for example with costs associated with conference fees, accommodation, travel); and/or
- facilitate access so that people with disability can participate in conferences (for example, by funding accessible materials, Auslan interpreters, assistive computer devices or software, aids or appliances or other costs of ensuring venue accessibility).

Disability-related conferences are considered to be conferences for which at least half of the schedule focuses on people with disability and/or issues that affect the lifetime wellbeing and social participation of people with disability.

Funding may not be used for:

- a person without disability unless they are a family member or carer who is attending specifically to support a person with disability to participate;
- conferences that do not have a disability focus and do not have a national focus as specified in this statement of requirement;
- international travel or conferences;

- presenters/speakers without disability to present at a conference; and
- general administrative costs such as advertising, telephone, printing/publishing, staff expenses, catering or venue hire.

### *Application Requirements*

Applicants may apply for up to \$10,000 for each conference. If you are applying for more than one conference you will need to submit separate application form/s.

When completing your Application Form, you **must**:

- provide a brief description of the conference, including the conference name, date, venue details and an estimate of how many people with disability will benefit from the grant in the “Provide a brief description of your application for this Activity.” field of the form; and
- provide all information where you are directed to do so.

### *Value for Money*

In assessing the extent to which applications represent value for money, DSS will consider the information provided at paragraph 3.3 of the [Disability and Carer Support Guidelines Overview](#).

### **Selection Criteria**

The information requested under each criterion **must** be provided.

The equally weighted selection criteria are:

#### **Criterion 1 Demonstrate your understanding of the need for the funded activity (assistance for people with disability to participate in your 2016-17 national disability-related conference).**

In providing a response to this criterion you **must** include:

- how it has a national disability focus; and
- how this proposal will achieve the DaCS objectives for people with disability; and
- the specific ways the grant funds will be used to assist people with disability to participate in the conference (for example travel, accommodation, live captioning, accessible materials, etc.).

#### **Criterion 2 Demonstrate your organisation’s capacity and your staff capability (experience and qualifications) to deliver the DaCS Activity objectives for people with disability.**

In providing a response to this criterion you **must** include:

- your organisation’s capacity and capability to administer the grant; and
- the relevant experience and skills of the members of your organisation in delivering the project.

## **Attachments**

For this round, no attachments are requested. Documents attached to applications will not be assessed.

## **Feedback for this funding round**

The Feedback Summary will comprise generic round-specific information and will include the main strengths and areas of improvement.

The Feedback Summary will be published on the DSS website following the finalisation of the funding round.

Individual feedback will not be provided for this funding round.

## **Multicultural Access and Equity Policy**

*Australia's Multicultural Access and Equity Policy: Respecting diversity. Improving responsiveness* means that Australian Government agencies make sure that cultural and linguistic diversity is not a barrier for people who need to access government and community services. This means, for example, that appropriate language services should be provided. Grant applicants should consider whether professional translating or interpreting services may be needed to deliver services, projects, activities or events to non-English speakers. If your Application Form states that a budget is required, costs for translating and interpreting services should be included in your budget.

## **Assessment**

The Assessment Team may be comprised of Australian Government officers from each state/territory and national offices. Teams will undertake training so that applications are assessed consistently. The Assessment Team will be bound by the APS Code of Conduct and the departmental Secretary's Instructions.

## **Probity and fairness**

The selection of funding recipients must be fair, open and demonstrate the highest level of integrity.

The following principles will be applied throughout the selection process:

- a. fairness and impartiality;
- b. consistency, accountability and transparency of process;
- c. security and confidentiality of information;
- d. identification and resolution of conflicts of interest; and
- e. compliance with legislative obligations and government policy.

These principles are intended to achieve an equitable, justifiable and sound process.

DSS may engage an independent **Probity Advisor** to help DSS meet its obligations to make selection processes defensible and able to stand up to external and internal scrutiny.

The Probity Advisor also advises DSS on, and monitors, the procedures used in the selection process to make sure they comply with the published relevant Programme Guidelines. The Probity Advisor plays no part in the assessment of applications.

## Programme Guidelines

The Programme Guidelines provide the starting point for parties considering whether to apply for funding and are the basis for the business relationship between DSS and the funding recipient. Applicants are strongly advised to read the Programme Guidelines in conjunction with the Funding Round Summary and the Questions and Answers relevant to this open process before completing an Application Form.

### How to apply

Please read and complete the declaration part of the Application Form carefully. Make sure all responses are true and accurate. Click the **Submit Application** button and follow the instructions. All questions will be verified. Any incorrect responses or unanswered questions will be displayed for you to change. The Application Form will not submit until all responses have been verified.

When you have successfully submitted your application, you will get an automated confirmation receipt and email. Submission may take several minutes, the confirmation you should receive is an automated response from DSS. **Please be patient and do not close the Application Form before you get the confirmation. Do not try to submit your application more than once.** If you do not receive confirmation or you have difficulties submitting the Application Form, please call the DSS Grants Hotline on 1800 020 283.

### Grant Agreement information

The Grant Agreement is a performance-based, legally enforceable agreement between the Commonwealth (represented by DSS) and the successful applicant that sets out the Terms and Conditions governing the funding to be provided.

The type of Grant Agreement entered into will depend on the Activity, the assessed Activity risk level, the length of the Activity and the amount of the grant.

The executed Grant Agreement represents each grant provided within it and the relevant Activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.