



**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 2015-16**  
**Funding Round Summary – Open Selection**

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August 2015

# National Disability Conference Initiative 2015-16

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 2015-16 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.

## Eligibility

To satisfy eligibility requirements, applicants to the National Disability Conference Initiative (NDCI) 2015-16 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.

## How much?

A total of up to \$350,000 is available for the 2015-16 financial year. Eligible organisations may apply for funding of up to \$10,000.

You may apply for funding even if the conference has taken place (i.e. since 1 July 2015) noting that funding is not guaranteed and will be subject to the outcomes of the selection process.

## Closing Date and Time

Applications should be submitted by 2:00pm AEST, Thursday, 24 September 2015.

## Who to contact?

Please email your enquiries to: [grants@dss.gov.au](mailto:grants@dss.gov.au)

## **Grant objectives**

The NDCI 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 2015-16 to:

- Assist people with disabilities (or family members or carers attending to provide support to a person with disability who is attending) with the costs of attending conferences, e.g. 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, live captioning services, hearing loops and/or note takers for people who are deaf or hard of hearing; and/or other 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, do not have a national focus, or are not held in Australia between 1 July 2015 and 30 June 2016;
- 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.
- If unsure, funding recipients should email [grants@dss.gov.au](mailto:grants@dss.gov.au) for further advice regarding activity eligibility.

## **Selection Criteria**

1. Demonstrate your understanding of the need for the funded activity (assistance for people with disability to participate in your 2015-16 national disability-related conference). Please include:

- The name, date and venue of your 2015-16 disability-related conference.
- A brief description of your conference's purpose, theme and/or content, in particular, how it has a national disability focus.

2. Describe how the implementation of your proposal will achieve the Disability and Carer Support (DaCS) Activity objectives for all stakeholders, including value for money within the Grant funding. Please include:

- A description of your proposal including the specific ways the grant funds will be used to assist people with disability to participate in the conference i.e. captioning; travel subsidies.

- How this proposal will achieve the DaCS objectives for people with disability. This may include an estimate of how many people with disability will benefit from the grant.

3. Demonstrate your organisation's capacity and your staff capability (experience and qualifications) to deliver the DaCS Activity objectives for people with disability.

Applicants will need to demonstrate/address the following, across all selection criteria:

- appropriateness of the proposal to the objectives of the DaCS Activity;
- potential for the proposal to meet the objectives of the DaCS Activity;
- the need for the proposal to be carried out;
- the governance, expertise and capacity of the applicant, including the applicant's financial, risk and audit/fraud strategic plans, and evidence of sound governance;
- the applicant's track record in delivering quality DaCS Activity services, where applicable;
- relevant stakeholders (target groups, communities, government etc);
- evidence base, where applicable;
- the applicant's viable and sustainable financial model;
- value for money (of the proposed outcomes, projected deliverables, location, community benefit and the amount of funding sought as detailed in the Application Form);
- the broad assessment requirements outlined in the relevant attachment; and
- other assessment criteria specifically relating to the DaCS Activity being funded.

### **Multicultural Access and Equity policy**

Australia's *Multicultural Access and Equity Policy: Respecting diversity. Improving responsiveness* obliges Australian government agencies to ensure that cultural and linguistic diversity is not a barrier for people engaging with government and accessing services to which they are entitled, for example, by providing access to language services where appropriate. Grant applicants should consider whether services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with non-English speakers. If your Application Form states that a budget is required, costs for translating and interpreting services should be included in your application.

### **Assessment**

The Assessment Team may be comprised of Department of Social Services (DSS) officers from each state/territory and national offices. Teams will undertake training to ensure consistent assessment for all applications received. The Assessment Team will be bound by the APS Code of Conduct and the Secretary's Instructions.

### **Probity**

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

The following probity principles will be applied through all stages of 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.

Adherence to the probity principles means that everyone involved with the selection process will act:

- f. impartially; and
- g. with integrity, including avoiding actual or perceived conflicts of interest.

A Probity Advisor may be appointed for the Activity. The role of the Probity Advisor is to assist DSS meet its probity obligations in relation to the Activity by ensuring that the selection processes are defensible and will withstand external and internal scrutiny.

The role of the Probity Advisor is to independently monitor procedural aspects of the selection process to ensure compliance with the published relevant Programme Guidelines and to advise DSS in relation to such matters. The Probity Advisor plays no part in the assessment of applications.

### **Programme Guidelines**

The Programme Guidelines Overview provides the key starting point for parties considering whether to participate in the activity and forms the basis for the business relationship between DSS and the funding recipient. Applicants are strongly advised to read the Programme Guidelines Overview prior to completing an Application Form.

### **How to Apply**

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

Upon successful submission you will be issued with a confirmation receipt and email. Submission may take several minutes. **Please be patient and do not close the Application Form before receiving confirmation. Do not attempt to submit the application more than once.** If you do not receive confirmation or you experience difficulties submitting the Application Form, please call 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 be influenced by the nature of the Activity, the assessed Activity risk level, the length of the Activity and the value of the Activity.

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.

## **Questions**

Questions can be submitted via email 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 e.g. 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 from **17 September 2015** til the conclusion of the selection process.