



**Australian Government**

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**Department of Social Services**

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**National Disability Insurance Scheme Programme**

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**NDIS Transition – Sector Development Fund –  
Specialist Disability Accommodation Initiative  
Funding Round Summary**

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December 2015

# National Disability Insurance Scheme (NDIS) Transition Programme

The National Disability Insurance Scheme (NDIS), of which the Sector Development Fund (SDF) is a Sub Activity, intends to ensure people with disability are supported to participate in and contribute to social and economic life to the extent of their abilities. People with disability and their carers will have certainty that they will receive the individualised care and support they need over time.

The Sector Development Fund (SDF) assists people with disability, the disability services sector and its workforce with the transition to the NDIS, including through:

- building community capacity and engagement
- increasing individual support capacity and development of new forms of support to meet the needs of people with disability
- building disability sector capacity and service provider readiness to manage the transition
- assistance with the required expansion and diversification of the workforce; and
- building the evidence base.

The Specialist Disability Accommodation Initiative (SDAI) is designed to help address immediate community need for specialist disability housing in areas outside NDIS trial sites, as determined by geographic location or age cohort, by providing 'top up' funding to:

- increase the availability of accommodation for people with a disability, who the applicant anticipates will be eligible for the NDIS, with a particular focus on:
  - those housed in inappropriate accommodation settings; and
  - those with ageing carers who are in need of a long-term, sustainable arrangement.
- identify project initiatives with self-sustaining specialist disability housing models which could be scaled up in the future.

## Selection type

This selection is an open competitive process for Specialist Disability Accommodation Initiative (SDAI) grants funded under the Sector Development Fund.

## Eligibility

Applications will be assessed against the eligibility criterion to ensure public accountability and maximisation of programme outcomes. To satisfy eligibility requirements applicants for the programme must fall into one of the following categories:

- a. Incorporated Associations (incorporated under state/territory legislation, commonly have 'Association' or 'Incorporated' or 'Inc.' in their legal name)
- b. Incorporated Cooperatives (also incorporated under state/territory legislation, commonly have 'Cooperative' in their legal name)
- c. Companies (incorporated under the *Corporations Act 2001* – may be a proprietary company (limited by shares or by guarantee) or public companies)
- d. Aboriginal Corporations (incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*)
- e. Organisations established through a specific piece of Commonwealth or state/territory legislation (public benevolent institutions, churches, universities, unions etc.)
- f. Partnerships; and

- g. Trustees on behalf of a Trust.

In addition, applications submitted **must meet all** of the following conditions:

- the applicants' projects must be outside of the NDIS trial sites. Outside of NDIS trial sites is defined as 'not available in trial locations (where these are geographically based) or trial cohorts'. Further information on the NDIS trial sites is available [here](#). Applicants must provide address details of the proposed project site; and
- projects must have state or territory government (or other third party) written guarantees of support funding for the individuals who will be accommodated by the project (given the fact these projects will not be in NDIS trial sites); and
- the application must demonstrate how the proposal is sustainable once the accommodation is occupied; and
- the application must demonstrate that occupants are anticipated to be eligible for the NDIS once the location is included within the NDIS scheme.

## How much?

Under the SDAI, the government may provide up to \$10 million (excluding GST) over two years (2015-16 to 2016-17) to meet the SDAI objective of providing 'top up' funding to enable the completion of projects for specialist disability accommodation that, without additional funds, would not be delivered.

While it is the Department's preference that funding will be generally limited to \$1 million per project, no cap on funding has been set in order to accommodate any projects offering additional benefits that require more funds. The applicant must be able to adequately demonstrate the additional benefits offered by their project that justify consideration of additional funding.

## Closing Date and Time

Applications must be submitted by 2:00pm AEDT, Thursday 11 February 2016.

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

## Who to contact?

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

## Grant objectives

The SDAI will help address the immediate community need for specialist disability accommodation in a limited number of locations outside of NDIS trial sites (as determined by the geographic location or age cohort).

The SDAI will focus on community-led projects to:

- increase the availability of accommodation for people with disability, who the applicant anticipates will be eligible for the NDIS, with a particular focus on:
  - those housed in inappropriate accommodation settings; and
  - those with ageing carers who are in need of a long-term, sustainable arrangement.

- identify project initiatives with self-sustaining specialist disability housing models which could be scaled up in the future.

The SDAI will be funded under the SDF. The SDF aims to support the market, sector, workforce and NDIS participants to transition to the new operating environment. As a consequence, the SDAI is being delivered consistent with the [SDF Strategy and Operational Guidelines](#). The SDAI is designed to align with other housing policy work related to the NDIS.

## Statement of Requirement

The SDAI will provide 'top up' funding only to enable the completion of projects with an immediate need which, have community support, are outside NDIS trial sites, and can demonstrate that care and support funding will be provided by the relevant state or territory (or other third party).

Applicants are encouraged to partner with for–profits, such as banks or builders, wherever it is appropriate.

For this selection round strong applications will include a detailed description and supporting evidence where applicable of the following:

- all projects should be completed within two years;
- the applicant has already acquired the majority of funding required for the project from another source or sources and the project is substantially planned and ready to proceed;
- the project will help address an immediate community need for people with disability who will be eligible for the NDIS;
- funding recipients will demonstrate their community engagement through providing written evidence that they have the necessary planning support of local government, where appropriate, and assistance. This could be from local community organisations and/or evidence of community based fundraising as part of demonstrating that the project is desirable to the local community and will be achieved in a timely manner;
- have a genuine need for additional funding input and could not proceed or would be delayed without it;
- effectively uses partnerships between organisations;
- meets the needs of residents;
- is compatible with the principles of the NDIS;
- may help to develop the sector's capabilities in regards to housing or innovative financing of housing; and
- represents value for money.

## Funding will not be provided for:

- private ownership (or part ownership) of a home or land by a parent, relative, carer or individual;
- the cost of providing ongoing support services; or
- the cost of ongoing maintenance for buildings or equipment.

The expected impact and desired outcome of the SDAI is to assist a small number of projects to reach completion where immediate community need for purpose-built accommodation for people with disability exists. The SDAI programme model is included at **Attachment A**.

## Selection Criteria

The equally weighted general selection criteria are:

### **1. Demonstrate your understanding of the need for the funded Activity in the specified community and/or the specified target group**

In responding to the criterion applicants should include the following information:

- a. An explanation of how the project will help address an immediate community need by targeting and benefitting people with disability who the applicant anticipates will meet the NDIS criteria at full scheme, particularly those currently housed in inappropriate settings (e.g. residential aged care facilities) or those at home with ageing carers.
- b. A description of how the project has the support of the community and how it will be completed within a two year timeframe; this will include demonstrating planning support of local government, where appropriate.
- c. A description of how you will determine that the residents will meet the NDIS eligibility criteria.
- d. Provision of evidence that the project:
  - o is outside of the NDIS trial sites;
  - o has state or territory government, or another third party, guarantees of support funding for the person with disability targeted by the project (i.e. care packages);
  - o is sustainable once the accommodation is occupied; and
  - o housing model could be scaled up in future if possible.

### **2. Describe how the implementation of your proposal will achieve the Activity objectives for all stakeholders, including value for money within the Grant funding**

In responding to the criterion applicants should include the following information:

- a. Details of all funding that you currently have in place, the funding sources and how the requirements of each contributor will be managed, including who will own the asset.
- b. Details of how the project represents a value for money investment for the Commonwealth. This should include clear advice on how the Commonwealth's investment will specifically contribute to the project and why the project cannot proceed without Commonwealth funding.

### **3. Demonstrate your experience and/or capability in effectively developing, delivering, managing and monitoring Activities to achieve Activity objectives for all stakeholders**

In responding to the criterion applicants should include the following information:

- a. An outline of the progress of the project to date, the timeframes and dependencies for completion, including a detailed timeline and contingency planning.
- b. Details of all the risks associated with the project including governance arrangements and mitigation strategies for managing risks.

#### **4. Demonstrate your organisation's capacity and your staff capability (experience and qualifications) to deliver the Activity objectives in the specified community and/or the specified target group**

In responding to the criterion applicants should include the following information:

- a. A description of your organisation's qualifications and experience with managing similar projects and your ability to contract and manage individuals or organisations.
- b. the financial viability for both the project and your organisation to see the project through to completion.

Strong applications will have evidence to support claims made in the application.

### **Attachments**

Documents attached to applications will only be assessed where it provides supporting evidence to the claims made within the Application Form. New information introduced in attachments will not be assessed.

### **Guidance for Applicants**

Detailed guidance is provided to assist grant applicants at **Attachment B**.

### **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:

- a. impartially; and
- b. 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 NDIS Transition Programme Guidelines 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](#) 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 and answers for this funding round are available on the DSS website.

Further 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 **Thursday, 4 February 2016** till the conclusion of the selection process.



## **Attachment A**

### **Programme Model for the Specialist Disability Accommodation Initiative**

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# Part 1: Overview

## Introduction

The Australian Government has committed to providing assistance for housing projects that help address the immediate community needs of accommodating people with disability. The Government is reserving a limited funding pool to part-fund incorporated, not-for-profit community organisations for projects delivering tangible benefits to people with disability. Self-sustaining specialist disability housing models, which could potentially be scaled up in the future, will be a consideration of the fund.

The **objective** of the Specialist Disability Accommodation Initiative (SDAI) is to help address immediate community need for specialist disability housing by providing 'top up' funding to:

- increase the availability of accommodation for people with disability, who the applicant anticipates will be eligible for the NDIS, with a particular focus on:
  - those housed in inappropriate accommodation settings; and
  - those with ageing carers who are in need of a long-term, sustainable arrangement.
- identify project initiatives with self-sustaining specialist disability housing models which could be scaled up in the future.

The Government is committing up to \$10 million to meet this objective through the SDAI from the Sector Development Fund (SDF). The SDF aims to support the market, sector, workforce and NDIS participants to transition to the new operating environment. As a consequence, the SDAI is being delivered consistent with the SDF programme guidelines. The SDAI is designed to align with other housing policy work related to the National Disability Insurance Scheme (NDIS).

Funding provided under the SDAI will be available as a 'top up' to enable the completion of projects that would not otherwise be delivered or would be delayed. While it is the Department's preference is that funding will be generally limited to up to \$1 million per project, no cap on funding has been set in order to accommodate any projects offering additional benefits that require more funds. The applicant must be able to adequately demonstrate the additional benefits offered by their project that justify consideration of additional funding.

## Expected impact

The expected impact and **desired outcome** of SDAI is to assist a small number of projects to reach completion where immediate community need for purpose-built accommodation for people with disability exists.

## Target / priority groups

The target groups for funding under this initiative are people with disability currently housed in inappropriate accommodation settings (e.g. residential aged care facilities) or those with

ageing carers and are in need of a long-term, sustainable arrangement, who the applicant anticipates will be eligible for the NDIS.

## **Relationship to NDIS**

The SDAI has been established to provide funding to help address immediate needs in areas outside NDIS trial sites, as determined by geographic location or age cohort. The aim of SDAI is to increase the housing choices of people who the applicant anticipates will be eligible for the NDIS at full scheme and where applicants can demonstrate that care and support funding can be provided by the relevant state or territory (or other third party).

## **Part 2: Programme delivery**

### **Funds granted under SDAI may be used for:**

#### **Construction**

- The construction of a new building to be used for housing for people with disability.

#### **Purchase of an Existing Building and Structural Modification**

- The purchase of an existing building to be used for housing for people with disability
- Structural modification of an existing building to be used for housing for people with disability.

#### **Functional Fit-Out of a Building**

- Functional fit-out of a building with appropriate assistive technologies where they are unavailable through existing support schemes.
- Basic set-up costs for the building (i.e. may include appropriate soft furnishings that are not structurally fixed to the house such as tables, chairs, lounge suite, etc. that are relevant to supporting the occupant).

#### **Additional Project Costs**

- Project management costs.
- Architectural design costs (where required).
- Legal costs.
- Professional clinical advice and appropriate risk assessment costs, where required e.g. for functional fit-out, assistive technology or client related manual handling requirements.

## Funding will not be provided for:

- Private ownership (or part ownership) of a home or land by a parent, relative, carer or individual.
- The cost of providing ongoing support services.
- The cost of ongoing maintenance for buildings or equipment.

Applicants must demonstrate that they have access to funds to cover ongoing building maintenance, or demonstrate how this funding will be collected – for example residents are charged a rent or contribute a portion of their Disability Support Pension (DSP) or other income, similar to the community housing model.

## Eligible applicants

Applications will be assessed against the eligibility criteria to ensure public accountability and maximisation of programme outcomes. And to satisfy eligibility requirements applicants the programme must fall into one of the following categories:

- a. Incorporated Associations (incorporated under state/territory legislation, commonly have 'Association' or 'Incorporated' or 'Inc.' in their legal name)
- b. Incorporated Cooperatives (also incorporated under state/territory legislation, commonly have 'Cooperative' in their legal name)
- c. Companies (incorporated under the *Corporations Act 2001* – may be a proprietary company (limited by shares or by guarantee) or public companies)
- d. Aboriginal Corporations (incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*)
- e. Organisations established through a specific piece of Commonwealth or state/territory legislation (public benevolent institutions, churches, universities, unions etc.)
- f. Partnerships; and
- g. Trustees on behalf of a Trust.

In addition, applications submitted **must meet all** of the following conditions:

- the applicants' projects must be outside of the NDIS trial sites. Outside of NDIS trial sites is defined as 'not available in trial locations (where these are geographically based) or trial cohorts'. [Further information on the NDIS trial sites is available.](#) Applicants must provide address details of the proposed project site; and
- projects must have state or territory government (or other third party) written guarantees of support funding for the individuals who will be accommodated by the project (given the fact these projects will not be in NDIS trial sites); and
- the application must demonstrate how the proposal is sustainable once the accommodation is occupied; and
- the application must demonstrate that occupants are anticipated to be eligible for the NDIS once the location is included within the NDIS scheme.

## **Key requirements for the proposal**

The SDAI will provide 'top up' funding only to enable the completion of projects with an immediate need, have community support and are outside NDIS trial sites, and where applicants can demonstrate that care and support funding will be provided by the relevant state or territory (or other third party).

Applicants are encouraged to partner with for–profits, such as banks or builders, wherever it is appropriate.

For this selection round strong applications will include a detailed description and supporting evidence where applicable of the following:

- all projects should be completed within two years;
- the applicant has already acquired the majority of funding required for the project from another source or sources and the project is substantially planned and ready to proceed;
- the project will help address an immediate community need for people with disability who will be eligible for the NDIS;
- funding recipients will demonstrate their community engagement through providing written evidence that they have the necessary planning support of local government, where appropriate, and assistance. This could be from local community organisations and/or evidence of community based fundraising as part of demonstrating that the project is desirable to the local community and will be achieved in a timely manner;
- have a genuine need for additional funding input and could not proceed or would be delayed without it;
- effectively uses partnerships between organisations;
- meets the needs of residents;
- is compatible with the principles of the NDIS;
- may help to develop the sector's capabilities in regards to housing or innovative financing of housing; and
- represents value for money.

### **Funding will not be provided for:**

- private ownership (or part ownership) of a home or land by a parent, relative, carer or individual;
- the cost of providing ongoing support services; or
- the cost of ongoing maintenance for buildings or equipment.

The expected impact and desired outcome of the SDAI is to assist a small number of projects to reach completion where immediate community need for purpose-built accommodation for people with disability exists.

## **On-going funding for support costs**

- SDAI will not provide any funding for ongoing support costs. Applicants should explain how support services will be provided (i.e. show that potential residents have support services in place).

## **Maintenance**

Long-term maintenance is considered the responsibility of the entity that owns the property or that has been sub-contracted specifically for the purpose of managing the property. The entity responsible for maintenance must demonstrate that they have access to funding to facilitate building maintenance over the life of the property.

## **Timeframes**

- If projects have not yet commenced their agreed activities within a clearly defined and reasonable timeframe of signing the funding agreement, the Department reserves the right to cancel the agreement and recoup the funding.

## **Project performance indicators**

Each project will be subject to individual indicators reflecting the proposed timeframes, costs and outputs. These will align to the NDIS Transition Programme Guidelines.

## **Project evaluation**

A mechanism to evaluate funded projects will be developed.

## **Part 3: Project design model**

DSS will not specify what an effective model for housing is, as this may place undue limitations on applicants when planning their model. However, the following guidance is provided as to the general preferences of SDAI. These should not be seen as definitive or inflexible.

### **Areas of consideration relevant to SDAI**

#### **Inclusion, accessibility and sustainability:**

- Partnership arrangements (both of the planning and building process and operation of the housing); and
- Meeting local needs.

#### **SDAI model preferences**

- Reflects the principles of Article 9 of the United Nations Convention on the Rights of Persons with Disabilities.
- Reflects the principles of the National Disability Insurance Scheme.
- (where possible) It improves on or at least augments best practice service standards and guidelines (e.g. Disability Services Standards, Disability (Access to Premises) Standards 2010 or other quality systems such as ISO appropriate building codes).

- It meets (at the least) universal housing design standards to facilitate better access for persons with disability and older persons where appropriate.
- It meets platinum level of key design elements outlined in the 'Liveable Housing Guidelines'.
- It includes an environmental sustainability statement.
- It meets all appropriate Commonwealth and state/territory regulations/legislation.
- The proposed accommodation is located in an appropriate area and residents are able to access local community and health services, public or community provided transport and shops.
- The housing meets the needs of people with disability.

## Part 4: Definitions

<b>Ageing carers</b>	An ageing carer is a person over 65 years or 50 years if Indigenous, who is caring for a person with a disability, usually an adult son or daughter.
<b>Assistive technologies</b>	<p>May include specific items that are wired to the house such as help/call buttons, hearing loops, security systems, phone adaptations, temperature controls, air-conditioning.</p> <p>Assistive technologies can include items such as computers and computer soft-ware if it is for the use of individuals in the house, the organisation submitting the proposal can demonstrate that it is required as a communication aid and will take responsibility for regular maintenance and upgrading.</p> <p><b>May not include individual items that can be subsidised through state/territory/Commonwealth schemes.</b></p>
<b>Community need</b>	Where the community has a requirement for specialist accommodation that cannot solely be met from resources within that community.
<b>Functional fit-out</b>	Includes anything that is disability specific and fixed to the building e.g. hoists, hand rails, ramps, lifts, appropriate lighting, adjustment to heights of various built-in furnishings such as benches, automatic opening doors, wheelchair accessible widths of openings, specifically designed bathrooms, etc.
<b>Purpose-built accommodation</b>	Accommodation built to suit residents with specialised needs who cannot be appropriately accommodated in conventional housing stock.



<b>Value for money</b>	<p>Value for money is not just about price. To get the best possible value for the money being spent, procurement decisions are based on an assessment of all the costs and benefits of each proposal.</p> <p>A value for money assessment, based on the published conditions for participation and evaluation criteria, may include consideration of factors such as:</p> <ul style="list-style-type: none"><li>• the relative risk of the proposal</li><li>• the performance history of the supplier</li><li>• all direct and indirect financial costs and benefits over the life of the procurement (including any ongoing maintenance costs)</li><li>• the flexibility of the proposal to adapt to possible change</li><li>• the anticipated price that could be obtained, or cost incurred, at the time of disposal.</li></ul> <p>Value for money is best achieved by adopting appropriately competitive and non-discriminatory procurement processes.</p>
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## Attachment B

### Guidance on addressing selection criteria

A good grant application addresses the selection criteria in the specified Application Form, and meets the objectives of the funding round stated in the Funding Round Summary.

The following tips are provided for grant applicants regarding those matters that would improve your chance of success when addressing the specific selection criteria.

DSS will not specify what a self-sustaining model for housing is, as this may place undue limitations on applicants when planning their model. However, the following guidance is provided as to the general preferences. These should not be seen as definitive or inflexible.

#### Areas of consideration:

- SDAI model;
- Inclusion, accessibility and sustainability;
- Partnership arrangements (both of the planning and building process and operation of the housing); and
- Helping to address local needs.

#### SDAI model preferences:

- Reflects the principles of [Article 9 of the United Nations Convention on the Rights of Persons with Disabilities](#)
- Reflects the principles of the [National Disability Insurance Scheme](#)
- (where possible) It improves on or at least augments best practice service standards and guidelines (e.g. [Disability Services Standard](#), Disability (Access to Premises) Standards 2010 or other quality systems such as [ISO appropriate building codes](#))
- It meets (at the least) [universal housing design standards](#) to facilitate better access for persons with disability and older persons where appropriate
- It meets platinum level of key design elements outlined in the '[Liveable Housing Guidelines](#)'
- It includes an environmental sustainability statement
- It meets all appropriate state/territory and Commonwealth regulations/legislation
- The proposed accommodation is located in an appropriate area and residents are able to access local community and health services, public or community provided transport and shops

### Information to Support the Applicant Response to the Selection Criteria

#### ***Selection Criterion 1 - Demonstrate your understanding of the need for the funded Activity in the specified community and/or the specified target group:***

*Explain how the project will help address an immediate community need by targeting and benefitting people with disability who the applicant anticipates will meet the NDIS criteria at full scheme, particularly those currently housed in inappropriate settings (e.g. residential aged care facilities) or those at home with ageing carers.*

- provides significant information about relevant issues that affect the target group including how:
  - the accommodation is located in an appropriate area;

- target residents are able to access local services; and
- proposed accommodation meets or exceeds key design elements outlined in the 'Liveable Housing Guidelines'.
- demonstrate an immediate community need by describing what is available in the current circumstances and how people with disability will benefit from the project;
- provision of appropriate written evidence, which may include letters from affected parties, support from local community organisations and/or media coverage of the need.

*Describe how the project has the support of the community and how it will be completed within a two year timeframe; this will include demonstrating planning support of local government, where appropriate.*

- provides written evidence of local government approvals;
- provides evidence of community support, which may include:
  - evidence of community fundraising;
  - support from local community organisations;
  - positive media coverage;
  - a project plan with a timeframe set out; and
  - written commitments (e.g. contractual agreements with milestones).

*Describe how you will determine that the residents will meet the NDIS eligibility criteria.*

- describe convincingly why the applicant anticipates the individual/s will meet the NDIS criteria at full scheme by:
  - identifying with relevant evidence why it is anticipated the individual/s will meet the NDIS criteria at full scheme; and
  - describing how your target residents meet the [current access requirements for the NDIS](#) - noting the information referring to the requirement for people with disability to fall within NDIS trial sites is not relevant to SDAI).

***Selection Criterion 2 - Describe how the implementation of your proposal will achieve the Activity objectives for all stakeholders, including value for money within the Grant funding:***

*Detail all the funding that you currently have in place, the funding sources and how the requirements of each contributor will be managed, including who will own the asset.*

- describe or attach evidence that clearly demonstrates how there is significant financial support for the proposal this may include:
  - evidence of financial commitments (e.g. letter of support) and of funding already and their source; and
  - agreement between parties on how funding contributors will be managed and ownership of the assets.

*Detail how the project represents a value for money investment for the Commonwealth. This should include clear advice on how the Commonwealth's investment will specifically contribute to the project and why the project cannot proceed without Commonwealth funding.*

- describe or attach evidence which may include proof of in-kind support and/or a budget. It would include evidence on how the Commonwealth's funds would be used

and why the project would either be delayed or could not commence without these funds. This could include a project budget or quotes.

Further details on how value for money is assessed are available under the [Commonwealth Grant Rules and Guidelines](#).

***Selection Criterion 3 - Demonstrate your experience and/or capability in effectively developing, delivering, managing and monitoring Activities to achieve Activity objectives for all stakeholders:***

*Outline the progress of the project to date, the timeframes and dependencies for completion, including a detailed timeline and contingency planning.*

- describe or attach comprehensive information and evidence on:
  - the progress of project, timelines and steps to ensure they will meet dependencies; and
    - provide evidence of how all timelines have been achieved to date, which may include documentation, photographic evidence project progress and how this aligns with the project plan and timeframe;
    - current dependencies for completion; and
    - a contingency plan(s) in the event that the project is unable to proceed in its current form.

*Detail all the risks associated with the project including governance arrangements and mitigation strategies for managing risks.*

- describe or attach a risk plan which demonstrates how the associated risks and after treatment strategies to reduce both the likelihood or severity of a risk. The risk plan should include:
  - an outline of each risk;
  - its likelihood;
  - its severity;
  - the proposed mitigations for dealing with it; and
  - the impact of the mitigation strategy on the risk's likelihood and severity.
- if applicable, provide evidence of mitigation strategies that have been implemented successfully for this project.

***Selection Criterion 4 - Demonstrate your organisation's capacity and your staff capability (experience and qualifications) to deliver the Activity objectives in the specified community and/or the specified target group:***

*Describe your organisation's qualifications and experience with managing similar projects and your ability to contract and manage individuals or organisations.*

- This may include a description or the attachment of evidence of:
  - relevant work history of staff and qualifications;
  - previous projects' contracts;
  - staff structures and support mechanisms in place; and
  - names and contact details of supporting referees from previous projects who can attest to your organisations ability to manage similar projects.

*Demonstrate the financial viability for both the project and your organisation to see the project through to completion.*

- attach the latest financial records that demonstrate both the project and organisation's financial viability. This may be supplemented by financial agreements, project budget, quotes and letters of support.