

Disability Advocacy Futures Program 2023/24 Special Purposes and Projects; and Sector Development

Grant Program

Frequently Asked Questions 'FAQs'

July 2023

www.dcj.nsw.gov.au



Department of Communities and Justice (DCJ) Grant Program Frequently Asked Questions (FAQ)

Introduction

This document contains the most asked questions and responses regarding the Disability Advocacy Futured Program 2023/24 Special Purposes and Projects; and Sector Development. DCJ has developed this document to help potential applicants in completing and submitting grant applications.

This FAQ must be read together with the Disability Advocacy Futures Program 2023/24 Special Purposes and Projects; and Sector Development Grant Program Guidelines.

Grants program

In NSW, approximately 17% of the population lives with disability¹. Of those approximately 1.35 million people, 11%, are eligible for services and supports under the National Disability Insurance Scheme (NDIS). In December 2019, the NSW Ageing and Disability Commissioner² recommended the establishment of the Disability Advocacy Futures Program (DAFP) which commenced on 1 January 2022 and is funded until June 2024.

The DAFP focuses on all people with disability in NSW who need support to access NSW Government funded or provided services, whether or not they are NDIS participants. Where relevant, it also targets specific communities and disability types.

The DAFP currently funds 19 organisations to deliver advocacy services:

- Individual advocacy delivered by seven (7) providers (50% of DAFP funding)
- Systemic advocacy delivered by six (6) providers (25% of DAFP funding) and
- Representative advocacy delivered by nine (9) providers (15% of DAFP funding).

The remaining 10% of the DAFP funding is to be allocated to:

- Special Purposes and Projects (5% of DAFP funding)
- Sector Development functions (5% of DAFP funding).

FAQ topics and questions

These FAQs are for the DAFP 2023/24 Special Purposes and Projects; and Sector Development Grant Program and are intended to accompany the DAFP 2023/24 Special Purposes and Projects; and Sector Development Grant Program Guidelines. Questions and answers below are grouped in topics in the same order as they appear in the Guidelines.

- **Overview of the grant**
- **What grant funds can be used for**
- **Completing the application**

¹ SDAC 2018 <https://www.abs.gov.au/statistics/health/disability/disability-ageing-and-carers-australia-summary-findings/2018>

² Review into Disability Advocacy in NSW <https://www.ageingdisabilitycommission.nsw.gov.au/reports-and-submissions/review-into-disability-advocacy-in-nsw.html>

- Completing the application
- Other requirements
- Assessment
- Assessment process
- After applications close

Overview of the Grants

Q: What is the DAFP 2023/24 Special Purposes and Projects; and Sector Development Grant Program? A:

The DAFP 2023/24 Special Purposes and Projects; and Sector Development grant programs aims to:

- support initiatives to assist people with disability in NSW to actively engage in their communities in a more informed and empowered way, for which alternative funding sources are not available, and
- drive quality improvement, collaboration and innovation among advocacy organisations, and to build stronger networks and learning opportunities.

Q: What are the aims and objectives of the Program?

A: The DAFP 2023/24 Special Purposes and Projects; and Sector Development grant programs has 3 key objectives:

1. Increase available supports to assist people with disability in NSW to actively engage in their communities in a more informed and empowered way.
2. Further develop the NSW disability advocacy sector through quality improvement, collaboration and innovation.
3. Build stronger networks and learning opportunities for the NSW disability advocacy sector.

Grant applications must demonstrate how the proposed project will contribute to the development of the NSW disability advocacy sector and how the project will assist people with disability to actively engage in their communities by meeting **at least one** of the program objectives.

Q: What kind of organisations are eligible to apply?

A: List the organisations eligible to apply for the grant program:

- Incorporated not-for-profit community organisations

The NSW Ageing and Disability Commissioner specified that funding contracts should only be entered into with non-government, non-profit organisations.

Note: for the purposes of this grant program, organisations deemed to be ‘incorporated not-for-profit community organisations’ include:

- incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
- not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)
- associations (registered under the Associations Incorporation Act 2009 with NSW Fair Trading)
- NSW Local Aboriginal Land Councils

- religious organisations operating in NSW
- NSW non-government organisations established under an Act of Parliament.

Q: Are there any organisation that cannot apply for this grant?

A: The following organisations are not eligible to apply for funding under this grant program:

- Individuals and sole traders
- Local Councils
- State and Federal Government Departments and associated entities
- For profit organisations and commercial enterprises

Q: Can not-for-profit groups make a joint application?

A: Yes, you can submit a joint application with an eligible organisation.

Q: What are the funding amounts we can apply for?

A: Eligible applicants can apply for a one-off grant funding from \$20,000 (minimum) up to \$100,000 (maximum). Ongoing or recurrent funding is not available.

Q: Does the program include funding categories?

A: No. There are no funding categories for this grant.

Q: Are organisations that receive Commonwealth advocacy funding, such as National Disability Advocacy Program (NDAP), eligible to deliver DAFP Special Purposes and Projects; and Sector Development?

A: Yes. Organisations receiving NDAP or other Commonwealth advocacy funding does not disqualify otherwise eligible providers from delivering DAFP Special Purposes and Projects; and Sector Development.

DAFP funding must only be used for advocacy in relation to NSW Government directly funded or delivered services.

Q: What is the funding stream breakdown?

A: The DAFP 2023/24 Special Purposes and Projects; and Sector Development grant programs breakdown of funding is:

- A total funding pool of up to \$1,000,000 is available
- \$500,000 for Special Purposes and Projects
- \$500,000 for Sector Development functions

DCJ may consider funding allocations depending on the number of grant applications submitted.

What grant funds can be used for

Q: What can we use the grant funds for?

A: Funds can only be used for expenses/activities directly associated to the project. The application must clearly outline your proposed expenditure in the budget you submit with your application.

Q: What are we not allowed to spend grant funding on?

A: Organisations must not use the money provided for the project, nor any interest earned on the money, for any other purpose beyond what is specified in the approved project description

Items or activities that funding cannot be used for include:

- Any activity of a commercial nature that is for profit
- Existing debt or budget deficits
- Capital works, including building work
- Permanent salaries/wages (costs for temporary tutors/instructors for your program or activity can be included)
- Permanent equipment purchases, for example tables and computers
- Business as usual costs or general operating expenses
- Programs or activities that encourage gambling such as bingo, or the consumption of alcohol
- Programs and activities coordinated by NSW Government Departments and Statutory Authorities
- The same project twice. For example, two different organisations cannot apply for funds for the same program or activity.

Q: Can we receive funding if we've already received an insurance payment, government grant or government funding?

A: You can receive grant funding if you've already received an insurance payment or a Commonwealth or NSW Government grant, but not for the same expense/s covered by that payment or grant.

Q: Can we apply for a project that has already started?

A: No. This grant funding is not available for projects/activities already in progress.

Q: How does reimbursement work?

A: Reimbursement will not be accepted for the grant.

Q: What is subcontracting?

A: Subcontracting is when a service provider uses the department's funds to pay a third party — whether an organisation or an individual — to fulfil part or all of the services we have contracted the service provider to deliver.

There are three arrangements we consider to be subcontracting:

- A consortium, where a service provider has a contract with one or more third parties to deliver all or part of the contracted services.
- A fee-for-service arrangement, where regularly or from time to time a service provider uses purchase orders to buy services from one or more third parties to deliver all or part of the contracted services.
- A labour-hire arrangement where a service provider hires contractors, either directly or through a third party — full time, part time or casually — to deliver any aspect of the contracted services.

In a subcontracting arrangement, the third party is referred to as a 'subcontractor'.

Q: Is subcontracting the same as auspicing?

A: "Auspicing" is a form of subcontracting. Please note the term "subcontracting" is used for the purposes of this grant program.

Eligibility and assessment criteria

Q: What are the eligibility criteria?

A: List the eligibility criteria and provide any additional information which may assist applicants.

- Incorporated not-for-profit community organisations

Note: for the purposes of this grant program, organisations deemed to be ‘incorporated not-for-profit community organisations’ include:

- incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
- not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)
- associations (registered under the Associations Incorporation Act 2009 with NSW Fair Trading)
- NSW Local Aboriginal Land Councils
- religious organisations operating in NSW
- NSW non-government organisations established under an Act of Parliament.

Note:

- all applicants must have appropriate insurance (minimum of \$10 million, or as determined by program area),
- all applicants must address the NSW National Redress Scheme sanctions (included in this template), and
- applications will not be accepted from organisations that have outstanding acquittals with DCJ.

Q: What are the assessment criteria?

A: Eligible organisations must meet the following assessment criteria to be considered for funding:

- demonstrated ability to meet the grant objectives and outcomes
- demonstrated capacity to deliver projects/activities for the target groups
- demonstrated value for money
- experience working with the target groups
- community links and engagement with relevant stakeholders (including government and non-government organisations) to deliver the proposed activities.

Q: Are there any funding priorities for the grants program?

A: DAFP Special Purposes and Projects; and Sector Development grants is to support community-operated initiatives to assist people with disability to actively engage in their communities in a more informed and empowered way.

DAFP Special Purposes and Projects; and Sector Development can be specifically targeted to meet:

- Government priorities
- Identified special needs

- Address issues not covered in alternative funding streams under the DAFP.

Completing the application

Q: Do I have to use SmartyGrants to apply?

A: Yes, applications for this program will only be accepted that are submitted via the SmartyGrants platform.

Q: Can I review the application form before starting my application?

A: Yes, when you log on to SmartyGrants and view the application you can also choose to download as a PDF to review whenever you like. You can also preview the form online. Please note that PDF copies of application forms do not show which questions are conditional, so you may see questions that do or do not apply to your organisation.

Q: Can I provide letters of support or references to support my application?

A: No, only your application form and any documents requested and submitted through the form on SmartyGrants will be considered.

Q: Is there support available to help me apply or answer questions?

A: The DCJ Grants team can assist organisations with any queries regarding the application process. Organisations can contact the Grants Team at SPCGrantsTeam@facns.nsw.gov.au. Please quote your Application ID in all correspondence. If you are not familiar with the SmartyGrants management system, please refer to the SmartyGrants Help Guide for Applicants or their general help page. You can also contact SmartyGrants directly if you are having technical difficulties with the application form or your SmartyGrants account/password, for contact details visit their help page.

Q: Can we submit more than one application?

A: More than one application can be submitted for consideration by an applicant. However, not all applications will be successful as each application will be considered individually through a competitive merit based assessment. In the application form, applicants will be asked to prioritise their applications if more than one application is submitted. The same project cannot be submitted twice by different applicants.

Q. What is the difference between an ACCO and other organisations that serve Aboriginal and Torres Strait Islander communities?

A: Please refer to our page on Aboriginal Community-Controlled Organisations (ACCOs), which also provides information on our commitment to building the Aboriginal and Torres Strait Islander community-controlled sector.

Q. Should we include GST in our application?

A: Your funding request should exclude any GST that you will be charged by contractors or suppliers as part of the cost/delivery. If your application is successful and your organisation's ABN is registered for GST, you will be paid GST on top of the approved grant amount. If your organisation ABN is not registered for GST or you do not have an ABN, you will only be paid the approved grant amount.

Q: Who needs to sign off on our application?

A: The Applicant Declaration must be made by two of your organisation's authorised signatories, who will also be responsible for signing the Grant Funding Agreement via DocuSign should your application be successful. More information on DCJ authorised signatories is available on the DCJ website. Please note,

you must provide the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates, in your application form. Please contact SPCGrantsTeam@fac.s.nsw.gov.au immediately if these details change.

Q: Why would we want to provide the details of a third (optional) person in our Application form to view the Grant Funding Agreement?

A: DCJ administers Grant Funding Agreements to successful organisations via DocuSign, which only allows those who receive an individualised link to access the document for viewing. Therefore, all of those who wish to either sign or view the Grant Funding Agreement must provide their contact details. You may wish to include any relevant legal or administrative staff to review a copy of the Grant Funding Agreement before it is signed.

Q: Can value-in-kind be considered as funding contributed by a not-for-profit organisation?

A: Yes. Donated materials and contributions by paid staff and volunteers of the organisation are allowed as part of the not-for-profit organisation's contribution to the cost of a project. The estimated value of these contributions should be provided in the project budget.

Q: Is it too late to apply?

A: Applications that are late or incorrectly filled out or incomplete will not be accepted.

Other requirements

Q: What insurance is my organisation required to maintain?

A: Your organisation:

- is required to provide a valid Certificate of Currency for Public Liability Insurance with a minimum cover of \$10 million in your organisation's name, which you will upload as part of your application
- must retain any other insurance required under Commonwealth and NSW law for the performance of its activities funded by this grant, if successful
- is responsible for ensuring it has appropriate and current insurance coverage in place to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under its Grant Funding Agreement, which includes activities carried out by any other individual or organisation that you may subcontract.

Q: What is the NSW National Redress Scheme?

A: The National Redress Scheme is part of the Commonwealth Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Redress Scheme provides support to people who experienced institutional child sexual abuse.

The Scheme:

- Acknowledges that many children were sexually abused in Australian institutions;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling, a direct personal response, and a Redress payment.

The Scheme started on 1 July 2018 and will run for 10 years. The NSW Government will not award a grant to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- Has declined to join the Scheme, or
- At the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

For further information please visit the [NSW National Redress Scheme Sanctions Policy webpage](#).

Q: Where can I find out my responsibilities in relation to COVID-19?

A: Please refer to the up-to-date information on current public health orders and advice on the NSW Government's COVID-19 webpage. Due to the changing impacts of COVID-19 across NSW, it is the successful applicant's responsibility to keep track of current NSW Government public health orders and advice, and adhere to them.

Q: Do I need to provide banking details?

A: **Yes.** It is your responsibility to provide the correct banking details, including the authorised signature to verify your bank details, in your application form. Funds transferred to an incorrect bank account may not be recoverable. This applies even if you have provided your banking details to DCJ in the past or are currently receiving other payments from DCJ.

Q: Why should I keep my contact details up to date?

A: Your application, Grant Funding Agreement and acquittal for the grants will be managed using the SmartyGrants online grants administration system and DocuSign. We will contact you and your organisation's authorised signatories using the details provided in your application on SmartyGrants.

It is the responsibility of the grant recipient to keep DCJ up to date with any change in contact information, including the contact details of authorised signatories. DCJ is not responsible for any consequences should your grant offer be withdrawn due to out-of-date contact details in SmartyGrants. Please email SPCGrantsTeam@facns.nsw.gov.au to update contact details.

Completing the application - one stage process

- You can log in to SmartyGrants on the link provided.
- You are not required to complete your application in one sitting and can save and return at a later date to complete and submit.
- Once your application has been submitted you will receive an automated response from SmartyGrants. If you have not received this email, your application has not been successfully submitted, or the confirmation email has ended up in your junk mailbox.
- You can also log in to the online system and click 'My Submissions' to view all submitted and unsubmitted applications. Submitted applications are identified by a green tick. Carefully check your application prior to submitting. If you realise that you have made an error once you have submitted your application please contact SPCGrantsTeam@facns.nsw.gov.au for assistance before the closing date.
- Applications that are late or incorrectly filled out or incomplete will not be accepted'.

Assessment process

Q: What is the assessment process?

A: The assessment process for a one stage application:

1. DCJ eligibility team conducts a review to ensure eligibility the eligibility criteria listed above and general compliance with guidelines
2. DCJ assessment team will assess each eligible application against the assessment criteria listed above and make recommendations for the final decision maker.

After applications close

Q: What happens when you receive my application?

A: Applicants will be formally notified by [date] if their application has been successful or unsuccessful. Applicants must ensure their contact details on SmartyGrants remain up to date.

Q: Will the information in my application be kept confidential?

A: Information received in applications and in respect of applications is treated as confidential, and all assessors will sign a confidentiality agreement before reviewing your application. However, documents in the possession of the government are subject to the provisions of the *Government Information (Public Access) Act 2009*. If you are successful, the NSW Government may share or publicise information on your program. An agreement that this may occur will form part of your Grants Funding Agreement.

Q: When will I know if my application was successful?

A: You will be notified via email by September 2023. Applicants must ensure their contact details on SmartyGrants remain up to date.

Q: If I'm successful, what happens then?

A: You will be notified via email by September 2023 and shortly after a Grants Funding Agreement will be sent via DocuSign to the authorised signatories, and any additional reviewers, as provided in your application form. Successful applicants are required to return the signed Funding Agreement within seven days of receipt.

Grant Funding Agreements can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution if you are a not-for-profit organisation.

Please refer to the following for further details on authorised signatories and delegation. Please note, you must provide the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates, in your application form. Please contact

SPCGrantsTeam@fac.s.nsw.gov.au immediately if these details change. It is your responsibility to ensure staff availability to complete and sign documents, to carefully read the terms and conditions of the Grant Funding Agreement, and to sign the Grant Funding Agreement using the correct authorised signatories. Once we receive your signed Funding Agreement via DocuSign, your Grant Funding Agreement will be countersigned and sent to you by email.

Q: What happens if situations change and we wish to change the details of our program after we receive funding?

A: Any major variations to the approved purposes outlined in your original application form on SmartyGrants must be formally requested and approved in writing before any related work takes place, as your application form will form part of your legally binding Grant Funding Agreement with DCJ. Failure to do so may result in you being required to return the grant monies in full. To discuss a variation, please contact the Grants team by email SPCGrantsTeam@fac.s.nsw.gov.au.

Q: What reporting will be required?

Successful applicants will need to submit quarterly reports, mid-term reports or others as applicable.

Q: What acquittals requirements?

A: Successful applicants will be required to submit a simple financial acquittal by October 2024. The acquittal will include an expenditure breakdown on:

- Staffing costs
- Reimbursement
- Minor equipment and assets
- Operational costs
- Minor expenses for individuals

An officeholder in your organisation will be required to certify that the grant funds have been expended as per your financial acquittal.

Q: Why was my application not successful?

A: If your application is not successful, it does not mean your application is without merit. Funding is limited and not all applications are successful. Due to the high volume, DCJ is unable to provide individual feedback on each unsuccessful application.

Department of Communities and Justice

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Office hours:
Monday to Friday
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