

# SA Local Government Information Linkages and Capacity Building Program (ILC)

## Guidelines for Funding Applications

Extended funding round  
April 2020

Note: This grant program is administrated by the Local Government Association of South Australian on the behalf of the Department of Human Services, Government of South Australia

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# Local Government Information Linkages and Capacity Building (LGILC) Program

## Background

The National Disability Insurance Agency (NDIA) established the Information Linkages and Capacity Building Program (ILC) to create connections between people with disability and the communities in which they live.

Unlike the rest of the National Disability Insurance Scheme, ILC does not provide funding to individuals. ILC provides grants to organisations to deliver projects in the community that benefit all Australians with a disability and their families and carers, for a more inclusive, accessible and connected Australia.

Funded organisations contracted to deliver ILC projects are required to build the capacity of people with disability by creating opportunities for social and community participation through more inclusive services and communities.

The NDIA provided the South Australian Department of Human Service (DHS) with ILC grant funding as part of the Community Inclusion and Capacity Development (CICD) Program. The objective of the CICD Program is to build innovative ways to increase the independence and social and community participation, of people living with disability.

DHS is required to use the funding to facilitate delivery of time limited projects aimed at addressing identified gaps and issues in mainstream and community organisations' skills/knowledge requirements to assist those living with a disability in South Australia. Potential projects include those that grow market/provide engagement and support and address thin markets and gaps in service provision.

Using these funds, DHS has partnered with the Local Government Association of South Australia (LGA) to manage and deliver the *South Australian Local Government Information Linkages and Capacity Building (LGILC)* program. The aim of the LGILC program is to enable South Australian councils to develop and undertake activities that address thin market coverage, including mainstream delivery by increasing the understanding of the needs of people living with a disability.

The LGA will manage the LGILC in the following streams;

1. LGA Training – creating education programs and activities for the local government sector.
2. ILC & Disability Inclusion Practice and Plans – leading a consortium of member councils (those councils in an existing project reference group) to support delivery of activities identified in councils' Disability Access and Inclusion Plans current being developed as a mandatory obligation under the *Disability Inclusion Act 2018*.<sup>1</sup>
3. **LGILC Grant - disbursing funds to member councils through a one-off, competitive, grant funding round**

These 'Guidelines for Funding Applications' relate to Stream 3 - the LGILC Grant (competitive round).

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<sup>1</sup> The SA LGILC will not be used to support the preparation and development of council Disability Access and Inclusion Plans. Rather, this approach seeks to find commonality and encourage collaboration between those councils supporting the LGA on the Disability Inclusion Practice and Plans Project. The ILC framework will still apply to potential projects.

## 1. Eligibility

1. South Australia's 68 councils.
2. South Australian Regional Local Government Associations

Notes:

- Applications from individual councils are permitted.
- Collaborations between multiple councils are permitted, with a lead sponsor identified.
- Funding applications must address market gaps with a focus on **regional, rural and remote** areas in South Australia. This could include metropolitan councils that will partner with regional, rural or remote councils to deliver a project, or metropolitan councils that can demonstrate that a project will apply to regional, rural and remote areas and includes future plans to do so.

## 2. Scope and purpose of LGILC projects

The scope and purpose of LGILC projects is to enable South Australian councils to undertake activities that address thin market coverage including mainstream delivery by increasing the understanding of the needs of people living with disability in rural, regional and remote South Australia. This includes the following:

1. Projects that increase knowledge and skills within mainstream services (including local government services) to meet the needs of people living with disability.
2. Projects that build community awareness so that community groups and non-council businesses have a better understanding of the needs of people living with disability.
3. Projects that consider the needs of those living with a disability who identify as Aboriginal or Torres Strait Islander (ATSI) in regional, rural and remote areas of South Australia.
4. Projects that consider the needs of those living with a disability who identify as Culturally and Linguistically Diverse (CALD) in regional, rural and remote areas of South Australia.
5. Projects that consider the needs of those living with a disability who identify lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) in regional, rural and remote areas of South Australia.

## 3. Project Requirements

The projects must seek to:

1. Deliver solutions and approaches that demonstrate collaboration for a common purpose to improve the lives of the groups as listed in the Scope and Purposes section above.
2. Increase awareness of social and economic inclusion for people with disability.

3. Build capacity across communities, organisations and mainstream service delivery to influence attitudes and practices in a way that can lead to greater access and inclusion of people with disability.
4. Plus, *where possible*, collaborate with other councils and draw on/use the pool of existing resources, local knowledge and skills to maximise benefits and deliver consistent advantages to wider communities to meet the needs of people with disability.

#### **4. ILC Outcomes**

All projects must be closely aligned with the following ILC outcomes

1. People with disability are connected and have the information they need to make decisions and choices.
2. People with disability have the skills and confidence to participate and contribute to the community and protect their rights.
3. People with disability participate and benefit from the same community activities as everyone else.
4. People with disability use and benefit from the same mainstream services as everyone else.<sup>2</sup>

#### **5. Value for money**

Applicants need to demonstrate value for money by:

1. Giving careful consideration of how to best deliver their activities to target groups.
2. Having in place an effective risk management approach that will maximise use of grant money.
3. Having processes in place for ongoing monitoring and management of the project.
4. Considering both the financial and non-financial costs and benefits of each activity proposal throughout the whole project circle.

#### **6. Budget Requirements**

Applicants will be required to provide an approximate budget, setting out the stages of the project and costs for each component. In addition to the amount required from the LGILC program, applicants will be required to state amount of funds being contributed by other (named) organisations (if any) including funding sources currently being explored (with or without success), plus any in-kind contributions.

Please note that a financial statement must be included at the end of the project with any unused funding to be returned to DHS, via the LGA.

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<sup>2</sup> Appendix A, *NDIS ILC Outcomes Framework, November 2016*, <https://www.mhvic.org.au/images/PDF/Policy/NDIS/ILC-Outcomes-Framework-Web-Version.pdf>

## 7. GST (non-payable)

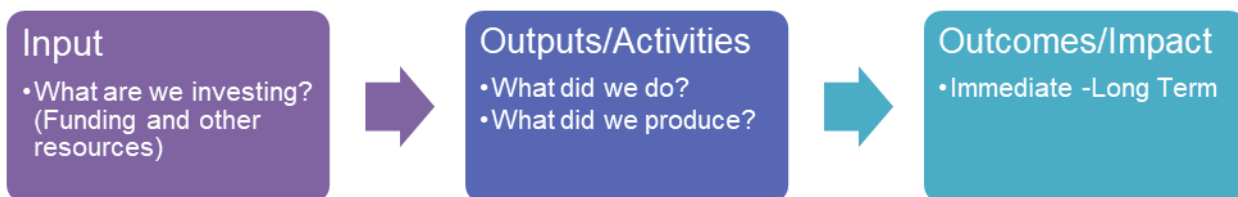
All the successful LGILC grants will be GST exclusive with no GST payable for any of these projects. Applicants will be requested to cost project exclusive of GST (i.e. do not include GST in the project costing). An invoice (which must comply with the specifications for a tax invoice) will need to be raised by the recipient for the total amount of the grant. This tax invoice must be provided before the grant is paid.

## 8. Application quality and logic

It is expected that applicants will carefully consider the key elements in their application to ensure that their proposed Outcomes are aligned with the ILC Outcomes achievable within the budget and time frame and are clearly measurable for use in the evaluation process.

### The Logic Model

All applications must clearly state the project’s proposed Inputs, Outputs and Outcomes. The applicant must outline what is required to achieve success including the evidence for the proposed approach and predicted outcomes within the time frame. The applicant will be expected to report on the proposed outcomes in their final report and evaluation form.



### The SMART Approach

All applicants are expected to embrace the SMART approach to think through the key elements of the application prior to the submission.

Specific	Clear and Well defined
Measurable	The need for concrete criteria for measuring progress and to know when it has been achieved
Attainable	Is there a realistic path to achievement
Relevant	Choosing results that matter within the constraint of resources, knowledge and time.
Time-bound	Reasonable timeframe to achieve the research and development goal.

## ***9. Assessment of Applications***

The all funding applications will be assessed on a competitive basis against the scope, purposes, project requirements, ILC Outcomes and value for money as outlined above.

The applications will initially be assessed by an Assessment Panel including, but not limited to, representation from the South Australian Department of Human Services and the Local Government Association SA.

The Assessment Panel will forward their recommendations to the LGA Board of Directors for final endorsement.

## ***10. Letter of Agreement***

Successful applicants will be asked to sign an Agreement which will set out all the conditions associated with the funding approval including the requirement for an evaluation of the project. It is also a condition of each grant that a project must be completed by 31 March 2021.

## ***11. Acknowledgement of Funding***

Acknowledgement of funding from the Local Government Information Linkages and Capacity Building (LGILC) program must be included on all published materials.

## ***12. Intellectual Property***

The grant recipient will own the Intellectual Property Rights in the material produced by this grant. However, the grant recipient will give the LGA a royalty-free licence to use, reproduce and adapt the material for our reporting purposes.

## ***13. Working with vulnerable persons***

Grant recipients must comply with the relevant legislative requirements in regard to working with or having contact with vulnerable persons (if applicable).

## 14. Grant Process Timeline

The funding agreement between the South Australian Department of Human Services and the Local Government Association requires all successful applicant to adhere to our reporting standards by completing project report in Smarty Grants by the following dates:

LGILC grant round opens	Friday, 21 February 2020
LGILC grant round closes	Monday, 25 May 2020
Assessment - Panel review of applications	Early June 2020
LGA Board of Directors – endorsement	Thursday, 18 June 2020
Grant recipients are advised of the grant outcome	Monday, 22 June 2020
Contracts signed and invoices finalised	Prior to Monday, 6 July 2020
Project start date	On or before Monday 6, July 2020
Project progress reports and non-audited financial statements	1 October 2020 31 January 2021
Projects completion report and non-audited financial statement (non-negotiable)	31 March 2021
LGILC external evaluation (LGA managed)	Complete by 31 July 2021

The LGA will commission an external evaluation of the LGILC program and prepare a final report and detailed financial statement for DHS by 31 July 2021.

## 15. Submitting your application

Please note that your application needs to be submitted online through Smarty Grants:  
<https://lqasa.smartygrants.com.au/>

It is recommended that applicants choose the option of previewing the form to make sure you are aware of our requirements prior to submitting the form. Please refer to the Help Guide for Applicants <https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/> for further support.

### For further information, please contact:

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