**Queensland Disability Peak**

**and Representative Bodies**

Sector Capacity and Capability Building Program - Grant Guidelines

1 July 2023 to 30 June 2026

**Opening date: 10 March 2023**

**Closing date and time: 6 April 2023 5pm**

**Type of grant: Open round**

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# About the grant

## Background

The Queensland Government has funded disability peak and representative bodies (peak bodies) for a number of years to provide a range of services to assist people with disability in their day to day lives. These services have broadly included:

* information and referral to provide accessible information to people with disability, their carers, families and related professionals across a range of disability types
* information about disability-specific and generic services and/or equipment (this includes contact by phone, print or email that refers a person to another service)
* community awareness activities, education and training for organisations and employers, and for the broader community
* building the capacity of the disability and community care sector to deliver viable, cost effective and quality services
* delivery of specialist support services that provide alternative forms of communication.

The Queensland Government continued to fund these services following transition to the National Disability Insurance Scheme (NDIS) as organisations were unable to access grants under the Commonwealth Government’s Information, Linkages and Capacity Building program (ILC) as anticipated. ILC is the component of the NDIS that provides information, linkages, and referrals to connect people with disability, their families, and carers, with appropriate disability, community, and mainstream supports[[1]](#footnote-1).

Many key peak body functions and activities, in particular for organisations representing people with specific types of disability, are not addressed under the ILC program, and are not currently delivered under ILC funding in Queensland.

Therefore, the Queensland Government has committed to continue funding for disability peak bodies. This funding will be delivered through the Queensland Disability Peak and Representative Bodies Program across various funding rounds.

This investment will support people with disability to fully participate in and contribute to society and will support the priorities of *Australia’s Disability Strategy 2021–2031* and *Queensland’s Disability Plan 2022–2027 - Together, a better Queensland.* The investment will also drive value for money from Queensland’s $2 billion annual investment in the NDIS by strengthening and improving disability sector capacity and capability to support service providers and Queenslanders with disability.

Executive disability peak body

At the centre of the new Disability Peak and Representative Bodies Program is the Queensland Executive Disability Peak body. The body provides an overarching governance and coordination role for all funded peak bodies and provides sector-wide advice and feedback to Government on key systemic disability issues. Queenslanders with Disability Network is funded by the Queensland Government as the executive disability peak body.

Inclusion Program

The Queensland Disability Peak and Representative Bodies - Inclusion Program commenced service delivery from 1 July 2022. Funding of $1.55 million (excluding GST) per annum has been allocated under the Inclusion Program, for the period 1 July 2022 to 30 June 2025, to provide:

* disability-specific peak body services across eight broad disability categories
* cohort-specific peak body services to carers of people with disability.

Further information on the Inclusion Program, including the providers funded to deliver peak body services under each category and cohort is available on the department’s [website](https://www.qld.gov.au/disability/adults/peak-body-support).

# Program objective and purpose of the grant

This open grant round is seeking to allocate up to $650,000 per annum (excluding GST) for the period 1 July 2023 to 30 June 2026 to provide Sector Capacity and Capability Building peak body services.

You must read these Grant Program Guidelines carefully before filling out your application to ensure you meet the eligibility and program requirements.

These guidelines set out:

* the program objective
* funding available for 2023–2026
* what will and will not be funded
* eligible expenditure
* eligibility criteria
* assessment criteria
* application process.

The objective of the Queensland Disability Peak and Representative Bodies – Sector Capacity and Capability Building Program grant round is to provide funding to deliver disability peak body services that support the development of responsive and high quality disability service providers.

Having providers to deliver services to people with disability in all areas of Queensland is key to Queenslanders getting the supports they need. It is also critical to ensure Queensland is getting value for its annual investment in the NDIS of over $2 billion. Queensland is committed to having a high performing NDIS market that presents value for Queensland’s investment and maximises outcomes for Queenslanders with disability.

## Target group/service users:

The Queensland Disability Peak and Representative Bodies – Sector Capacity and Capability Program grant will be used to support all disability service providers, including:

* new and existing disability service and community care providers in Queensland, in particular those located in rural, remote, and regional areas of Queensland
* new and existing organisations seeking to register to deliver prescribed disability supports and services in Queensland.

## Geographic catchment area/location

* Statewide

## Timeframes

|  |  |
| --- | --- |
| **Grants open** | 10 March 2023 |
| **Grants close** | 6 April 2023 |
| **Grant service agreements commence** | 1 July 2023 |
| **Grant service agreements end** | 30 June 2026 |

Please note that these timeframes may change at the department’s discretion.

# Funding available 2023-2026

The total amount of funding available through this open grant process is up to $650,000 per annum (excluding GST) for the period 1 July 2023 to 30 June 2026 (three years).

## Sector capacity and capability building

The maximum amount (excluding GST) available is:

|  |  |  |
| --- | --- | --- |
| 2023–24 | 2024–25 | 2025–26 |
| $650,000 | $650,000 | $650,000 |

# What will be funded

Funding will be provided to successful applicant/s to deliver the following services. Applicants can apply for delivery of one or more of these services.

## Sector capacity and capability building

**Sector representation**

| **Activity** | **Target Audience** | **Methods of Delivery** |
| --- | --- | --- |
| * Establish a Queensland Provider Advisory Group * Identify, analyse, and provide advice on issues in Queensland that require escalation to Government/s for consideration/action, including evidence that underpins the advice * Provide advice and feedback to the sector on actions taken to address systemic issues in Queensland. | * Disability service providers * Government/s * Non-Government decision makers. | * Meetings of the Queensland Provider Advisory Group * Meetings with Government executives/Ministers * Written reports/submissions/statements supported by relevant evidence specific for Queensland. |

**Sector capacity building**

| **Activity** | **Target Audience** | **Methods of Delivery** |
| --- | --- | --- |
| **High quality disability services** | | |
| * Provide tailored information and guidance to Queensland disability service providers (and potential providers), including a particular focus on reaching rural, remote, and regional areas of Queensland * Provide tailored information on the operation and impact of the quality and safeguards systems relevant to disability service delivery in Queensland * Support new and existing (as well as potential) providers, including sole traders, to understand quality and safeguards systems and to understand registration requirements to become a disability service provider in Queensland. | * New and existing disability service and community care providers in Queensland, in particular those located in rural, remote, and regional areas of Queensland * New and existing organisations seeking to register to deliver prescribed disability supports and services in Queensland. | * One-on-one information and advice discussions or information sessions * Reference material such as fact sheets, PowerPoint presentations etc. suitable for publication and distribution * Capturing and communicating positive case studies of new providers and provider growth * Partnerships with peak network organisations. |
| **NDIS services in area of need** | | |
| * Work in partnership with State, local and Commonwealth Governments to improve NDIS implementation in specific communities, such as rural and remote communities, to improve outcomes for people with disability and service growth * Identify and collect qualitative and quantitative information about Queensland locations, with a particular focus on rural, regional, and remote areas, with the greatest need for NDIS growth and/or market intervention to complement and enhance departmental analysis * Promote business and job opportunities in partnership with the NDIA and Local Governments/leadership * Provide resources, information, and advice to the sector to support NDIS providers (and potential providers) to comply with regulatory and quality requirements, including those administered by the department. | * Disability service and community care providers * Local Governments and community leaders * Other providers, organisations, and community members, including potential providers. | * Workshops/webinars/events/other engagement activities * Existing or new communication channels to reach key stakeholders * Website. * Collaboration with the NDIA and department. |
| **Support action on thin markets** | | |
| * Develop new, and optimise existing, networks to undertake a range of capacity building activities including:   + growth of small providers to improve thin markets in rural and remote areas   + build awareness of services available within the sector and community   + work in collaboration with remote councils to understand and support their priorities and health services to identify and action key issues within the sector and community   + collaborate with the sector to ensure a consolidated approach to capacity building and efficient and effective use of resources   + Generate new and innovative ideas to support attraction and retention of disability workers | * New and existing disability service and community care providers * Local Governments and community leaders * Other providers, organisations, and community members. | * Sector capacity building workshops * Development of specific resources * One-on-one consultancy * Other engagement activities. |
| **Information, Advice and Referral** | | |
| Distribute information to the sector including:   * advice of changes to Government systems, decisions, directions, policies, services, and programs relevant to the disability sector * resources supporting providers to enter the NDIS market, with a particular focus on rural and remote areas and thin markets * promotion of partnership initiatives with the department * information and resources on social enterprise/ microbusiness/ microenterprise for people with disability * promotion of the use of the Comprehensive Health Assessment Program (CHAP) * updates or announcements relating to the NDIS by the NDIA or Commonwealth Government and operation of the NDIS Quality and Safeguard Commission in Queensland | * Disability service and community care providers * Other providers, organisations, and community members. | * Email and e-blast * Web and webinar * Agenda items at sector meetings * Existing or new communication channels. |

**Sector capability building**

| **Activity** | **Target Audience** | **Methods of Delivery** | |
| --- | --- | --- | --- |
| **High quality disability services** | | | |
| * Establish/develop provider groups/networks in regional and remote communities where need and opportunity exist, that are aligned with achieving growth in supply to meet increasing demand * Develop a Statewide sole trader network and resources tailored for that group to help build capability * Maintain existing NDIS provider group/networks in regional and remote communities where the group is not viable without support * Support ongoing communication activities and improve understanding of disability worker screening and restrictive practice obligations * Increase participation of rural and remote practitioners at provider information forums. | * New and existing (and potential) disability service and community care providers in Queensland, particularly in regional and remote areas. | | * Regional and remote community groups * Practitioner groups. |
| **Provide one-on-one consultancy** | | | |
| * Support individual providers in specific areas/topics that will enhance their capability to service the NDIS market. * Establish the support needs sole traders to navigate both NDIS registration and the delivery environment, and to remain viable. | * New and existing (and potential) disability service and community care providers in Queensland, particularly in regional and remote areas. | | * Sole trader engagement and support needs analysis * One-on-one consultation. |
| **Highlight ILC opportunities of relevance to sector** | | | |
| * Provide support and advice to the sector to promote and improve the quality of applications for ILC funding, grant and other funding options, and commercial capability. * Promote information and updates to the sector about ILC opportunities. | * New and existing (and potential) disability service and community care providers in Queensland. | | * One-on-one consultation * Other forums, channels, or activities as appropriate. |

# Eligibility criteria

## Who is eligible to apply?

To be eligible to apply you must meet all of the following eligibility criteria:

* demonstrated experience in delivering programs or services that support the capacity and/or capability of Queensland disability service providers (and potential providers), including through representative activities and/or sector and workforce development
* direct involvement and/or employment of people with disability (or lived experience as appropriate) in the operation and or governance of the organisation
* compliance with relevant requirements of the *Disability Services Act 2006*, including worker screening requirements
* have an Australian Business Number (ABN)
* have operations or deliver services in Queensland
* be registered for the purposes of GST
* hold public liability insurance to the value of not less than $10 million, or provide evidence of plans to obtain insurance to the value of not less than $10 million to cover the proposed work
* be one of the following entity types:
* a company incorporated in Australia
* a company incorporated by guarantee
* an incorporated trustee on behalf of a trust
* an incorporated association
* a partnership
* an entity auspiced by an eligible organisation
* a registered charity or not-for-profit organisation
* Local Government body
* a consortium
* have no outstanding performance/legal/financial matters that would impact the organisation being able to enter a contract with the department due to legislative requirements.

If you meet the eligibility criteria, you will need to provide evidence as part of the application process.

If you cannot meet the above eligibility criteria, you are not eligible to apply for this grant round.

## Eligible and ineligible expenditure

Funding allocated under this grant round can be used to contribute to:

* operational costs incurred in the delivery of the disability peak body service
* staff salaries and on-costs that are directly attributable to delivering the disability peak body service applied for
* the proportion of administration expenses that directly relate to the disability peak body service applied for.

## What activities the grant cannot be used for

The following activities will not be funded under this program:

* retrospective costs (costs incurred before the grant agreement commences)
* purchase of land
* activities not related to disability peak body service delivery
* activities provided as a NDIS service provider
* activities funded under the Commonwealth Government’s Information, Linkages and Capacity Building Program
* activities that are already funded under another Government funding program
* loans or financial assistance to any person
* capital projects or construction work.

# Assessment criteria

All applications submitted that meet the eligibility criteria as defined in 5.1 will be assessed against each of the following assessment criteria:

**Criterion 1 - Describe the proposed activities to be delivered (450 words maximum)**

When addressing this criterion, you should:

* describe how your organisation will use the funding to deliver the disability peak body services that meet the identified requirements as outlined in the ‘What will be funded’ section 4 above.

**Criterion 2 - Describe how the proposed activity will be delivered Statewide (450 words maximum)**

When addressing this criterion, you should:

* describe how your organisation will deliver the disability peak body services applied for, Statewide. For example, you must demonstrate existing networks and service linkages that will enable Statewide coverage.

**Criterion 3 - Describe how the proposed activities will support disability service providers (450 words maximum)**

When addressing this criterion, you should:

* describe how you promote your services to your client group (e.g., a website/webpage that provides basic information and promotes the service)
* describe how you ensure accessible information provision (e.g., accessible office spaces, interpreting services available etc.)
* demonstrate your ability to engage with and support disability service providers.

**Criterion 4 - Describe the organisation and provide evidence of your ability to deliver the proposed activities (550 words maximum)**

When addressing this criterion, you should:

* summarise the history and purpose of your organisation and explain how this demonstrates your ability to deliver the activities
* describe the relevant skills, qualifications, and experience of key program management and specialist staff and explain how their roles and responsibilities will contribute to effective oversight and governance in managing and administering the proposed activities
* describe intake pathways (e.g., telephone, email, web-form, and in-person)
* describe client participation/feedback mechanisms
* describe how you support employment of people with disability and/or lived experience of disability, including within your organisation
* describe how you will ensure you are ready to commence service provision for the peak body service by 1 July 2023.

**Criterion 5 - Describe how you will maintain quality control of the activities, ensure effective reporting, and evaluate the success of the activities (450 words maximum)**

When addressing the criterion, you should:

* provide evidence to demonstrate your capacity to capture data on your service delivery to meet monthly reporting requirements
* describe your client record-keeping database
* describe how you will manage any risks associated with the activities, including any risk and mitigation plans
* if you also provide NDIS supports or other disability services, describe the conflict of interest, how it will be managed and resolved, and how client confidence in the independence of the peak body service can be maintained
* provide evidence to demonstrate your capacity to meet Human Services Quality Framework Quality (HSQF) pathway requirements for Disability services as defined in the [HSQF Framework](https://www.communities.qld.gov.au/industry-partners/funding-grants/human-services-quality-framework).

# How to apply

Before submitting an application, you must:

* read and understand the Sector Capacity and Capability Building Grant Guidelines
* meet all the eligibility criteria (as defined in 5.1).

To apply you must:

* register and submit the application form via [Smartygrants](https://smartygrants.com.au/)
* provide all the information requested
* address all assessment criteria
* provide the application in English
* provide an indicative budget using the template in the application form
* submit the application by the closing date and time. Late applications will not be accepted.

SmartyGrants

If you have any technical difficulties with logging in, progressing or submitting your application, please contact SmartyGrants on 03 9320 6888 or by email [service@smartygrants.com.au.](mailto:service@smartygrants.com.au. )

# Assessment process

**Eligibility check**

The department will review all submitted applications against the eligibility criteria to confirm that the applications meet the eligibility criteria and are able to be further assessed.

**Assessment**

A panel will assess eligible applications against the assessment criteria and make recommendations for allocation of the grant funding. The recommendations are submitted to a decision-maker with appropriate authority.

**Applicants notified of outcome**

You will receive formal notification of the outcome of the application following the finalisation of the assessments.

You may request feedback on your grant application up to four weeks after you are notified of the outcome.

# Successful grant applications

You will receive an approval letter advising of the approval and the amount of funding approved if successful.

The approval letter will reiterate the terms and conditions of funding. You must not pay for the service/s, in part or full, without confirmation the funding has been approved, notwithstanding the allowance of retrospective payments.

You will be required to:

* enter into a service agreement. Please view the department’s agreement templates at [Streamlined agreements - Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (dsdsatsip.qld.gov.au)](https://www.dsdsatsip.qld.gov.au/about-us/funding-sponsorship/streamlined-agreements#key-supporting-documents-information-s2-j2i6uic4)
* comply with the requirements and conditions within the Service Agreement, including reporting
* comply with the Disability *Services Act 2006.*

The department must execute a service agreement with you before any payment can be made.

You will be required to report through the department’s reporting system. Further reporting information will be provided in the service agreement.

# Conditions

The department reserves the rights to:

1. to undertake its own investigations with external sources to justify any information in the application
2. to exclude from further evaluation applications that do not meet eligibility criteria   
   (i.e. non-conforming applications)
3. to withdraw a funding round process or not proceed with a funding round process where no Applicants are deemed suitable against the eligibility criteria or assessment criteria.

# Feedback

Complaints should be directed to [feedback@communities.qld.gov.au](mailto:feedback@communities.qld.gov.au).

We are committed to effective complaints management and will deal with all complaints against our actions, decisions, or officers’ conduct in a responsive, confidential, and fair manner. Please refer to the compliments and complaints section of our website: <https://www.dsdsatsip.qld.gov.au/contact-us/compliments-complaints>.

# Privacy

We treat your personal information according to the *Information Privacy Act 2009*. This includes letting you know:

* what personal information we collect
* why we collect your personal information
* who we give your personal information to.

In submitting a grant application, you agree to the Queensland Government collecting your personal information, including your name, contact details and role in your organisation, so we can assess your application and for the purpose of grants administration. If you do not provide this information, we cannot assess your grant application.

The Queensland Government may also use and disclose information collected about you under this grant in any other Queensland Government business or function. This includes disclosing grant information on the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships website and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us in your application, including personal information, with other State entities, the responsible Minister, and their staff, and with Members of Parliament, for other purposes including Government administration, research, or service delivery, or as otherwise authorised or required by law.

# Further information and assistance

Questions about the grant program can be directed to: [peaksgrants@dsdsatsip.qld.gov.au](mailto:peaksgrants@dsdsatsip.qld.gov.au).

Questions about SmartyGrants can be directed to: [Service@smartygrants.com.au](mailto:Service@smartygrants.com.au).

Please refer to the SmartyGrants—HelpGuideforApplicants <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/> for assistance on completing your application form.

# Conditions governing grant process

## No legal relationship

No legal or other obligation shall arise between an Applicant and the DSDSATSIP in connection with this grant process or any associated negotiation, unless and until a formal project contract has been signed by both parties.

## Reservation of rights

Notwithstanding any provision of this grant to the contrary, the DSDSATSIP may conduct the process for the assessment of the Applications in such manner as it thinks fit and the DSDSATSIP reserves the right, in its absolute discretion and at any time, to:

1. change the structure, procedures, nature, or timing of the grant process
2. vary or amend its Assessment Criteria without notification
3. take into account any information from its own and other sources in evaluating an application
4. give more weight to any one or more of the Assessment Criteria over other criteria and consider relative trade-offs between criteria
5. alter the terms of participation in the grant process
6. question any Applicant, including to invite presentations from any Applicants or engage in an interview with any Applicant (including without limitation in order to clarify any matter relating to the Applicant’s Application)
7. conduct due diligence investigations in respect of any Applicant
8. draw on outside expertise as required
9. request further information from any Applicant
10. terminate further participation in the grant process by any Applicant
11. refuse any particular Applicant entry to the grant process
12. allow further Applicants to participate in the grant process
13. terminate or reinstate the grant process
14. extend the closing date and time
15. allow the withdrawal or addition of any Applicant
16. conduct negotiations with any one or more Applicants after the Applications have been lodged
17. consider or accept an application which does comply with the requirements of this grant or is non-conforming
18. reject any Application or all Applications for any reason
19. publish the names of Applicants and preferred Applicant
20. take such other action as it considers in its absolute discretion appropriate in relation to the grant process
21. refuse to consider any non-conforming Application or Applications that do not meet the Eligibility Criteria
22. not provide Applicants with any reason for any actions or decisions it may take, including in respect of the exercise by the DSDSATSIP of any or all the above-mentioned rights.

## Acceptance of conditions

In applying, Applicants are deemed to have accepted these conditions.

## Governing Law

This grant is governed by the laws applicable in Queensland.

1. Information, Linkages and Capacity Building Policy Framework | Department of Social Services, Australian Government (dss.gov.au) [↑](#footnote-ref-1)