National Disability Insurance Scheme Sector Development Fund
Innovation Grant Program
Innovating and enhancing service models to increase access to community supports.

Innovation Grant Program Guidelines

<table>
<thead>
<tr>
<th>Expression of Interest - closing date</th>
<th>Friday 20 October 2017, 5:00pm (ACST)</th>
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<tbody>
<tr>
<td>Enquiries</td>
<td>For further information please contact the Innovation Grant Program secretariat on:</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:NDISInnovationGrant.DoH@nt.gov.au">NDISInnovationGrant.DoH@nt.gov.au</a></td>
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<tr>
<td></td>
<td>Phone: 0417 933 404</td>
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<tr>
<td></td>
<td>Applicants should provide questions (via email or phone) no later than Wednesday 11 October 2017.</td>
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<tr>
<td></td>
<td>Frequently Asked Questions (FAQs) and updates will be uploaded to <a href="http://www.health.nt.gov.au/health-governance/nt-health-grants/national-disability-insurance-scheme-innovation-grant">www.health.nt.gov.au/health-governance/nt-health-grants/national-disability-insurance-scheme-innovation-grant</a></td>
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Introduction

The National Disability Insurance Scheme (NDIS) is the most significant economic and social reform since the introduction of Medicare in 1975. By 2019-20, the NDIS will be fully rolled out and over 460,000 people living with a disability in Australia will participate in a new, competitive marketplace for disability and psychosocial support services. The Bilateral Agreement between the Commonwealth and the Northern Territory: Transition to a NDIS (NT Bilateral Agreement) commits around 6,500 people living with a disability, including psychosocial disability in the Northern Territory (NT), to participate in the NDIS when the scheme is fully operational from 1 July 2018.

The NDIS fundamentally changes the nature, focus and funding approach of the current disability and mental health system, as well as the ways in which people living with a disability will access supports. The scheme establishes a market where people with a disability can request services and seek to achieve their individual goals. This approach empowers people living with a disability to have greater choice and control over their support services. The NDIS recognises the potential for the support market to deliver a level of innovation, quality and diversity of supply and participant choice that cannot be delivered cost-effectively or sustainably by governments alone.

In the NT, the NDIS began with a trial site in the Barkly region from July 2013, and will be rolled out gradually to the rest of the NT in 2017 and 2018.

The NT is a unique environment due to the nature of remote service provision and the need for culturally secure and competent services. In this context, the NT requires tailored responses and initiatives to support participants and providers to transition to the new NDIS operational environment and to realise the benefits.

The disability and mental health market in the NT is sparse, particularly in remote communities, with a reliance on collaboration and coordination with and through adjacent sectors such as aged care and primary health. The NT specialist disability market requires support to ensure it can operate as envisaged by the NDIS and provide genuine choice and control for participants.

With assistance from the Commonwealth Department of Social Services, a number of capacity building projects are being rolled out by the Department of Health, Office of Disability (the Department) during the 2017/18 financial year. The Innovation Grant Program is one component of the Department’s NDIS strategic approach. This funding represents a significant opportunity for the NT to take a national lead in remote NDIS sector development, including supporting Aboriginal and Torres Strait Islander people living with a disability and their communities.
Purpose of the Innovation Grant Program

The Innovation Grants will provide one-off funding to establish projects that provide innovative strategies that have the potential to improve the level of choice and control for NDIS participants, and deliver more tailored and targeted supports through the NDIS.

Innovation Grant projects should achieve at least five (5) of the following outcomes:

- improve service delivery options for NDIS participants
- increase availability of ‘on-community’ supports in the NT to support NDIS participants
- develop and implement new services that increase the level of choice and control for NDIS participants and deliver more tailored and targeted support
- provide new approaches that respond to a community need and address the challenges associated with NDIS service delivery in the NT
- support projects that have a high level of provider collaboration or partnerships to develop new or more effective services for NDIS participants
- increase Aboriginal economic and social participation
- promote local-decision making to ensure local people drive local solutions
- increase local jobs for Territorians.

What is innovation?

Innovation is any activity, idea, method, solution or product that represents a departure from the existing conventional approaches to delivering services to NDIS participants in the NT. Innovation can take a range of forms, including (but not limited to):

- Development and application of a new approach to a service or product for the NT disability market that could respond to the needs of Territorians;
- Application of existing NDIS supports and approaches that are not currently used or available in the NT;
- Application of approaches that exist in the NT market but have not been tested and applied in the NDIS context or in locality that is proposed to introduce or implement the new approach;
- New ways of delivering a current disability support through approaching it differently, with the potential to provide a significant improvement for NDIS participants;
- Provision of services through new collaborations with other stakeholders working towards the same goals; and
- Provision of a sustainable long-term impact that can operate in an NDIS competitive, market-based environment.
Supported proposals may result in NDIS providers to try, test and learn from a previously untested approach. Innovation Grant Program applicants must provide evidence that the proposed project is innovative and more than business as usual.

Examples of innovative projects are provided in the table below.

<table>
<thead>
<tr>
<th>Innovative opportunity</th>
<th>Scenario (example only)</th>
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<tbody>
<tr>
<td>Transforming an existing service</td>
<td>• An existing provider delivering services to different communities could expand their outreach services to support additional communities through a hub and spoke model. Equally, a number of providers could work collaboratively through a hub and spoke model to deliver outreach support to a cluster of communities.</td>
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</table>
| New partnership opportunities involving remote communities | • A number of disability service providers operating across a cluster of remote communities want to establish a formal network to facilitate resource pooling. Collaboration becomes increasingly important as remoteness increases, and a partnership in service delivery would help establish the critical mass needed to sustain effective service delivery.  
• Providers and remote communities have identified a number of NDIS participants who want to participate in a drama and performance arts program for personal and creative development. An innovation project could support the establishment of the network and arrangements to bring the resources needed to facilitate a skills-based performing arts program to the region. |
| Repurposing existing community assets to support NDIS participants | • An aged care provider operating in a remote community is willing and able to extend its service to provide short-term supported accommodation to NDIS participants. The accommodation requires a number of one-off changes and developments or the provision and installation of equipment to make it disability-support ready. An innovation proposal could support the necessary adjustments and result in NDIS participants in the remote cluster being able to access new short-term accommodation supports.  
• A stakeholder with a workshop might want to expand their scope to provide in-community wheelchair or other equipment repairs and maintenance and require additional facilities or specialist training to support this development. |
Innovation grant exclusions

Innovation Grant Program funds cannot be used to fund activities that are not directly related to the proposed project. Specifically, grant funds cannot be used for the following:

- Manage cash flow or profitability issues in other areas of the business;
- Repay loans or provide gifts;
- Pay sitting fees to directors of the organisation; or
- Pay fees, commissions, bonuses or similar benefits to directors, staff, members of the organisation or consultants for work already undertaken.

Funding available under the Innovation Grant Program

Total funding available under the Innovation Grant Program is approximately $2.6 million. Funding provided under the Innovation Grant Program is available in all regions of the NT.

Small, medium and large grants are available under the Innovation Grant Program:

1. **Small funding requests** - up to and including $25,000.
2. **Medium funding requests** - above $25,000 and up to and including $50,000.
3. **Large funding requests** - above $50,000 and up to and including $100,000.

Where opportunities for innovation have been identified through capacity building projects, the NT Government may directly approach organisations or communities to encourage application for innovation grants.

On completion of the first grant round assessments, the Department intends to advertise a second round in the latter half of the 2017-18 financial year.

Innovation Grant Program eligibility

- Applicants must have registered with the Department of Health as an NDIS provider. Where the applicant has completed this process, they are required to attach copies of their Quality Assessment Report and Quality Improvement Plan (where the organisation has a Quality Improvement Plan in place).
- Applicants must have an Australian Business Number (ABN) and be registered for Goods and Services Tax (GST).
- Applicants must obtain and maintain necessary insurance policies for the duration of the proposed project. Insurances must include, but not be limited to, the following:
  - **general third party liability (public risk) insurance of not less $10,000,000 in respect of any one event.**
  - **liability on account of accident or injury to employees of the organisation; and**
  - **loss, damage, or theft of property belonging to the organisation and its assets.**
- Project outcomes must be delivered and reported on within 12 months of receipt of the grant, or a shorter period of time where negotiated with the Department.
- Applicants must provide evidence on how the project will be sustained beyond the 12 month funding period, in particular for grants funded up to $100,000;
- Applicants must currently operate, or intend to operate, in the NT.
- Grants must be spent on innovative projects for the primary benefit of NDIS participants in the NT.
- Applicants must be prepared to share information with the Department and industry about project activities, outcomes, success stories and lessons learnt. This may take the form of a learning forum at the completion of the project.

Projects that would otherwise be funded by other Government programs will not be funded by the Innovation Grant Program.
Innovation Grant application process

Stage 1 - EOI's

Applicants are invited to submit an EOI that provides an overview of their proposed project.

The expression of interest stage 1 will close 5:00pm (ACST), Friday 20 October 2017. Applicants must submit their expression of interest before the closing date. Applications received after this date will only be considered in exceptional circumstances.

EOI’s should be submitted via email to: NDISInnovationGrant.DoH@nt.gov.au. Please contact the Senior Project Officer, NDIS Implementation on 08 8999 2567 if you experience any difficulties in submitting the expression of interest application.

EOI’s will be assessed by the Department. Project proposals that successfully meet the EOI assessment criteria may be shortlisted. Shortlisted proposals are not guaranteed to receive Innovation Grant Program funding.

Applicants seeking $25,000 or less may be asked to provide further information to support their proposal but will only be asked for an extended application by exception. Applicants seeking more than $25,000 may be invited to submit a Stage 2 extended application. Applicants whose project proposals are not shortlisted will be advised by the Department and offered an opportunity for feedback. Successful applicants will enter into a service agreement with the Department.

Stage 2 - Extended application

Stage 2 extended applications require applicants to provide more detailed information about proposed projects. A copy of the stage 2 application form will be emailed to successful applicants.

Support for applicants in completing Stage 1 – Expression of Interest and Stage 2 - Extended application forms

The Department has engaged Pricewaterhouse-Coope’s Indigenous Consulting (PWC's Indigenous Consulting) as the Innovation Grant Support office to work with applicants to develop their applications. The applicant is responsible for completing their application form; however, the Innovation Grant Support Officer is available to respond to specific questions relating to the application form. The innovation Grant Support Officer may also request additional information, for example, to request applicants provide quotes to support the cost associated with the project proposal. The aim of this service is to assist applicants to complete robust and detailed applications.

Note that PWC's Indigenous Consulting does not decide which applicants are funded by the Innovation Grant Program.

Stage 2 extended application round is expected to be open from mid-November 2017 and will be open for three (3) weeks.

Following this process, the stage 2 extended applications will be assessed by a panel that will include members with specialist knowledge and expertise relevant to the NDIS and the disability context of the NT. The panel will provide recommendations to the Department regarding applications that successfully meet the assessment criteria.

Decisions regarding applications and an offer of funding will be made by the sole discretion of the Department. The final decisions are not subject to appeal, however an offer of debrief will be provided to unsuccessful applicants. The Department will send successful applicants a letter of offer and will work with the successful applicants to agree the final parameters of the proposed project, the agreed outcomes. Successful applicants will enter into a service agreement with the Department.
Assessment criteria
The assessment criteria that will be applied in evaluating proposed projects are as follows:

Stage 1 - EOI assessment criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Explanation</th>
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<tbody>
<tr>
<td>1. Design</td>
<td>The design of the proposed project is reasonable in terms of the activities to be undertaken and demonstrates how intended outcomes will be achieved, particularly increasing local jobs and promoting Aboriginal economic participation.</td>
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<tr>
<td>2. Innovation</td>
<td>The extent to which the project represents an innovative approach as described in these Guidelines.</td>
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<tr>
<td>3. Need</td>
<td>The extent to which the proposed project meets a critical community need or gap for NDIS services and participants, and that need or service gap is supported by evidence.</td>
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<tr>
<td>4. Outputs and outcomes</td>
<td>Outputs and outcomes of the proposed project are clearly articulated and reasonable, including demonstrating how the project will be sustainable over the long-term. It is important to identify both outputs and outcomes. Outputs are, amongst other things, the activities provided, items purchased, staff hired, consultants engaged with the funding. Outcomes are the results, impact and accomplishments resulting from the proposed project that is, the benefits to NDIS participants, their families, carers and the community.</td>
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<tr>
<td>5. Collaboration</td>
<td>Application provides evidence that there has been collaboration (formal or informal) in the development of the project. Collaboration could be with NDIS participants, other disability providers, the community or adjacent-sector providers.</td>
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<tr>
<td>6. Cultural appropriateness</td>
<td>Application explains how the proposed project will be delivered in a culturally safe and competent manner.</td>
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Stage 2 - extended application assessment criteria

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<thead>
<tr>
<th>Criteria</th>
<th>Explanation</th>
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<tr>
<td>1. Design</td>
<td>Key project dates and milestones, project inputs and staff required are reasonable and support the delivery of the project. In addition, project risks and mitigating factors have been considered. Proposed project budget attached to the application is reasonable and supports delivery of the project.</td>
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<tr>
<td>2. Skills and experience</td>
<td>Evidence is provided to demonstrate that the organisation has the appropriate mix of skills and experience to successfully deliver the project. Where the organisation does not currently have experience working with the target group, evidence of the capacity to develop the experience and skills is required.</td>
</tr>
<tr>
<td>3. Community support</td>
<td>The application demonstrates that the project has the support of the local community including NDIS participants and community leaders. The application demonstrates how the project will increase Aboriginal economic participation and local jobs opportunities.</td>
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<tr>
<td>4. Evaluation and methodology</td>
<td>The applicant will demonstrate how it will capture the participant experience and show the impact of the Grant as part of the Performance Report.</td>
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Note: In evaluating the applications, applicants applying for smaller grants will not be expected to provide as much detail as those applicants applying for larger grants.
Applicant responsibilities
Applicants are required to sign a legal declaration that:
- the applicant is authorised to complete, sign and submit the application; and
- information provided in the application is correct and complete.

Successful applicants will be required to enter into a service agreement with the Department that details the terms, conditions and deadlines related to the proposed project. The service agreement will also detail reporting requirements, monitoring and evaluation requirements, including agreed outcomes.

A number of requirements specific to the Innovation Grant Program include the following:
- Promotion of activities funded by the Innovation Grant Program must acknowledge that funding has been provided by the NT Government and Department of Social Services.
- Successful applicants must complete a Performance Report that outlines how the project was implemented and evaluated.
- Successful applicants must keep detailed project records including, but not limited to, the following:
  - expenditure of funds;
  - outcomes of the project; and
  - challenges and lessons learnt through the process.

Acquittal Process
The following will be required by applicants in acquitting their projects:
- Performance Reports capture participant outcomes and experiences, plus requires the grantee to demonstrate how the project will meet its outcomes and Key Performance Indicators;
- Financial acquittal statement; and
- Photos of the project in action.

A reporting template will be provided.

Projects must be completed and acquitted within 12 months of receipt of funding. Specific dates will be included in the agreements with the Department.

Publication and promotion of funded projects
The Department reserves the right to publicise successful projects. Successful projects may be publicly announced by the Department of Social Services, NT Minister for Health and the NT Department of Health. Details announced may include, but may not be limited to, the following:
- Name of business;
- Title of project;
- Description of the project and its objectives; and
- The amount of funding granted.