

## Innovation Grant Program Guidelines Round 2

### National Disability Insurance Scheme Sector Development Fund Innovation Grant Program

Innovating and enhancing service models to increase access to community supports.

<b>Round 2 - closing date</b>	Wednesday 7 March 2018, 5:00pm (ACST)
<b>Enquiries</b>	<p>For further information please contact the Innovation Grant Program secretariat on:</p> <p>Email: <a href="mailto:NDISInnovationGrant.DoH@nt.gov.au">NDISInnovationGrant.DoH@nt.gov.au</a></p> <p>Phone: 0417 933 404</p> <p>Applicants should provide questions (via email or phone) no later than Friday, 16 February 2018.</p> <p>Frequently Asked Questions (FAQs) and updates will be uploaded to <a href="http://www.nt.gov.au/community/community-grants-and-volunteers/grants-directory">www.nt.gov.au/community/community-grants-and-volunteers/grants-directory</a></p>

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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 (DSS), a number of capacity building projects are being rolled out by the Department of Health (DoH), 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.
- Provision of a sustainable long-term impact that can operate in an NDIS competitive, market-based environment.

## What is innovation? (Continued)

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.

Innovative opportunity	Scenario (example only)
Transforming an existing service	<ul style="list-style-type: none"> <li>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.</li> </ul>
New partnership opportunities involving remote communities	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
Repurposing existing community assets to support NDIS participants	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>

### 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
- 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 million. Round 1 of the Innovation Grant Program was completed in December 2017, where approximately \$1 million of funding was granted to organisations.

The current round of the Innovation Grant Program (Round 2) is the final round for this program. Approximately \$1 million of funding is available under Round 2.

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.

### 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 million in respect of any one event
  - Liability on account of accident or injury to employees of the organisation
  - 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

Applicants are invited to submit a response to the Innovation Grant application to provide information on their proposed project.

The application process will be open from Monday 29 January 2018 and will close at 5pm (ACST), Friday 23 February 2018. Applicants must submit their applications before the closing date. Applications should be submitted via email to: [NDISInnovationGrant.DoH@nt.gov.au](mailto:NDISInnovationGrant.DoH@nt.gov.au). Please contact the senior project officer, NDIS Implementation on 8999 2567 if you experience any difficulties in submitting the expression of interest application.

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.

#### Support for applicants in completing their applications

The department has engaged 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.

## Assessment criteria

The assessment criteria that the panel will apply when evaluating proposed projects is as follows:

Criteria	Explanation
1. Project design	<ul style="list-style-type: none"> <li>The design of the proposed project is reasonable in terms of the activities to be undertaken and demonstrates how intended outcomes will be achieved.</li> <li>Project delivery is culturally appropriate.</li> <li>Project risks have been considered and mitigating strategies proposed are appropriate.</li> <li>Project will increase local jobs and support Aboriginal economic participation.</li> <li>Project shows support for Local Decision Making.</li> </ul>
2. Innovation	<ul style="list-style-type: none"> <li>The extent to which the project represents an innovative approach as described in these Guidelines.</li> </ul>
3. Need	<ul style="list-style-type: none"> <li>The extent to which the proposed project meets a critical community need or gap for NDIS services and participants.</li> <li>Evidence provided to support this need is reasonable.</li> </ul>
4. Outputs and outcomes	<p>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.</p> <ul style="list-style-type: none"> <li>Outputs and outcomes are clear and reasonable and focused for NDIS participants.</li> <li>Project likely to achieve the outcome the applicant is seeking.</li> <li>Applicant has demonstrated how the project could be sustainable over the long-term.</li> <li>How the project will be evaluated is clear and reasonable, including how feedback will be gathered and how the participant experience will be captured.</li> </ul>
5. Collaboration	<ul style="list-style-type: none"> <li>The applicant has collaborated (formal or informal) with other stakeholders in the development of the project. Collaboration could be with NDIS participants, other disability providers, the community or adjacent-sector providers.</li> <li>The application demonstrates that the project has the support of the local community including NDIS participants and community leaders.</li> </ul>
6. Skills and experience	<ul style="list-style-type: none"> <li>Evidence is provided to demonstrate that the organisation has the appropriate mix of skills and experience to successfully deliver the project.</li> <li>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.</li> </ul>

*Note: 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.
- Information provided in the application is correct and complete.

Successful applicants will be required to enter into a service agreement with DoH 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 (DSS).
- 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
  - 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.
- 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 publically announced by the NT Minister for Health, DSS and DoH. 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
- The amount of funding granted.