



NACCHO
National Aboriginal Community
Controlled Health Organisation



NDIS Ready: Aboriginal and Torres Strait Islander Market Capability

Indigenous Business Support Funding

Round 2 - ACCO Round

FUNDING OPPORTUNITY GUIDELINES

May 2021



Contents

1. Indigenous Business Support Funding (IBSF) Objectives and Purpose	3
2. Who is eligible for IBSF.....	4
3. Funding amount	4
4. How much IBSF can I apply for?.....	5
5. Eligible Activities	5
6. Ineligible Activities	5
7. How does the application process work?.....	6
8. Applying for IBSF	7
9. When do applications open and close?.....	7
10. How will my application be assessed?	8
11. Prioritisation.....	8
12. Approval	8
13. If your application is successful	9
14. If your application is unsuccessful	9
15. IBSF Agreements	9
16. IBSF payments	9
17. IBSF expenditure	9
18. Tax obligations	9
19. Other things you should know.....	10
a) Conflict of interest	10
b) Use of your information.....	10
c) Confidential and personal information.....	10
d) Probity.....	10
e) Terms and conditions.....	10

Purpose of these guidelines

The purpose of these guidelines is to outline the process, key details, and requirements of the Indigenous Business Support Funding opportunity under the NDIS Ready: Aboriginal and Torres Strait Islander Market Capability (NDIS Ready).

For further assistance or information please contact the NACCHO NDIS Ready team at ndisready@naccho.org.au.

1. Indigenous Business Support Funding (IBSF) Objectives and Purpose

NACCHO is delivering the NDIS Ready Project funded by the Department of Social Services (DSS). The objectives of the NDIS Ready Project are:

- Increased access to, and choice and control of, NDIS services available to Aboriginal and Torres Strait Islander people with disability living in Aboriginal and Torres Strait Islander communities.
- Increased Aboriginal and Torres Strait Islander NDIS registered providers in urban, regional, and remote communities.
- Expansion of existing services to Aboriginal and Torres Strait Islander regional and remote communities to include NDIS services.
- Increased community awareness within Aboriginal and Torres Strait Islander communities of the NDIS and increased participant registration.

IBSF is designed to grow the Aboriginal and Torres Strait Islander NDIS provider market.

IBSF will support Aboriginal Community Controlled Organisations (ACCOs) who successfully apply, to address the basic establishment costs, and/or business and technical challenges in registering and delivering services under the NDIS to equip themselves to operate more effectively long-term under the NDIS. Eligible ACCOs can apply for \$20,000 (GST exclusive) of IBSF to:

- Access business and/or technical advice to develop systems and/or business models within an ACCO to register and establish themselves as an active NDIS provider.
- Support ACCOs with basic establishment costs associated with becoming an NDIS service provider (e.g. disability aids, technology, financial systems/modules).
- Assist to train and/or optimise their workforce.
- Broadly develop skills and capabilities required to effectively operate in the NDIS market.

The intended outcomes of IBSF are:

- Increased readiness of recipients to register and deliver services under the NDIS.
- Increased number of ACCOs registered, or intending to register, and/or delivering services under the NDIS.
- Expanded NDIS service offering of IBSF recipients.
- Increased access to, and choice and control of, services available for Aboriginal and Torres Strait Islander people with disability.
- Increased number of culturally appropriate NDIS service providers and support coordinators.

Applicants must complete a [Readiness Assessment](#) as part of their application.

Although a Readiness Assessment must be completed – the outcome of the Readiness Assessment will not affect the success of your IBSF application.

If you require assistance in completing your Readiness Assessment, please contact the NACCHO NDIS Ready team at ndisready@naccho.org.au

2. Who is eligible for IBSF

IBSF will be made available for up to 100 Aboriginal Community Controlled Health Organisations (ACCHOs) through the first IBSF round and ACCOs through this round.

ACCOs who received Transition Assistance Funding under the Boosting the Local Care Workforce program (<https://blcw.dss.gov.au/grow/transition-assistance-funding/>) or have already received IBSF funding under NDIS Ready are not eligible for IBSF.

All eligible ACCOs are strongly encouraged to apply, including those already NDIS registered and/or providing NDIS services.

3. Funding amount

A maximum funding pool of up to \$2,000,000 for both the ACCHO and ACCO rounds (GST exclusive) is available for IBSF.

4. How much IBSF can I apply for?

Eligible ACCOs can apply for \$20,000 (GST exclusive). Noting:

1. Only one application per organisation can be submitted. If there are any issues, please contact the NACCHO NDIS Ready team at ndisready@naccho.org.au.
2. IBSF can only be used for eligible activities that have not previously received funding from the Commonwealth or State or Territory Governments (see Section 5).
3. Funding can be used on more than one eligible activity (see Section 4).

5. Eligible Activities

Eligible Activities are broad in nature and will vary between organisations. Eligible activities need to meet all the following requirements:

1. Will assist to establish new, or grow existing, capability in the organisation to register as and/or deliver services under the NDIS.
2. Involve services or advice from service providers external to the organisation or by those who are currently not employed by the organisation.
3. Is not an ineligible activity (see Section 5)

6. Ineligible Activities

While the eligible activities under IBSF are purposefully broad in nature, however, there are some IBSF ineligible activities. Ineligible activities that IBSF cannot be used for are:

- Staff wages.
- General administration costs for your organisation.
- Capital expenditure.
- Expenditure that does not relate to NDIS or disability more broadly.
- Activities which have been previously received funding from the Commonwealth or State or Territory Governments.

7. How does the application process work?

There are 6 steps from application to IBSF reporting.

1. Applicants complete the IBSF Application form – including a Readiness Assessment

ACCOs will need to complete all questions in the application form and a Readiness Assessment.

2. Applications assessed by NDIS Ready team

The NACCHO NDIS Ready team will assess the application against the eligibility criteria. NACCHO will have the final decision to approve ACCOs for IBSF.

3. Successful applicants notified

The NACCHO NDIS Ready team will email the ACCO to advise them of the outcome of the application. ACCOs who are unsuccessful in their application may not be notified until IBSF Agreements have been executed with successful applicants.

4. IBSF Agreements established

NACCHO will enter into an IBSF Agreement with the ACCO.

5. IBSF paid

IBSF funding is paid to the ACCO so that eligible activities can be carried out as prescribed in their IBSF Agreement.

6. IBSF Reporting

The ACCO who receive IBSF, submits the surveys and reports in accordance with their IBSF Agreement. This will include IBSF outcomes reporting and a Satisfaction Survey. Other ad hoc reporting may be required.

8. Applying for IBSF

To apply for IBSF, you will need to complete **both**:

1. A [Readiness Assessment](#), which is a self-assessment of your organisation's existing systems, processes, and overall readiness to either become an NDIS registered provider or, sustain or expand services as a registered provider. The Readiness Assessment will be used to inform which activities your organisation may wish to consider to support becoming NDIS ready.
2. An **Application Form**, which asks key questions about your organisation.

If you need assistance to complete your Readiness Assessment or your Application Form, please contact the NACCHO NDIS Ready team at ndisready@naccho.org.au.

Once you have completed the Application Form please upload on the [IBSF webpage](#).

9. When do applications open and close?

IBSF applications will open as per the timelines below:

Applications open	Applications close	Successful applicants notified
31 May 2021	23:00 AEST 11 June 2021	From 21 June 2021

The NDIS Ready team are here to support you in your application. A Frequently Asked Questions document is hosted on the [IBSF webpage](#) and will be updated fortnightly as required during the application period.

If you are unable to meet the application close deadline, please let the NACCHO NDIS Ready team (ndisready@naccho.org.au) know. The NDIS Ready team encourage you to seek support as early as possible if you require assistance.

The NDIS Ready team will make the final determination about whether to accept a late application after the round has closed.

10. How will my application be assessed?

The NDIS Ready team will assess your application based on:

- your eligibility (see Section 6)
- whether your application will achieve value with relevant money
- appropriate completion of both the application and a Readiness Assessment
- IBSF prioritisation (see Section 11)
- the available funding for this round.

11. Prioritisation

Applications from eligible ACCOs (see Section 2) will be prioritised as follows:

1. Members of NACCHO's Affiliates
2. By jurisdiction – the number of grants available will be based on the proportion of Aboriginal and Torres Strait Islander people in that jurisdiction. For example, as per 2016 Census data, 33 per cent of grant funding will be available to New South Wales.
3. For jurisdictions that are oversubscribed, priority will be given to applicants by the remoteness of their service delivery (that is very remote and remote providers will be prioritised, followed by rural providers, followed by regional providers, followed by metropolitan providers).

12. Approval

Following assessment (see Section 10), the NDIS Ready team will decide which IBSF applications are successful. Your application may not be successful if:

- you do not complete the application process (see section 7)
- you do not meet the specified eligibility criteria (see section 6)
- your proposed activity is not an Eligible Activity (see section 4)
- if the maximum available funding for this round is reached (see section 2)
- you do not meet other requirements of the application process such as participating in Direct Contact or agreeing to meet the conditions of the IBSF (see section 7)
- you are the subject of legal action or are convicted of fraud.

If you have questions about your application, you can contact the NACCHO NDIS Ready team at ndisready@naccho.org.au. Please allow up to 5 business days for responses to your submitted question. Questions must be lodged by 7 June 2021 to ensure responses are provided before the application close date.



13. If your application is successful

You will be notified of the outcome of your application from 21 June 2021. If you wish to withdraw your application, you can do so before all IBSF Agreements have been fully executed by contacting the NDIS Ready team at ndisready@naccho.org.au.

14. If your application is unsuccessful

Unsuccessful applicants will be notified by 13 August 2021.

15. IBSF Agreements

Once the IBSF Agreement has been finalised, recipients will be notified via email.

The IBSF Agreement must be signed by an authorised officer with authority to legally bind the applicant by 13 August 2021.

You should not make financial commitment until an IBSF Agreement has been executed and you have received the funds from NACCHO.

16. IBSF payments

Applicants will be asked to nominate their bank account details in the application form. Please ensure the banking details provided are correct.

Once an IBSF Agreement has been signed and returned, NACCHO will process and disperse your grant funding within 10 working days as a lump sum payment. Please allow additional time for your banks processing.

17. IBSF expenditure

IBSF monies must be expended by **31 December 2021**. However, if you are having trouble expending your IBSF monies by this date please contact the NACCHO NDIS Ready team (ndisready@naccho.org.au) to discuss options.

18. Tax obligations

IBSF may be subject to Goods and Services Tax (GST) depending on the GST registration status of the recipient.

19. Other things you should know

a) Conflict of interest

As part of your application, you will be asked to declare any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest in relation to your IBSF application.

b) Use of your information

Your organisation's name, ABN and jurisdiction will be provided to the Department of Social Services (DSS) for the purpose of DSS accepting the list of successful applicants. This information may be provided to the office of the Minister for the National Disability Insurance Scheme for the purpose of an announcement of the outcomes of IBSF.

Information that is not confidential and personal information (see 20.c) may be used to help inform NDIS Ready project and its evaluation, and to inform future advocacy to Government for future NDIS and disability policy and programs.

c) Confidential and personal information

The program will treat your information as 'confidential information' if the information is clearly identified as confidential and the information has the necessary quality of confidence (that is, it must be significant information which is private and not already in the public domain).

Information that is, or becomes, public knowledge (other than by breach of any confidentiality obligation) will not be considered to be confidential information.

NACCHO is bound by the Australian Privacy Principles (APPs) outlined in Schedule 1 of the Privacy Act 1988 (Cth). The APPs regulate how the NACCHO may collect, use, disclose and store personal information.

'Personal information' under the Privacy Act 1988 means information or an opinion (whether true or false) about a natural person who is reasonably identifiable.

d) Probity

The program will work to ensure that the IBSF process is as fair as possible; according to the published guidelines; incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct.

e) Terms and conditions

The terms and conditions contained in the IBSF Agreement are non-negotiable. It is expected that the Terms and Conditions contained in the IBSF Agreement will be the same for all recipients.