

Disability Access Grants Program

Grant Program Guidelines



2019



Introduction

Latrobe City Council has a proud history of working in partnership with the community to meet local needs and expectations. One of the ways Council supports the community is through the *Disability Access Grants* program.

This program delivers funding to support local business and organisations to specifically improve their access and inclusion for members of the local community who have a disability.

Funding for the grants is provided by the Department of Health and Human Services in partnership with Latrobe City Rural Access - Building Inclusive Communities Program.

Program Objectives

Applications are invited from business and community organisations to implement an initiative or project to increase the number of people with a disability accessing their business or community organisation as customers, visitors, members or employees.

Priority will be given to applications that demonstrate a genuine commitment to improving access and inclusion for people with disability.

Disability Access Grants Program

Examples of proposals;

- Undertake a process to develop a Disability Action Plan.
- Undertake an Access Appraisal of your business or organisation to identify ways to improve physical access for people with a disability.
- Undertake a Communication Access Assessment of your business or organisation to become communication accessible for people with complex communication needs.
- Make some alterations to your premises, the way you do business or provide services, to improve access for customers, visitors, members or employees who have a disability.
- Deliver disability awareness training to your staff or members.
- Provide information to your customers, visitors, members or employees in different formats (eg large print, audio or electronic formats) to provide access for all.

Please note: the word 'project' refers to the project, activity, proposal or initiative that will be delivered if your application is successful.



Grant Funding

Funding Available: Unmatched up to \$1,000. Higher amounts considered for match funding.

Funding Rounds

The Disability Access Grants Program accepts applications annually.

- **Opening Date:** Wednesday 13 March 2019
- **Closing Date:** Wednesday 24 April 2019

Successful projects are to commence after Wednesday 5 June 2019.

Eligibility Criteria

Applications are invited from community organisation. To be eligible to apply applicants must:

- Be a properly constituted legal entity or be auspiced by such a body which is able, and willing, to accept legal and financial responsibility for the project;
- Be free of debt to Latrobe City Council and have no outstanding acquittals from previous Latrobe City Council grant applications; and
- Be based within the municipality of Latrobe City or provide services or benefits primarily to the Latrobe City Community.

Who Cannot Apply

- Government agencies or departments of State and Federal Government;
- Groups who have not acquitted previous grants provided by Latrobe City Council; and
- Applications from schools or educational institutions, unless the proposed project can demonstrate significant involvement of and benefits for the wider community. Projects with participation limited to the school community will not be considered.

What will not be funded?

- Projects which are the responsibility of the State or Commonwealth Government departments or duplicate existing services or programs;
- Projects that deliver a religious or party political message where the purpose is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be;
- Projects located where there are gaming machine venues;
- Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place or began prior to the application being approved by Council;
- Payment of debts or loans;
- General operating expenses – funding will not cover expenses such as electricity, lease or rent payments, telephone, wages, salaries, project management costs etc. that are ongoing organisational expenses;



- Repair of facilities damaged by vandalism, fire or natural disasters where the incident should reasonably be expected to be covered by insurance; and
- Applications for projects that engage in activities which promote discrimination, violence or anti-social behaviour.

Guidelines

- Applicants will be required to contribute to the proposal either financially or by providing in-house resources.
- The start date for projects must be after 5 June 2019. If you receive funding prior to this date you may commence your project.
- Funds must be expended and acquitted within 12 months of signing a Funding Agreement, unless written approval has been given for an extension. Applicants who have an outstanding acquittal form will not be able to apply for further funding.

The Acquittal form will be a reconciled statement of expenditure and income associated with the grant and it will ask the applicants to provide detail on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:

- Evidence of how Council's support for the project was recognised;
 - An actual income and expenditure budget for the project; and
 - Photo evidence that showcases the completed project and community participation.
- Latrobe City Council must be notified of any significant changes to the project to what was originally submitted by providing written request for a funding variation. This includes requests for extensions of time to acquit the project;
 - Applicants are eligible to receive one grant from each grant program over a 12 month period;
 - Additional funding conditions may be applied to your project during assessment;
 - Approval of funding does not constitute permission to deliver your project. It remains your responsibility to seek the appropriate permissions and approvals to deliver the project;
 - Incomplete applications will be considered ineligible for funding;
 - Projects must address issues of safety and risk management;
 - Council strongly encourages groups to undertake joint grant submissions. Council acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly supports strong partnership projects which will effectively and efficiently respond to local community needs;
 - Projects should support council strategies and plans;
 - Applications must clearly outline the aims and objectives and provide a full description of the project. Latrobe City Council may request additional information to assist in assessing an application for funding;



- Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Applications must be submitted on the correct online application form;
- Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Council. Any underspent and excess funding must be returned to Council when submitting the acquittal form;
- Funding must not be regarded as a recurrent commitment from Council. There is no guarantee a recurring project will be funded in the future. Funding is limited;
- When an applicant is successful in receiving a grant, they agree to acknowledge Latrobe City Council's contribution to support their project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your outcome notification.

Assessment Process

Once applications are received they will be checked for eligibility against the grant program guidelines.

All applications will be assessed in accordance with Council's Grant Governance Policy and the program objectives. The Disability Access Grant Program involves a competitive process with applications assessed against the following criteria:

- The business or community organisation is located within Latrobe City
- A genuine commitment to increasing access and inclusion of people with a disability
- Ongoing impact on increasing the number of people with disability as customers, visitors, members or employees

Recommendations will be developed by an internal panel and approved by staff at a management level. Applicants will receive an email notifying them of the result of their application following a decision.

Latrobe City Council's grant programs are competitive and we receive more applications than we can support.

Submitting your Application

All applications must be submitted online. When you complete an application form you will be asked to sign up for a Latrobe City Council grants account. This grant account will be used to send you reminders and allow you to complete your application, funding agreement and acquittal form.



Visit www.latrobe.vic.gov.au/Grants and follow the link to the application form.

Supporting Documents

You will be asked to upload the following attachments when completing your application:

If your project has an auspice organisation you will need to attach a letter from the auspice organisation indicating that they accept full financial accountability for the project.

Making the Payment

If your application is successful you will be required to complete a Funding Agreement form online and you will be provided with a copy of the acquittal form that you will be required to submit at the completion of your project.

Once you have completed this form, funding will be deposited into your nominated bank account within 4 weeks.

Further information and assistance

For general grant enquiries please contact the Grants Officer:

Phone: 1300 367 700

Email: grants@latrobe.vic.gov.au

For assistance with application process or further information please contact the Rural Access Officer:

Phone: 1300 367 700

National Relay Service: 13 36 77

Email joanne.bedford@latrobe.vic.gov.au



Ideas and Information for Funding Applications

The following are some ideas on what you can do to improve access for people with disability to your business or organisation. Further information and ideas can be sourced from the Good Access is Good Business guide located on our website

http://www.latrobe.vic.gov.au/Our_Community/Community_Groups/Community_Programs/Social_Inclusion

Make your goods and services available to everyone

It is not necessarily a person's disability that creates barriers, it is often the physical environment or the way information is provided that prevents them from purchasing goods or accessing businesses and facilities.

What can I do?

- ✓ Arrange an audit of your facilities to identify barriers
- ✓ Make a plan to address identified barriers over time
- ✓ Make sure information is accessible, including websites

Finding the best person for the job

Having a disability may not impact on a person's ability to do a job. In fact, there is evidence that people with a disability perform better than people without a disability in the same role. Giving people with a disability a fair go when they apply for a job could benefit your business or organisation.

What can I do?

Provide disability awareness training to your recruitment staff and/or the whole business/organisation

- ✓ Make sure your policies and procedures support all employees, including staff with a disability
- ✓ Make sure people with disability have equal access to information about job vacancies
- ✓ Be aware of available funding for equipment or workplace modifications to support employees with a disability

Spreading the word about access and inclusion

Organisations can use their positions of influence to promote access and inclusion of people with a disability. This will create opportunities for people with a disability to take part in a range of activities in their community.



What can I do?

- ✓ Identify positions of influence in the community
- ✓ Set a positive example of access and inclusion for all, for others to follow
- ✓ Make sure your events are accessible to people with a disability and publicise this
- ✓ Provide information in other formats such as large print or audio

Changing attitudes and perceptions about disability

Negative attitudes, common perceptions and lack of knowledge about disability can create barriers in the same way a set of stairs can for a person using a wheelchair.

What can I do?

- ✓ Conduct a survey to find out how much your staff already know about access barriers and inclusion of people with a disability
- ✓ Identify people or organisations who could deliver disability awareness training to your staff
- ✓ Look for opportunities to include disability awareness in your current training programs
- ✓ Run an activity on International Day of People with Disability or Social Inclusion Week to highlight the achievements of, and valuable contribution people with a disability make in our community.