



Grant program Round 1 Guidelines for organisations

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My Rights Matter

Council for Intellectual Disability

Level 2

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Surry Hills NSW 2010

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Introduction

The Council for Intellectual Disability's My Rights Matter grant program provides funding and support for people with intellectual disability and organisations to run small projects about supported decision making.

The **objectives** of the grant program are:

- for people with intellectual disability and organisations to develop their supported decision making knowledge and skills
- to build supported decision making capability within the community – positively impacting community attitudes and practices

The grants will be offered for projects that deliver **activities, events and/or resources**.

Projects must explore supported decision making principles and put learnings from My Rights Matter into practice. For example, grantees could use the Council for Intellectual Disability's Supported Decision Making Framework to organise a community activity.

A total of \$120,000 worth of grants will be on offer – with **grants between \$1,000 and \$10,000** for approximately 15 to 20 people with intellectual disability and/or organisations.

The My Rights Matter grants will be offered in **two rounds**. Applications for Round 1 open in April 2023 with projects running from July to December 2023. Applications for Round 2 will open in August 2023, with projects running from November 2023 to May 2024.

Round 1 timeline

Applications open	24th April – 31st May 2023
Project start date	1st July 2023
Project end date	31st December 2023
Final report due	15th January 2024

About us

Council for Intellectual Disability

The Council for Intellectual Disability is a disability rights organisation. We have been led by people with intellectual disability for over 60 years.

We speak up on the big issues, we provide information and learning opportunities, we empower individuals and communities.

My Rights Matter

My Rights Matter is a project about supported decision making.

My Rights Matter will run for 2 years.

The project helps people:

- Learn about the rights of people with disability
- Make new decisions in their life
- Engage with supports to achieve what they want.

Supported decision making

Supported decision making means to help someone make more of their own decisions.

Supported decision making is the process that enables a person to move through the steps of decision making. A person, known as the decision maker, is supported by another person or group of people, who are known as supporters. The decision maker makes decisions about their own life. The decisions can be big or small, easy or hard. They may be quick decisions or develop over a longer period of time.

You can learn more about supported decision making at the [Supported Decision Making Hub](#).

My Rights Matter grants

Objectives

The My Rights Matter grant program will fund projects that enable people with intellectual disability to:

- develop supported decision making skills
- exercise choice, voice and control
- try new ways of doing things
- share learnings from My Rights Matter
- build awareness of people with intellectual disability and the right to decision making
- change attitudes toward people with intellectual disability as decision makers and valued members of the community
- model leadership.

The My Rights Matter grant program will fund projects that **make systemic change at the community level** by:

- demonstrating knowledge, commitment, and leadership to embed supported decision making principles and practices in local communities
- leading community engagement and supported decision making awareness raising activities to positively impact community attitudes
- increasing awareness about the diverse support needs of people with intellectual disability
- putting the stories and experiences of people with intellectual disability in the spotlight
- supporting people with intellectual disability to share their stories, speak up and model leadership in their communities.

Projects must primarily benefit people with intellectual disability and communities based in metropolitan and regional New South Wales.

Projects

Grants will be offered for projects that deliver **activities, events and/or resources**. Projects must explore supported decision making principles and put learnings from My Rights Matter into practice.

Examples of projects that could be funded:

- Run a small supported decision making event, such as a local conference for up to 20 people
- Attend and present on supported decision making at a national conference or event
- Host a series of supported decision making information and/or capability building sessions
- Create a video, podcast or other material focusing on how to make choices, promote or model good practice in supported decision making
- Establish a peer group focusing on supported decision making and making choices and decisions.

We encourage creative thinking and engagement. We welcome original proposals without being prescriptive about the types of projects funded.

Funding

For organisational projects, the minimum grant amount is \$5,000 and the maximum grant amount is \$10,000.

For individual projects, the minimum grant amount is \$1,000 and the maximum grant amount is \$5,000.

To maximise the impact of funds and project outcomes, we will favourably consider contributions from organisations towards the project budget (in the form of additional funds or in-kind contributions).

Unspent funds must be returned at the conclusion of each project.

Eligible expenditure

The grant funds can only be spent on eligible expenditure incurred, such as agreed project activities.

The expenditure must be incurred on the project between the start date and end date for the project activity as per each Grant Agreement.

The grant **cannot** be used for the following activities:

- purchase of land
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel, and
- activities outside of NSW and Australia.

Application Process

Applicant eligibility

To be eligible, applicants must:

- be located in NSW
- have an account with an Australian financial institution

and be one of the following entity types:

- an individual who:
 - is a person with intellectual disability, and
 - is a permanent resident of Australia
- a company incorporated in Australia
- an incorporated trustee on behalf of a trust
- an incorporated association
- a co-operative
- a partnership
- a joint (consortia) application with a lead organisation
- a registered charity or not-for-profit organisation
- a publicly funded research organisation
- an Australian local or state government body
- an Aboriginal and/or Torres Strait Islander Corporation.

Each applicant can only apply for and receive one grant in each round. However, an individual applicant may also be a member of an organisation that submits an application.

Information sessions

The My Rights Matter team will hold information sessions about the grants and application process. There will be two online information sessions – a session for individual applicants and a session for organisational applicants. The sessions will include time for questions. Both sessions will be recorded and made available online.

Selection Process

All eligible applications will be assessed against the selection criteria by our Selection Panel.

The Selection Panel will be made up of:

- A representative of the Council for Intellectual Disability leadership team
- A person with lived experience of intellectual disability
- A supported decision making subject matter expert
- An external organisational lead with relevant practical experience in supported decision making.

The identity of the Selection Panel will be kept confidential and will not be disclosed to any applicants or the public.

Selection Criteria

There are two sets of selection criteria – a set for organisations and a set for individuals.

The Selection Panel will consider each application on its merits, based on:

- how well it meets the selection criteria
- whether it provides value for money.

The amount of detail and supporting evidence provided in each application should correspond to the size, complexity and cost of the project.

Selection criteria for organisations

- The project's design and delivery is led by people with intellectual disability
- The organisation's purpose includes the service of and/or benefit to people with intellectual disability
- The organisation has demonstrated capability to deliver the project – including relevant expertise, operational capacity and stakeholder community
- The project has specific outcomes that benefit people with intellectual disability and the community. The project:
 - increases the supported decision making capability of people with intellectual disability
 - increases supported decision making awareness and capability within the community
- The project's impact is significant and innovative
- The project has appropriate measures to manage risk and deliver outcomes (for example, through use of a project work plan)
- The project has a detailed and feasible timeline
- The project will start after the project start date and finish by the project end date
- The project budget is detailed, feasible, and shows good value for money
- Projects that target diverse peoples will be highly regarded. This includes:
 - people who live in regional areas
 - LGBTIQ+ people
 - people from culturally and linguistically diverse backgrounds
 - Aboriginal and Torres Strait Islander people.

Selection criteria for individuals

- The person applying is a person with intellectual disability
- The application shows a good understanding of supported decision making
- The project has clear outcomes that benefit people with intellectual disability and the community.
- The project:
 - grows the supported decision making capability of people with intellectual disability
 - increases supported decision making awareness and capability within the community
- The project is achievable. The person applying has the resources, skills and support to do the project
- The project has a clear timeline
- The project will start after the project start date and finish by the project end date
- The project budget is clear and shows good value for money.

Value for money

When assessing the extent to which each application represents value for money, the Selection Panel will consider:

- the overall objectives of the grant program
- the relative value of the grant sought
- the extent to which the application demonstrates that the project will contribute to meeting the grant program objectives
- how the project will target groups or individuals

Application outcomes

The final decisions on application outcomes will be made by the Council for Intellectual Disability. The My Rights Matter team will advise all applicants of the outcome of their application in writing.

Unsuccessful applicants will not be notified until the successful applicants' grant agreements have been completed.

If you are unhappy with the outcome of your application, please follow our [Complaints and Feedback Policy](#).

Project delivery

Grant agreements and financial management

To receive a grant, successful applicants must complete a grant agreement with the Council for Intellectual Disability. The agreement sets out the terms and timeframe of the grant and associated project.

All grantees will receive a letter of agreement that will set out general terms and conditions for:

- using best practice for supported decision making
- meeting targets, milestones or timelines of the agreed deliverables
- collecting and supplying data
- submitting reports and/or acquittals
- participating in an evaluation
- undertaking risk management
- participating in meetings and events
- receipt of payment(s).

We will consider the agreement to be executed (take effect) from the date of our letter of agreement.

Projects that involve working with children require compliance with child safety in the form of policies or guidelines. If your organisation does not have current child safe policies and guidelines, My Rights Matter will work with you to ensure child safety rules and policies are followed.

We recognise that unexpected events may affect the progress of some grants. In these circumstances, grantees can request a variation to their grant agreement. We will consider the request based on project timeframe and the likelihood of achieving outcomes.

Project commencement and support

On commencement, grantees will be provided with a Project Pack to guide them through project delivery.

Grantees will be invited to participate in My Rights Matter workshops on supported decision making. Relevant project resources will be regularly shared with them.

Grantees are expected to manage their own projects. However, the My Rights Matter team will provide support to grantees throughout the program. Individual grantees will be invited to monthly support meetings. Support meetings for organisational grantees will be organised on request.

Reporting and story sharing

Grantees must submit reports in line with the grant agreement.

We require reports on:

- progress against targets, milestones or timelines of the agreed deliverables
- expenditure of the grant

We may share project achievements:

- on social media
- in our newsletter
- in the media
- at events

Contact us

If you have questions, please attend one of our information sessions or contact us:

- sdm@cid.org.au
- 1800 424 065
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