

Inclusion Impact Fund Guidelines

Tier 1

Recommendation

CPL's Inclusion Impact Fund provides funding to support projects, businesses and ideas that remove barriers for people with disability, addressing the unmet needs that impact everyday life. Tier 1 has two rounds per year, and is targeted towards small-medium businesses, community members and individuals.

Each step of our grant process is fully accessible. If you encounter any issues, or require any assistance, please don't hesitate to contact us at Grant@cpl.org.au or on 07 3358 8030.

Objectives

CPL's Inclusion Impact Fund, Tier 1 aims to deliver outcomes in alignment with the Unmet Needs Research Report, commissioned by Ability First Australia. The fund aims to address these unmet needs to improve the lives of people living with disability.

Projects must deliver outcomes in one or more of the following areas:

- Transport, Infrastructure, and Accessibility
- Community Education and Awareness
- Employment and Economic Participation
- Inclusion in Community Life (recreation, arts, community activity)

Round dates

Two rounds of this program are available each calendar year, as outlined in the below table. Round opening, closing and notification dates will also be published on CPL Group's website and in the application form. Each applicant will be encouraged to be available to answer questions provided in advance from the selection committee.

Round	Opening Date	Closing Date	Notification of Outcome	Project Delivery
1	15 th February 2023	30 th March 2023	25 th May 2023	12 Months
2	TBC July, 2023	TBC August, 2023	TBC November 2023	12 Months

Eligible applications

Who can apply?

Applications are encouraged for projects that remove barriers for people with disability and align with the outcomes of the Inclusion Impact Fund.

Applicants can be:

Small businesses
Community Groups
Individuals

What can be funded?

Tier One

Funding through this program can be directed towards items such as:

Research – Gather data to support your business growth. With an extensive database and access to many cohorts including clients with lived experience, family members, disability support workers and subject matter experts, CPL are positioned to provide invaluable insights in all areas of life.

Marketing – Exposure to many contacts and connections who support our vision of an inclusive future for all

Equipment – Upgrade or purchase equipment to expand your services and/or provide a unique experience for your clients/customers.

Facility Upgrades – install access points to increase participation and create a more inclusive service

Product Development – Expand your product line through an ideation and development process to offer greater options and more choice for people with disability.

Staffing – Increase employment and economic participation for people with disability, through direct employment or training resources.

Training - Develop training modules for sustainable business practice and long-term inclusion goals.

Applicants must provide supporting documentation where possible.

Funding available

Applicants can apply for grant funding up to \$20,000 (GST exclusive). This can be a cash contribution, or in-kind services and should be detailed when applying.

Financial arrangements

Payments

If applicants are successful in obtaining a grant, they must sign the Funding Agreement and return it to CPL Group. This step must be completed before any funding will be provided by Council under these guidelines.

Funding can be paid directly to successful applicants, or invoices sent directly to CPL Group for payment. This will be discussed when outcomes for applications are announced.

Assessment Process

Provided the eligibility criteria for making a grant application under these guidelines are satisfied, the project will be assessed against the following assessment criteria.

This table provides information on the assessment criteria

Criteria #	Assessment Criteria
1	Breadth of Beneficiaries
2	Geographical Impact
3	Inclusion Impact Fund Areas of Need
4	Sustainability

Applications will be shortlisted, and recommendations provided to CPL Group's Selection Committee for initial assessment.

Following the initial assessment, candidates will be provided with a selection of follow up questions and will be invited to take part in Q&A session with panel members.

Candidates will be provided with questions ahead of the session, and have the option to provide answers by joining the session via Zoom, Phone, in advance in writing, in person, or by submitting a video

Eligible applications are considered on merit against the assessment criteria so not all eligible applications will be awarded funding.

Application process

How to apply

CPL Group will provide a fully accessible applications process, where applicants will have the option to submit in whichever way is most suitable for them. Options include, but are not limited to:

Website Application form – Navigate through the form on our website

Word Document – Download from CPL’s website, or email Grants@cpl.org.au to have a copy set to your email

Video Application – Record a video, addressing each question in the application form and send to Grants@cpl.org.au, or request a Zoom/Teams meeting with one of our team

Face to Face Meeting / Transcription – Prefer to meet face to face? We can arrange a time to meet with you to talk through your project, and transcribe your answers to writing.

Phone Call / Transcription – Arrange a time for a phone call with one of our team, who will transcribe your application.

Auslan – Record an Auslan video, and email to us at Grants@Cpl.org.au or contact us to arrange an Auslan translator.

A budget is required to support each application. This is a highly recommended aspect of the submission. Before applying, it is suggested that applicants review a budget table example to assist with developing a budget or contact our team for assistance. Quotes are required for items to be supported by funding.

Once an application is submitted through our website application form, applicants will receive an email confirming receipt of the application. The submitted application will be kept confidential and the contents will not be disclosed to any person outside the application and Assessment Process.

Assessment and outcomes

You will receive a letter, email or phone call advising whether your application was successful or unsuccessful within the timeframe indicated in the Round Dates table.

The list of successful applicants will be published on CPL Group website.

Successful applicants

If an applicant is successful in obtaining a grant, they must sign the Funding Agreement and return it to CPL’s Grants team. This step must be completed before any funding will be provided to the successful applicant by CPL Group under these guidelines.

Applicants must:

ensure that the project continues to comply with these guidelines

deliver the approved project in accordance with the contents of the submitted applications approved by CPL Group for the provision of a grant

comply with the terms and conditions in the Funding Agreement (including any applicable special conditions)

fully acquit the grant to CPL Group in accordance with the terms and conditions in the Funding Agreement.

Unsuccessful applicants

Unsuccessful applicants will be provided with detailed feedback on their application, and where possible will be directed to alternative funding options, or advised on options to develop business plans further.

Acquittal

The successful applicant must provide a completed Acquittal Form to CPL Group within twelve months of the Notification Date. This can be provided through the same channels as when undertaking the application process.

Website Application form – Navigate through the form on our website

Word Document – Download from CPL’s website, or email Grants@cpl.org.au to have a copy set to your email

Video Acquittal – Record a video, addressing each part of the acquittal process and send to Grants@cpl.org.au, or request a Zoom/Teams meeting with one of our team

Face to Face Meeting – Prefer to meet face to face? We can arrange a time to meet with you to talk through your project, and transcribe your acquittal to writing.

Phone Call – Arrange a time for a phone call with one of our team, who will transcribe your acquittal.

Auslan Translation – Record an Auslan video, and email to us at Grants@Cpl.org.au or contact us to arrange an Auslan translator and face to face meeting.

Enquiries

Further information is available by contacting CPL Group’s Grant Team by emailing Grants@cpl.org.au, calling 07 3358 8030