

# Making It Our Business

Application guidelines

**Artist Michelle Shipp**

I am a proud Wiradjuri woman from an area known as 'The Turtle', south – west of Dubbo. My paintings comes from my heart, stories translate on a canvas inspired by my personal cultural experiences and the shared experiences of others.

**Artwork**

Painting by the Artist titled 'Nga-ngaa-nha' meaning 'Care For, To Look After, To Have Regard For' (Wiradjuri language group).

**For more information**

 9338 6924

 [industry.nsw.gov.au/miob](http://industry.nsw.gov.au/miob)

 [facebook.com/NSWBusiness](https://facebook.com/NSWBusiness)

 [NSW Department of Industry](https://www.linkedin.com/company/nsw-department-of-industry)

 [twitter.com/BusinessNSW](https://twitter.com/BusinessNSW)





## What is Making It Our Business?

Making It Our Business has been established by the NSW Government to assist Aboriginal businesses and Aboriginal Community Controlled Organisations (ACCO) to maximise the economic opportunities created by the roll-out of the National Disability Insurance Scheme.

Making It Our Business gives businesses the support and funding to achieve success within the disability sector, improving the delivery of culturally appropriate supports to Aboriginal people with disability.

Making It Our Business is open to businesses already operating in the disability sector and to new entrants seeking to move into the sector. Through this program, the NSW Government is seeking applications from businesses that are focused on achieving success within the disability sector.

### ACKNOWLEDGEMENT OF COUNTRY

The Department of Industry, respects Aboriginal peoples as the first peoples and custodians of NSW. Our offices are located on Aboriginal land and we acknowledge the Traditional Owners; their history, culture and Elders. Importantly, we acknowledge the youth who are our future.

### The National Disability Insurance Scheme (NDIS)

The National Disability Insurance Scheme (NDIS) is an Australia-wide scheme to support people with disability that will replace the current disability support system.

The NDIS is a new way of providing individualised support for people with disability, their families and carers. The types of supports available to participants are dependent on the goals, needs and informal supports identified in a participant's plan. Under the NDIS, people with disability can exercise choice and control over their own disability supports and can choose the providers that best meet their needs.

For more information visit [www.ndis.gov.au/providers.html](http://www.ndis.gov.au/providers.html)

The term **business** is used throughout the Making It Our Business program to refer to any legal entity.

### Who is eligible to apply?

To apply for this grants program, you will need to answer **yes** to these three questions:

1. Are you an Aboriginal business or ACCO?
2. Are you a business operating or intending to operate in NSW?
3. Are you a business currently operating or seeking to operate within the disability sector?

All types of business structures are eligible to apply, including sole traders.

### What can I apply for?

Through Making It Our Business, you can apply for the funding and assistance you need to achieve success in the disability sector.

**By completing one application, businesses can apply for a combination of supports, including:**

- **funding** to move into the disability sector or to scale up
- **business advisory services to assist entry** into the disability sector
- **business advisory services to successfully operate** in the disability sector
- **business-to-business mentoring to increase** confidence and competence to operate within the disability sector.



#### A business advisory service

One-on-one business advice across a range of areas and topics, delivered by a suitably qualified professional.



#### Business-to-business mentoring

A formal mentoring relationship between two businesses with a clear purpose.

The application allows you to identify what funding and assistance you need under this grants program. For more information on what you can apply for, please see **Appendix A**.

### How much can I apply for?

Applicants can apply for the following:

**Sole trader**  
\$5,000 to \$30,000

**All other business**  
\$10,000 to \$1,000,000

The above allocations cover all supports, including funding of business advisory services and business-to-business mentoring.

# What do I need to do before starting my application?

## Before you prepare your application, you need to:

- **understand the NDIS:** undertake desktop research
- **develop an idea:** build your idea until you can clearly outline what you would like to do
- **conduct research:** undertake research to validate your idea so you can outline the need that your proposal will address
- **develop your approach:** develop the model for how you intend to deliver your idea
- **identify the outcomes:** decide what outcomes your approach will deliver over the term of the grant
- **develop your team:** build the team that you'll need to be successful in delivering your proposal. This may include consortia members, a business advisor or a successful business to mentor you.

# What outcomes do I need to be able to identify and why?

Making It Our Business will provide funding and assistance to businesses that can deliver specific outcomes over the term of the grant. This program is specifically interested in understanding how the funding and support will result in change for each business.

**Goods distributed** refers to tangible goods, for example, meals or equipment, distributed to Aboriginal people with disability.

## The NSW Department of Industry is seeking to achieve an increase in the number of:

- Aboriginal businesses registered with the NDIS
- Aboriginal NDIS participants
- service hours delivered
- goods distributed
- Aboriginal people employed.

Each applicant will need to identify what outcomes and the quantity of outcomes their proposal will achieve.

# How do I apply?

Apply via SmartyGrants, an online grant management system. The application form includes information and tips to guide you through the process.

You can save your application and do not need to complete it in one sitting.

To access the application, please visit [industry.nsw.miob.smartygrants.com.au](http://industry.nsw.miob.smartygrants.com.au)



# What assistance can I get with my application?

## Briefing sessions

The NSW Department of Industry has scheduled a series of briefing sessions around the state. The briefing sessions will provide an:

- overview of the Making It Our Business program
- overview of the application guidelines and form
- opportunity for applicants to ask questions about the program and the application.

Questions and answers during the briefing sessions will be recorded and will be circulated at the conclusion of the briefing sessions.

## Registration

You must register **three working days** before each briefing session by visiting [miobbriefingsession.eventbrite.com.au](http://miobbriefingsession.eventbrite.com.au). Briefing sessions will be cancelled if there are no registrations.

## Clarification meeting

Once applications have closed, two representatives from the NSW Department of Industry will contact you to conduct a clarity check on your application.

During this meeting, the representatives will run through a set of questions with the intention of ensuring your application clearly answers all relevant questions.

## The schedule of the briefing sessions is:

| Date and time                                | Location and venue   |
|--|--|
| <b>Monday 28 May</b><br>11:00am – 12:30pm    | <b>Mount Drutt</b><br><b>The Mount Drutt Hub</b><br>Lvl 1, 9 Ayres Grove,<br>Mt Drutt 2770   |
| <b>Monday 28 May</b><br>11:00am – 12:30pm    | <b>Queanbeyan</b><br><b>TAFE NSW</b><br>(Block B, Room 2)<br>Macquoid St and Buttle St,<br>Queanbeyan East 2620  |
| <b>Tuesday 29 May</b><br>11:00am – 12:30pm   | <b>Sydney</b><br><b>NSW Department of Industry</b><br>MLC Building Lvl 48,<br>(Kookaburra Room),<br>19 Martin Place, Sydney 2000                         |
| <b>Tuesday 29 May</b><br>1:30pm – 3:00pm     | <b>Wollongong</b><br><b>Wollongong Library Theatre</b><br>Ground Floor, Central<br>Lending Library, 41 Burelli St,<br>Wollongong 2500                    |
| <b>Wednesday 30 May</b><br>10:30am – 12:00pm | <b>Orange</b><br><b>NSW Department of Industry</b><br>Macquarie Room,<br>161 Kite St, Orange 2800  |
| <b>Wednesday 30 May</b><br>11:00am – 12:30pm | <b>Tamworth</b><br><b>University of New England</b><br>The Campbell Howard<br>Lecture Room, Ground Floor,<br>Peel House, 24 Fitzroy St,<br>Tamworth 2340 |
| <b>Thursday 31 May</b><br>11:00am – 12:30pm  | <b>Broken Hill</b><br><b>TAFE NSW</b><br>AG3 Room (Block A, Ground<br>Floor, Room 3), 248 Argent St,<br>Broken Hill 2880                                 |
| <b>Thursday 31 May</b><br>1:00pm – 2:30pm    | <b>Coffs Harbour</b><br><b>The Cavanbah Centre</b><br>Cavanbah B Room<br>191 Harbour Drive,<br>Coffs Harbour 2450  |
| <b>Friday 1 June</b><br>11:00am – 12:30pm    | <b>Newcastle</b><br><b>Novotel</b><br>Newton Boardroom<br>5 King St, Newcastle 2300  |
| <b>Monday 4 June</b><br>11:00am – 12:30pm    | <b>Batemans Bay</b><br><b>Batemans Bay Soldiers Club</b><br>Memorial Room, 6 Beach Rd,<br>Batemans Bay 2536  |
| <b>Monday 4 June</b><br>11:00am – 12:30pm    | <b>Wagga Wagga</b><br><b>Wagga RSL</b><br>Pacific Lounge, Dobbs St,<br>Wagga Wagga 2650  |



## How will my application be assessed?

A panel of representatives from the NSW Government will assess applications.

**All applications received under the Making It Our Business program will be assessed against the following evaluation criteria:**

- 1 evidence that the applicant has undertaken research to identify the need that exists within the community or communities
- 2 the proposed approach of the applicant and how they will deliver their proposed outcomes
- 3 the degree to which the applicant's supports will assist them in achieving their proposed outcome
- 4 the applicant's experience and how it is relevant to successfully achieving their proposed outcomes.

Applications will also be assessed in terms of alignment with NSW Government's Regional Development Framework.

The weighting of the evaluation criteria will not be advertised and is confidential.

## Could the application process change?

The department may, at its sole discretion, and at any stage of the application process, do all or any of the following:

- require additional information from an applicant
- change the scope of the requirements of these guidelines
- vary, amend (including by replacement) or terminate the application process
- re-open an application after the closing date, provided it doesn't give the applicant an advantage over other applicants.

## What are the important dates?

### Making It Our Business milestones

| Milestone                                     | Date                                      |
|---|---|
| Briefing sessions delivered                   | Monday, 28 May 2018 – Monday, 4 June 2018 |
| Applications close for Making It Our Business | Monday, 9 July 2018                       |
| Clarification meeting conducted               | Monday, 30 July 2018                      |

## Appendix A

Making It Our Business allows businesses to apply for support to achieve success in the disability sector. Businesses can apply for a combination of supports, including:

### Support under Making It Our Business

| Types of support  | Example   |
|---|---|
| <b>Funding to move into the disability sector or to scale up</b>  | <p><b>Funds to:</b></p> <ul style="list-style-type: none"> <li>• prepare and undertake quality assurance processes to satisfy requirements to become a NDIS registered provider</li> <li>• establish or grow your workforce, providing the ability to enter the disability sector</li> <li>• deliver professional development to management and employees</li> <li>• market the business offerings to customers</li> <li>• develop business systems, including the purchase of hardware and software</li> <li>• establish a new service.</li> </ul>   |
| <b>Business advisory services to assist entry into the disability sector</b>  | <p><b>Professional advice to assist businesses:</b></p> <ul style="list-style-type: none"> <li>• understand what services they can provide under the NDIS</li> <li>• complete the registration process</li> <li>• understand quality and safeguard requirements</li> <li>• get started as an NDIS provider and how to work with NDIS participants.</li> </ul>   |
| <b>Business advisory services to successfully operate in the disability sector</b>                                  | <p><b>Professional advice to assist businesses:</b></p> <ul style="list-style-type: none"> <li>• undergo an initial business health check, followed by targeted and intensive support to increase a business's capability across areas such as:               <ul style="list-style-type: none"> <li>- business development: building business capability in response to a community's needs</li> <li>- marketing: understanding the needs and wants of the market and developing an integrated marketing plan that delivers results</li> <li>- finance: understanding the financial impact of the NDIS prices on the financial viability of business models</li> <li>- people &amp; culture: developing the strategies and tools to attract and retain a skilled workforce</li> <li>- quality &amp; safeguards: identifying and developing the systems and controls that result in well governed businesses and quality service provision (including the requirements under the NDIS)</li> </ul> </li> <li>• undergo regular business health checks to monitor progression and enhanced capability.</li> </ul> |
| <b>Business-to-business mentoring to increase confidence and competence to operate within the disability sector</b> | <p><b>Mentoring from successful businesses that may include:</b></p> <ul style="list-style-type: none"> <li>• navigating businesses through the process of registering as a NDIS provider</li> <li>• identifying and sharing sector relevant business efficiencies for implementation</li> <li>• increasing the business's knowledge and capability in a functional area of business—finance, marketing and human resources.</li> </ul>   |

## Appendix B

Making It Our Business is part of the Disability Sector Scale-Up program, a NSW Government initiative designed to assist businesses maximising the economic opportunities created by the National Disability Insurance Scheme.

**In 2017, the NSW Department of Industry and Aboriginal Affairs NSW worked with an Aboriginal Engagement Group to co-design the Making It Our Business program. This process included:**

- 1 establishing an Aboriginal Engagement Group to steer the program design, including:
  - identifying challenges and opportunities within the disability sector
  - understanding the research into disability in Aboriginal communities
  - developing program suggestions
  - advising on community consultation.

The membership of the Aboriginal Engagement Group included Aboriginal professionals from peak bodies, community organisations, government agencies, the private sector and others working in relevant fields, including the mainstream disability sector and research entities.

- 2 engaging businesses, individuals and communities in consultation to test and validate the proposed program ideas developed by the Aboriginal Engagement Group. This included over 50 conversations across NSW, engaging:
  - Aboriginal businesses and groups within the disability sector
  - Aboriginal businesses in other sectors with the capability to transition into the disability sector
  - mainstream disability providers with a proven track record within the disability sector
  - peak Aboriginal organisations within business and the disability sector
  - Aboriginal Regional Alliances and community based organisations
  - government agencies, including the National Disability Insurance Agency.

- the Aboriginal Engagement Group reviewing the feedback and themes received from the consultation process. The group then reviewed the final program idea, which included understanding how the advice received from the consultation has influenced the final program.

The NSW Department of Industry and Aboriginal Affairs NSW would like to acknowledge the significant contributions of the Aboriginal Engagement Group and their role in assisting with the design of Making It Our Business.

The NSW Department of Industry and Aboriginal Affairs NSW would also like to acknowledge the contributions of business, communities and individuals through engaging in the consultation and providing advice and feedback.

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