



Australian Government

Department of Families, Housing,
Community Services and Indigenous Affairs

Outside School Hours Care for Teenagers with Disability

(previously know as Extra Support for Children with Disability Program)

Application Guidelines

Selection Process: 2009

The Guidelines contain:

- Section 1 – Overview
- Section 2 – Statement of Requirement
- Section 3 – Selection Criteria and Process
- Section 4 – Terms and Conditions of Application
- Section 5 – Glossary

Any personal information you provide is protected under the Privacy Act 1988. The information provided in your funding application will be used for the purpose of the Outside School Hours Care for Teenagers with Disability and may be considered as part of any future funding application or business dealings you may have with FaHCSIA. The Department will not release any personal or business information to any individual or organisation unless required by privacy law or you provide consent.

Important Information

Closing Date

All applications close at 2.00pm Australian Eastern Standard Time on 8 September 2009. Postal applications post-marked after this date will not be included in the assessment process. Inability to meet the deadline due to exceptional circumstances is addressed at section 4.2.

Paper-Based Applications

All application information will be available on the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA or Department) website: www.fahcsia.gov.au

Requests for paper-based Application Packs should be made during the application period by contacting the Outside School Hours Care for Teenagers with Disability officer in the Department by emailing otdp@fahcsia.gov.au. The Department will not be responsible for any delays in receiving paper based applications that may affect your submission being completed by the required closing date of 2.00pm AEST on 8 September 2009.

An original and two copies of the application are required. All applications must be lodged at:

Tender Box
Department of Families, Housing Community Services and Indigenous Affairs
FaHCSIA/09/RFT663
Module B Reception
Tuggeranong Office Park
Athllon Drive
Tuggeranong ACT 2900

by 2.00pm AEST on 8 September 2009.

Questions and Answers

A questions and answers facility about the Outside School Hours Care for Teenagers with Disability is available online. Submit questions in writing to otdp@fahcsia.gov.au. We will post answers to questions received during the application period on the website within three working days of receipt of the query during the application period at www.fahcsia.gov.au. We will not accept or respond to questions after 28 August 2009, or at any time during the assessment phase.

TTY

Organisations with special needs (hearing or speech impaired) may contact the Department on TTY **1800 260 402** between 9am - 6pm AEST Monday to Friday.

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Section One – Overview

1.1 What is Outside School Hours Care for Teenagers with Disability?

Outside School Hours Care for Teenagers with Disability is an Australian Government initiative to increase outside school hours care for teenagers with disability aged from 12 to 18 years. Outside school hours care includes before, after and holiday care.

1.2 What is the focus of Outside School Hours Care for Teenagers with Disability?

Outside School Hours Care for Teenagers with Disability provides:

- teenagers with disability access to quality and flexible outside school hours care; and
- parents and carers of teenagers with disability with time to participate or increase their opportunities in the paid workforce and the wider community.

By:

- providing flexible and appropriate care;
- providing stimulating and age-appropriate developmental, social and recreational activities;
- ensuring staff are well supported and qualified; and
- ensuring the ongoing viability of services through sound business practices and prudent use of Government funding.

1.3 How is Outside School Hours Care for Teenagers with Disability delivered?

Outside School Hours Care for Teenagers with Disability commenced in January 2008 and currently offers 1052 outside school hours care places in 48 locations across Australia. For details of the service providers please see our website:

<http://www.fahcsia.gov.au/sa/disability/funding/outsidesthcare/Pages/default.aspx>.

1.4 Additional funding available for Outside School Hours Care for Teenagers with Disability

Initial funding totalled \$23.65 million over five years. This funding is fully committed due to the overwhelming response to the first selection process conducted in 2008.

In the 2009 Budget the Australian Government committed a total of \$5.1 million in additional funding, over four years to 2013, to extend Outside School Hours Care for Teenagers with Disability. The Department will allocate this funding to successful applicants through this selection process.

Section 2 – Statement of Requirements

2.1 Eligible organisations

An eligible organisation for the purpose of Outside School Hours Care for Teenagers with Disability is:

- a legal entity that is able to confirm its legal status as defined in the application forms;
- an existing Child Care Benefit (CCB) approved outside school hours care service provider, in the process of applying or preparing to apply for Child Care Benefit approval for the service; and
- any organisation meeting the eligibility criteria set out in the Application Form.

2.2 Required services

The Department requires quality outside school hours care for teenagers with disability aged 12 to 18 years that:

- is flexible and appropriate;
- provides stimulating and age-appropriate developmental, social and recreational activities;
- has staff that are well supported and qualified; and
- is ongoing through sound business practices and prudent use of Government funding.

2.3 Funding Agreements

Outside School Hours Care for Teenagers with Disability is an on-going measure. Following the Selection Process, the Department aims to enter into Funding Agreements with successful applicants by the end of October 2009. Funding Agreements will operate until 30 June 2013.

2.4 Amount of funding available for services

The Department seeks outside school hours care funding proposals of up to approximately \$150,000 per annum. The Department will consider applications for funding above this amount based on the strength of their service delivery model.

2.5 Funding priorities

The Department will allocate funding according to the merit of the application and the ability of services to meet all the selection criteria. The Department will target known areas of high unmet need and take into account geographical location and community requirements when determining allocations. The Department will not be allocating funding to a predetermined number of services per state.

A restricted selection process will be conducted targeting known eligible service providers.

2.6 Use of Outside School Hours Care for Teenagers with Disability funding

Service providers must only use funding to complete the approved proposed outside school hours care activity.

Following are some examples of what funding may be used for:

- staff salaries and on-costs – activity management/establishment only;
- staff training;
- rent of premises for the activity;
- operating expenses directly related to the implementation of the activity such as office materials, utilities, insurances, vehicle leases, telephones, travel, bookkeeping, and audit;
- delivery of services to standards as indicated in the Application Guidelines; and
- user support and training.

Funding will not be provided for the following categories of costs, whether or not the activity may otherwise meet the selection criteria:

- costs that are not directly and specifically related to the activity eg costs of the Applicant's existing operations such as ongoing staff wages, rent, overheads and administrative costs;
- overseas travel;
- relocation costs; and
- retrospective costs, including costs incurred in the preparation of this Application.

Refer to the Funding Agreement and Program Guidelines for information about how funding must be used and what type of proposed services will be considered for funding.

2.7 The Funding Agreement

The Funding Agreement is the legal agreement between the Department and the service provider over the funding period. In managing funding provided, the service provider must comply with all the requirements of the Funding Agreement.

Funded service providers are to ensure that:

- the terms and conditions of the Funding Agreement are met;
- service provision is effective, efficient, and appropriately targeted;
- highest standards of duty of care are applied; and
- services are operated in line with, and comply with the requirements as set out within all State and Territory and Commonwealth legislation and regulations. These include but are not limited to the:
 - Privacy Act 1988;
 - Racial Discrimination Act 1975;
 - Sex Discrimination Act 1984;
 - Disability Discrimination Act 1992;
 - any applicable Occupational Health and Safety (OH&S) and Equal Employment Opportunity (EEO) laws;
 - any applicable state or territory law relating to discrimination; and
 - any State/Territory laws regarding young people who are under 18 years of age such as mandatory reporting requirements and police checks (Youth Programs).

Providers should also be aware of any case based law that may apply or affect their service delivery.

2.8 Performance reporting

Reporting requirements will be identified in the Funding Agreement with each successful service provider. Failure to provide these reports may result in non payment.

Each funded service should familiarise themselves with their Funding Agreement to ensure they are aware of their reporting requirements.

Section 3 – Selection Process

Following the application Closing Date, the Department will conduct an assessment of all applications.

To enable a comprehensive and accurate assessment of applications against the Selection Criteria applicants must provide the information required in the format requested, and to the extent specified in the Application Guidelines and application form.

Current service providers also will need to respond fully to the Selection Criteria in the Application Form and provide the information required in the format, and to the extent specified in the Application Guidelines and Application Form.

The Department will assess all Applicants for funding primarily on the basis of the information provided in the application form and by their nominated referees. The Department **may** use information about an Applicant that is, or becomes known to the Department in the course of the Department's business, as well as any publicly available information.

Decisions on the parameters and methodology for assessment of applications will be final.

The selection process will comprise analysis of applications and may include consideration of responses to clarification questions.

Critical Dates

5 August 2009	Applications open for the Outside School Hours Care for Teenagers with Disability 2009 funding round
28 August 2009	The Department will cease to respond to questions on the website
8 September 2009	Applications for funding close
9 -23 September 2009	Assessment of applications
Mid October 2009	Advice to applicants on the selection process outcomes
End October 2009	Negotiation of funding agreements

3.1 Principle – Value in Social Services Delivery

The overriding principle guiding the Selection Process is Value in Social Service Delivery to the Australian Government. Value in Social Services Delivery is the optimum combination of quality and cost with minimal risk to the Australian Government. The Department seeks best Value in Social Service Delivery. Best value does not mean monetary value alone or lowest cost. A funding proposal that represents best value will:

- meet the objectives of the Department – Outcome 5: Disability and Carers – An adequate standard of living, improved capacity to participate economically and socially, and manage life-transitions for people with disability and/or mental illness and carers through payments, concessions, support and care services;
- meet the aims and objectives of the program;
- meet community and target group requirements;
- be delivered in an efficient and effective way;
- represent minimal risk to the Department in terms of financial viability of the applicant and compliance with the Funding Agreement; and
- be delivered at a cost that is sustainable in the context of the overall Outside School Hours Care for Teenagers with Disability budget.

3.2 Process

To achieve greater service delivery coverage and address service gaps a restricted competitive selection process will be held, whereby applications are assessed against a selection criteria and

each response given a score which is weighted (see selection criteria). Scores will be totaled and applications ranked accordingly.

3.3 Selection Criteria

1. Demonstrated experience/capability to develop, deliver, manage and monitor the service to achieve positive results (35%).

In answering this criterion consider:

- ability of your organisation to manage services to a high standard to achieve quality outcomes for the target group of teenagers with disability aged 12 to 18 years; and
- experience and skills of staff in providing child care and/or services for teenagers with disability and high care needs.

2. Demonstrated demand for service (20%)

In answering this criterion consider:

- evidence of demand, including waiting lists, supporting documents or research from local council, community or other community organisations;
- identify the location of the service and surrounding geographical areas that will be accommodated by this proposed service; and
- your local demographic profile of Indigenous and CALD populations.

3. Strategies to ensure the service is successful in the proposed location(s) (35%)

In answering this criterion consider:

- attracting clients – location/proximity to special school;
- how will you ensure any places funded will be fully utilised;
- recruitment and/or training strategies that will assist your organisation to meet requirements in cyclic patterns consistent with school holidays;
- knowledge of medical and behavioural issues of the target aged group; and
- how the needs of Culturally and Linguistically Diverse (CALD), Indigenous, rural and remote teenagers with disability will be met in an age and culturally appropriate way.

4. Demonstrated ability to work with Government (10%)

In answering this criterion consider:

- management structure and governance arrangements including Quality Assurance processes;
- indicate any funds that community and/or Local / State or Australian Government Agencies can or may contribute; and
- oversighting of any sub contracting, maintaining accurate financial controls and meeting reporting and acquittal requirements.

3.4 Stages in the Assessment Process

Stage 1 – receipt and registration of applications, initial screening for compliance;

Stage 2 – assessment of applications against the Selection Criteria;

Stage 3 – financial viability assessment;

Stage 4 – selection of preferred applicant/s; and

Stage 5 – offer / agreement of funding.

Stage 1 - Receipt and registration of Applications, initial screening for compliance

Following the receipt and registration of applications, there will be an initial screening of applications to ensure:

- eligibility of organisations;
- applicants comply with the Terms and Conditions detailed in the Application Guidelines and Application Form; and
- complete information has been provided in the Application Form to enable a fully informed assessment to be made.

Stage 2 - Assessment of funding proposals against selection criteria

An Assessment Team will undertake the assessment of applications and will consider the Applicant's response to each Selection Criterion against a 6-point (0 to 5) scale (see Table below).

The Department reserves the right to determine the number of Applications proceeding to Stage 3, based on the rating determined in Stage 2.

Table 1: Six-point rating scale for selection criteria

Rating	Score
Excellent quality —excellent claims against the criterion, exceeds expectations, supporting information confirms consistent superior performance	5
Very good quality —very good claims against the criterion, meets all expectations to a high standard with complete and comprehensive supporting information	4
Good quality —good claims against the criterion, meets all expectations with convincing supporting information	3
Satisfactory quality —adequate claims against the criterion, mostly meets expectations, but may be lacking detail and/or supporting information	2
Marginal or poor quality —poor claims against the criterion, does not meet expectations, has deficient supporting information	1
Does not meet criterion at all	0

Stage 3 – Financial Viability Assessments

Applications will be subject to financial viability and possibly legal risk assessments and rated against a scale of high, medium and low risk.

Note: The Department may not fund applicants who are assessed as high-risk in terms of financial viability or where applicants indicate a significant inability to comply with the Funding Agreement.

Information required from applicants for the financial viability assessment is gathered via the information requested in Part 4 of the Application Form. If your Service is part of a larger organisation or has a parent company, then these organisations must also provide the information requested in Part 4 of the Application Form.

Stage 4 – Selection of successful Applicants

Applications indicating non-compliance with one or more conditions in the Funding Agreement will require a risk assessment to help determine a final ranking for the application. The risk assessment will determine the exposure faced by the Commonwealth due to non-compliance with the terms and conditions of the draft Funding Agreement. If the risk is deemed high, funding may not be offered.

A Selection Report, identifying a short-list of preferred providers will be prepared based on the assessment team reports, the applicant’s ability to comply with the terms and conditions of the Funding Agreement, financial checks and other information contained on Departmental databases.

The Selection Report will be submitted to the Minister for approval.

The Department will provide advice to applicants on the outcome of the selection process.

Stage 5 - Entering into Funding Agreements

The Department’s decision relating to the selection process methodology, successful Applicants and selection process outcomes will be finalised when the Minister or his/her Delegate indicate their acceptance of the Selection Report.

Any or none of the applications lodged under Outside School Hours Care for Teenagers with Disability may be accepted.

Successful applicants are then invited to enter into Funding Agreements with the Department. The Funding Agreement will contain the entire agreement between the parties. There is no binding agreement on any parties until the Funding Agreement is agreed to and signed by the Delegate and the Applicant’s Authorised Representative.

Unsuccessful applicants will be offered feedback (debrief) on their application (as detailed in the Debriefing Strategy identified in the Selection Strategy item 7.3).

Section 4 – Terms and Conditions of Application

4.1 Application conditions

All applicants for funding are required to submit an Application Form. Your application is not an agreement or contract. Meeting the Selection Criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the Selection Criteria. Only applications meeting the Selection Criteria to a high degree are likely to be funded. All information requested on the application must be provided to enable your application to be fully considered.

The Department will *not* issue Application Forms or accept completed applications by facsimile or email.

The Department will *not* accept or respond to any applicant's requests for information or correspondence about the status or progress of their application during the assessment phase.

The Department will *only* respond to requests for information that seek clarification of issues to allow them to better understand the requirements of the Application Form and Application Guidelines (See Important Information on page 2).

At the end of the Selection Process the Department will write to all applicants about the outcome of the Selection Process.

4.2 Late Applications

FaHCSIA may reject any application received after the closing date. If an application is late, FaHCSIA may determine that there were exceptional circumstances beyond the Applicant's control that meant the deadline could *not* be met. The Applicant will need to supply documentary evidence to support any exceptional circumstances. FaHCSIA has no obligation to accept a late application. Any decision by FaHCSIA to accept or *not* accept a late application will be final. Please note: Registered mail provides a date and time stamp for when mail is sent.

4.3 Checks of Applicants

As a part of the Selection Process, the Department *may* undertake further checks of applicants. The Department may also conduct checks for non-disclosure of any relevant information.

In addition, any debts that the Applicant has accrued to the Department or other Australian Government agencies may be taken into account when making a decision to offer funding.

The Department reserves the right to use information from:

- the Department's databases;
- other Australian Government agencies, such as the Australian Taxation Office and Australian Securities and Investments Commission;
- State or Territory agencies;
- law enforcement agencies;
- credit reference agencies;
- courts or tribunals;
- referees; or
- any other appropriate organisation or person reasonably required as part of these checks.

Information obtained from checks on applicants described in this section, may be taken into account during the assessment of applications or in making the final decision to offer funding.

4.4 Applicant's responsibilities

It is the responsibility of the Applicant to ensure that their application is complete and accurate.

Make sure you keep a copy of your application and any supporting papers, either electronically or in hard copy, for your own records.

4.5 Liability issues

The Department is not liable to the Applicant in relation to the Selection Process, including without limitation, when the Department:

- varies or terminates all or any part of the Selection Process or any negotiations with the Applicant;
- decides not to acquire any or all of the services sought through the Selection Process;
- varies the Selection Process; or

- exercises or fails to exercise any of its other rights under, or in relation to the Application Guidelines.

4.6 The Department's Rights

FaHCSIA reserves the right to amend these Application Guidelines by whatever means it may determine in its absolute discretion and will provide reasonable notice of these amendments.

FaHCSIA reserves the right to mark any application 'non-compliant' if it has concerns about the genuineness of the information provided or where it feels the application has not been submitted in the spirit of the program as outlined in this document.

4.7 Disclaimer

The Department and its officers, employees, agents and advisors:

- are not, and will not be, responsible or liable for the accuracy or completeness of any information in or provided in connection with the Application Guidelines and Application Forms;
- make no express or implied representation or warranty that any statement as to future matters will prove correct;
- disclaim any and all liability arising from any information provided to the Applicant, including, without limitation, errors in, or omissions contained in, that information;
- except so far as liability under any statute cannot be excluded, accept no responsibility arising in any way from errors or omissions contained in any information in the Application Guidelines and Application Forms; and
- accept no liability for any loss or damage suffered by any person as a result of that person, or any other person, placing reliance on the contents of the Application Guidelines and Application Forms, or any other information provided by the Department.

4.8 Complaints mechanism

Complaints will be dealt with under the FaHCSIA Complaints Management Scheme. The Complaints Management Scheme ensures any problems you have with FaHCSIA's services, decisions or policies, and those of FaHCSIA funded service providers, are taken seriously and dealt with promptly.

For the Outside School Hours Care for Teenagers with Disability selection process the initial contact person is:

Project Manager
Outside School Hours Care for Teenagers with Disability
Disability and Carers Programs Branch
PO Box 7576
Canberra Mail Centre ACT 2610

If you still feel this has not been successful, and your issue or complaint has not been resolved satisfactorily then you will need to contact a FaHCSIA Complaints Officer on 1300 653 227. They will work with you to satisfactorily resolve the complaint or suggest further action if appropriate.

If you are dissatisfied at any time with our handling of your complaint, you can also contact the Commonwealth Ombudsman.

For more information please see:

<http://www.fahcsia.gov.au/contactfahcsia/pages/complaintsmanagementsystem.aspx>

Section 5 – Glossary

Applicant

Means an organisation that submits an application. Individuals are not eligible to apply for Outside School Hours Care for Teenagers with Disability funding.

Application

Means the application submitted by the Applicant for funding. The application must be filled out in accordance with the requirements in the Application Guidelines, on a prescribed Application Form and submitted by the Closing Date (See page 2).

Application Form

Means the Application Form made available to applicants to submit an application for funding. The

application must be submitted in accordance with the instructions on Page 2.

Application Guidelines

Mean these Application Guidelines accessed by organisations interested in submitting an application for funding.

Application Pack

Means the material made available by the Department for applicants to help ensure applicants understand their requirements for submitting a completed Application Form by the closing date. The Application Pack consists of the Application Guidelines, Application Form and Funding Agreement. Other information may also be included on a program-by-program basis.

Application Period

Means the period for applicants to complete and submit their Application Forms. It commences from the time the Funding Round is advertised and Application Packs are made available and finishes on the Closing Date for submitting Applications. During this period the Department will only respond to requests for information that seek clarification of issues or material that allow them to better understand the requirements of the Application Form and Application Guidelines.

Closing Date

The Closing Date is that date beyond which applications will not be accepted. For details see Page 2.

Commercial-In-Confidence

Means information in the Application Form that the Applicant clearly identifies as confidential and is not information that is:

- in the public domain; or
- already known to the Department other than through an obligation of confidence.

Consortium

FaHCSIA will only contract with individual providers. Applicants may determine that efficient or effective service delivery is best achieved through the use of a network of providers through a sub-contracting arrangement. This can be recorded in responses to the Selection Criteria. A successful provider who utilises an authorised sub-contracting arrangement will be held liable for all obligations contained in the terms and conditions of the funding agreement. This includes monitoring, management, financial performance, service outcomes, and specifically insurance coverage.

Decision Maker

The Minister or his/her delegate will approve all projects and successful applicants, with reference to a report on the Selection Process outcomes provided by the Department.

Eligible Organisation

See section 2.1, of these Application Guidelines.

Funding Agreement

The Funding Agreement is the agreement that is signed by the Departmental Delegate and the Applicant's Authorised Representative. The Department's standard Funding Agreements are performance based, legally enforceable agreements between the Commonwealth and the funding recipients that set out the terms and conditions governing the funding. Funding agreements are used where the Department is providing funding to another party to deliver services or undertake certain activities, on behalf of the Department, to the community.

Selection Criteria

The Selection Criteria for assessing applications as outlined in the Application Guidelines and the Application Form.

Selection Process

The process for the selection of funding recipients outlined in the Application Guidelines and the Application Form.

Successful Applicant

The Selection Process will result in a short list of recommended applicants. The short list will be forwarded to the Decision Maker for their consideration. Successful applicants will be advised of their success or otherwise. The decision by the Department regarding successful applicants is final.

Supporting Material

Means additional material provided by the Applicant with their application that clarifies the claims within their application, but which does not alter the content of the application in any material sense.