



Australian Government

Department of Families, Housing,  
Community Services and Indigenous Affairs

# Family Support Program

## Kids in Focus – Family Drug Support

### Application Guidelines

## Selection Process: FaHCSIA/09/RFT671

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 Kids in Focus – Family Drug Support 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 AEST on Tuesday 2 February 2010. All applications need to be received by the Tuesday 2 February 2010, 2.00pm AEST deadline. Inability to meet the deadline due to exceptional circumstances is addressed at section 4.2.

### Applicant Registration

All applicants for the Family Support Program's Kids in Focus – Family Drug Support (Kids in Focus) funding are required to register their intention to apply by emailing [KidsInFocusFamilyDrugSupport@fahcsia.gov.au](mailto:KidsInFocusFamilyDrugSupport@fahcsia.gov.au) or phoning toll free 1800 733 923 between 9am - 5pm AEST Monday to Friday.

Applicants are responsible for ensuring that they complete and lodge their application prior to the Closing Date above.

### Paper-Based Applications

Application Packs are available on the FaHCSIA website at [www.fahcsia.gov.au](http://www.fahcsia.gov.au). Paper based applications must be lodged at:

Tender Box,  
Tender Number: FaHCSIA/09/RFT671  
Department of Families, Housing, Community Services and Indigenous  
Affairs,  
Module B Reception,  
Tuggeranong Office Park,  
Athllon Drive  
Tuggeranong ACT 2900

by the Closing Date specified above.

### Questions and Answers

For further information regarding Kids in Focus please email [KidsinFocusFamilyDrugSupport@fahcsia.gov.au](mailto:KidsinFocusFamilyDrugSupport@fahcsia.gov.au).

A [Questions and Answers](#) facility about Kids in Focus is available online. Answers to questions received during the Application Period will be posted periodically during the Application Period on the FaHCSIA website. Questions will not be taken or responded to after Wednesday of the last week of the Application Period, or at any time during the assessment phase.

### National Relay Service (NRS)

If you are deaf or have a hearing or speech impairment, you can use the NRS to contact any of the Department's listed phone numbers. To access the 1800 FaHCSIA number NRS users should phone 1800 555 677 or visit the NRS Website at <http://www.relayservice.com.au/>

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## Section One – Overview of Kids in Focus

### 1.1 *What is Kids in Focus?*

Kids in Focus is an early intervention, family focussed component of the wider National Drug Strategy. The Strategy consists of a range of other measures implemented through the Health, Justice and Customer's portfolios and is administered by the Commonwealth Department of Health and Ageing.

In April 2009, the Minister for Families, Housing, Community Services and Indigenous Affairs, the Hon Jenny Macklin, announced a refocusing of the previous Strengthening Families Program to provide focused parenting and substance misuse support where children are at risk of harm or long-term disadvantage. The name for the new model was changed to Kids in Focus – Family Drug Support.

Kids in Focus is specifically directed towards family support rather than the health, education or criminal aspects of the strategy. Kids in Focus aims to assist families; including parents, grandparents, kinship carers and children of substance using parents, by taking an early intervention and family-focused approach to dealing with the impacts of substance misuse on families.

Kids in Focus has been funded by the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) since 2005 under the name of NIDS Strengthening Families. To date, a diverse range of services to support families has been funded including counselling, support, advice, information, advocacy and referral.

Kids in Focus is linked to two important initiatives of the Australian Government – the new Family Support Program and the National Framework for Protecting Australia's Children.

### **1. The Family Support Program**

The Family Support Program (FSP) brings together a number of community-based families, parenting and children's services under a single umbrella program to build on the strengths and achievements of each of the individual initiatives to provide a more coordinated and flexible approach to delivering support to families and children. Kids in Focus is an initiative within the Family and Parenting Services stream of the FSP.

### **2. National Framework for Protecting Australia's Children**

The National Framework for Protecting Australia's Children (the Framework) is a long term national approach to help protect all Australian children developed in collaboration with Australian, State and Territory governments and non-government organisations. The Framework is structured around six high level supporting outcomes with associated strategies and indicators of change. The most relevant for the drug and alcohol sector are that:

- Children and families access adequate support to promote safety and intervene early; and
- Risk factors for child abuse and neglect are addressed.

Further information on the FSP and the Framework is available on the FaHCSIA website at: [www.fahcsia.gov.au](http://www.fahcsia.gov.au).

## **Kids in Focus – Family Drug Support Application Guidelines**

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### **1.2 What is the objective of Kids in Focus?**

As part of the process of developing a new service model FaHCSIA worked with the Australian National Council on Drugs (ANCD) to gain an understanding of the views and needs of the drug and alcohol, family support and child protection service sectors to inform the new approach for Kids in Focus. The outcome of consultations across all three sectors informed the development of the new service model.

Kids in Focus aims to improve outcomes for children in families with substance misuse problems by providing integrated, long term and intensive support to vulnerable families and children at risk.

Supporting families with substance problems means supporting parents to parent more effectively and overcome their substance misuse as well as supporting children by normalising their lives. Successful support to these families is integrated, long term and intensive and the structure of the refocused Kids in Focus reflects this need.

The new Kids in Focus allows for flexibility of the service delivery model. The model should be tailored to and be dependent on local needs and will be a matter for services to determine however, the philosophy underpinning the service must be a whole of family focus in that services should focus on the child or the parent/ carers but must operate within the aim of supporting the children of the family and minimise the effects of the parents substance misuse problems on these children.

To achieve these goals, Kids in Focus will focus on supporting families with alcohol and other drug problems by:

- providing intensive support services to families, including parents / carers and children dealing with substance using parents in the community;
- providing support for parents to parent more effectively and overcome their substance misuse;
- supporting children by normalising their lives (school, sport, and other regular routines) and building resilience;
- providing targeted counselling and intervention through the child protection system where necessary; and
- support other FSP services to identify and support children at risk

### **1.3 What are the planned outcomes for Kids in Focus?**

#### High Level or Long Term Outcome under the Family Support Program

- To increase access to and timely provision of integrated services for families in a community context, particularly vulnerable and at-risk families, to improve child development, safety and family functioning.

#### Kids in Focus should seek to achieve the following outcomes

- The emotional, social and economic impact of substance misuse on children and the families of substance using people is minimised and family capacity is strengthened.
- Reduced psychological and physical harm caused to substance users, their children and other family members.
- Enhanced or improved family functioning and relationships through provision of services to drug using parents and their children.
- To increase access to and timely provision of integrated services for families in a community context, particularly vulnerable and at-risk families, to improve child development, safety and family functioning.
- Improve parenting skills.

## **Kids in Focus – Family Drug Support Application Guidelines**

- Normalise experiences of children with substance using parents or family members (e.g. involvement in sport, child care places) and building resilience.
- Increased collaboration and partnerships within the family support, child welfare and AOD sectors.

Please refer to the Family Relationship Services Guidelines at **Attachment A** for further information.

### **1.4 Funding**

A total of \$3.2 million of funding per annum is available for Kids in Focus from May 2010 to 30 June 2013.

The funding will be made available for the provision of one specialist intensive parenting support service in each State and Territory nationally. These services will be required to provide substance misuse support services to children at risk and vulnerable families in a specific location as well as a telephone advice service to FSP providers to support them to identify and support children at risk.

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## Section 2 – Statement of Requirement

### 2.1 *Eligible Organisations*

An eligible organisation recognised by FaHCSIA for the purpose of this selection process must be one of the following:

- Incorporated Associations (incorporated under State/Territory legislation, commonly have 'Association' or 'Incorporated' or 'Inc' in their legal name)
- Incorporated Cooperatives (also incorporated under State/Territory legislation, commonly have 'Cooperative' in their legal name)
- Companies (incorporated under the Corporations Act 2001 – may be not-for-profit or for-profit proprietary company (limited by shares or by guarantee) or public companies)
- Aboriginal corporations (incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006)
- Organisations established through a specific piece of Commonwealth or State/Territory legislation (many public benevolent institutions, churches, universities, unions etc)
- Partnerships; or
- Trustees on behalf of a Trust.

The following categories are NOT ELIGIBLE to apply for this funding:

- bodies that are not legal entities or do not have a sponsoring organisation that is a legal entity;
- commonwealth/state/territory government departments;
- individuals;
- State, Territory and Local Governments; or
- third parties seeking funds on behalf of others.

### 2.2 *Required Services*

The Department is seeking eligible organisations to support families' substance misuse problems through supporting parents to parent more effectively and overcome their substance misuse and supporting children by normalising their lives (school, sport, regular routines, etc), targeted counselling and intervention through the child protection system where necessary.

Examples of the type of services to be offered under the refocused program could include:

- One on one long term family support
- Residential parenting support
- Advice and/or referral services
- Brokerage to assist in normalising children's experiences through involvement in activities such as sport, childcare, school participation as an example
- Intensive aftercare support for families where parents have left alcohol and other drug rehabilitation services
- Early intervention support for families accessed through the health care system such as intensive long term support for pregnant women where they or their partners have a substance misuse problem
- Telephone advice service to Family Support Program providers to identify and support children at risk of harm or long term disadvantage.

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Applicants are encouraged to familiarise themselves with the outcomes of the [ANCD Report](#) (link to ANCD Report) and the type of services and activities to be delivered that the Report identified as preferred or required services by participants across the FSP, child protection and alcohol and drug service sectors.

Funding will provide support for

- Children of substance-using parents in an identified geographical area of high need;
- Children of families affected by drugs in the identified geographical area of high need;
- Vulnerable and at risk families including Indigenous, Culturally And Linguistically Diverse (CALD) families and their family members to cope with substance misuse in the identified geographical area of high need; and/or
- Family Support Program providers across the State or Territory.

### **2.3 Funding Agreement period**

Following the selection process, the Department aims to enter into Funding Agreements with successful applicants by the end of April 2010. Funding Agreements will operate until June 2013.

## **Kids in Focus – Family Drug Support Application Guidelines**

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### **2.4 Amount of Funding Available**

Funding will be offered to one service provider in each State or Territory to deliver Kids in Focus. Indicative amounts for each State/Territory are:

New South Wales	\$600 000
Victoria	\$600 000
Queensland	\$450 000
South Australia	\$400 000
Western Australia	\$400 000
Northern Territory	\$350 000
Tasmania	\$200 000
ACT	\$100 000

### **2.5 Use of funding**

Funding may be used for:

- Staff salaries and on-costs – project management/establishment only;
- Staff training;
- Accommodation for the Project;
- Materials and equipment directly related to the implementation of the Project / Activity;
- Operating expenses directly related to the implementation of the Project such as office materials, utilities, insurances, vehicle leases, telephones, economy class travel, bookkeeping, and audit
- Travel within Australia related to the Project, including the annual Departmental Kids in Focus Conference
- Delivery of services to standards as indicated in the Program Guidelines; and
- User support and training

Funding **will not be** provided for the following categories of costs, whether or not the Project may otherwise meet the Selection Criteria

- Costs that are not directly and specifically related to the Project, e.g. Ongoing staff wages, rent, overheads and administrative costs of the applicant's existing operations
- Overseas travel
- Relocation costs; and
- Retrospective costs, including costs incurred in the preparation of this Application

### **2.6 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 responsible for ensuring 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.

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

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### **2.7 Performance Reporting**

Performance must be reported in progress reports and a final report as outlined in the funding agreement with the Department. Annual audited financial acquittal reports and a final, audited acquittal report will also be required.

### **2.8 Performance Management Framework**

The Department intends to introduce a performance management framework for Kids in Focus. The new Framework will be applied progressively during the funding period.

Performance indicators will be included in the schedule to the final draft Funding Agreement, which will be offered to successful Applicants.

# Kids in Focus – Family Drug Support Application Guidelines

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## Section 3 – Selection Criteria and 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, and to the extent specified in the Application Guidelines and Application Form.

Current service providers 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 of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) will assess applicants for funding primarily on the basis of the information provided in the Application Form. FaHCSIA *may* use information about an applicant that is, or becomes known to FaHCSIA in the course of FaHCSIA's business, as well as any publicly available information.

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

### 3.1 *Principle*

The overriding principle guiding the selection process is value in social service delivery to the Australian Government (See Glossary). The Department has funding principles in place to guide Selection Processes. The selection process will be conducted in accordance with these principles.

### 3.2 *Process*

The process will be an open competitive selection process.

### 3.3 *Selection Criteria*

The selection criteria has been designed to take into account the objectives of Kids in Focus, the skills and capacities of organisations to deliver projects, the needs of communities and organisational capacity. The selection criteria are:

#### **Service Delivery Model**

1a. Describe your proposed service and how this will be made operational to achieve positive outcomes for disadvantaged and 'at risk' children and their families affected by substance misuse within the allocated budget as indicated for your State or Territory in Section 2.4 of the Application Guidelines and how this service will be delivered.

Page 7 of this document illustrates some examples of the type of services that could be delivered under Kids in Focus.

1b. Describe how the proposed services and service delivery model will provide and deliver:

- Services and activities (including intensive support) to support:
  - children of drug using parents and families; and/or
  - parents/carers dealing with substance misuse

## **Kids in Focus – Family Drug Support Application Guidelines**

1c. Describe how your proposed service delivery model will provide a telephone advice/support service to FSP providers across your State/Territory to identify and support children at risk of harm or long term disadvantage.

1d. Provide the budget (based on the allocated budget for the State/Territory) illustrating the breakdown of what the funding will be spent on to deliver your proposed services under Kids in Focus.

### **Service Model Addresses Need**

2a. Where does your organisation propose to provide drug and or alcohol support services in and why is this location/community appropriate?

2b. How will your organisation engage families with substance misuse issues in your proposed area of need including Indigenous and CALD as well as other hard to reach families?

### **Experience with Drug and Alcohol Programs**

3. Demonstrate your organisation's experience in developing and delivering effective substance misuse programs to achieve positive outcomes for disadvantaged and at risk children and their families. Include information on how current programs are monitored, reviewed and evaluated?

### **Ability to Work Collaboratively**

4. Describe your organisation's experience and approach to working collaboratively with local organisations (including Indigenous, Alcohol or Drug, Family Support Providers and Child Protection) local leaders and other key stakeholders to provide intensive parenting support services to families with substance misuse issues.

### **Qualification of Service Delivery Staff**

5. Demonstrated relevant expertise and qualifications of staff to undertake and deliver quality outcomes under Kids in Focus for the life of the Funding Agreement.

## **3.4 Stages in the Assessment Process**

Assessments will be undertaken by the Department with input from relevant experts and conducted in accordance with the Assessment Tool. The assessment will be conducted in accordance with the following stages:

- 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

## Kids in Focus – Family Drug Support Application Guidelines

- Complete information has been provided in the Application Form to enable a fully informed assessment to be made.

### Stage 2 - Assessment of applications against selection criteria

Assessment Teams will undertake assessment of applications and will consider the applicant's response to each Selection Criterion against a 4-point (1 to 4) scale (see Table below).

Assessment Teams will assess applications primarily on the information provided in the Application Form. Assessment teams may also use information about an applicant that is provided by referees nominated by the applicant.

FaHCSIA **may** use information about an applicant that is, or becomes known to FaHCSIA in the course of FaHCSIA's business, as well as any publicly available information.

**Table 1: four-point rating scale for selection criteria**

Rating	Score
<b>Excellent quality</b> —excellent claims against the criteria, exceeds requirements, supporting information confirms consistent superior performance.	4
<b>Good quality</b> —good to very good claims against the criteria, meets all requirements to a high standard with complete and comprehensive supporting information.	3
<b>Satisfactory quality</b> —adequate claims against the criteria, mostly meets requirements, but may be lacking detail and/or supporting information.	2
<b>Marginal or poor quality</b> — poor claims against the criteria, does not meet requirements, has deficient supporting information.	1

### Stage 3 – Financial Viability Assessments

Applications will be subject to Financial Viability Assessments.

**Note:** The Department may not fund applicants that are assessed as high-risk in terms of Financial Viability.

Information required from applicants for the Financial Viability Assessment is gathered via the information requested in Section 4 of the Application Form and in Addressing Selection Criterion 5 (Information on Financial Viability). If your Service is part of a larger organisation or has a parent company, then these organisations must also provide the information requested in Section 4 of the Application Form.

### Stage 4 – Selection of Successful Applicants

Following assessment against the Selection Criteria and consideration of the Financial Viability Assessment the Department will take additional criteria into account (see below). The stage 4 criteria are designed to achieve the best providers against the identified funding priorities (see Item 2.6).

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At stage 4, assessors will rank applications that have been successful from stages two and three in a draft Assessment Report.

The Department's decision on, Successful Applicants will be finalised when the Minister or his/her Delegate indicate their acceptance of the final list of successful applicants.

### **Stage 5 - Entering into Funding Agreements**

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 Debrief Strategy identified in the Selection Strategy item 7.3)

Any or none of the applications under this selection process may be accepted.

## **Section 4 – Terms and Conditions of Application**

### **4.1 Application conditions**

All applicants for funding under this program are required to formally register for 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 fax.

Only one application per organisation/location will be assessed. If more than one application is submitted, only the latest application will be considered.

Applicants must submit an original and three copies (including all supporting documentation) of the Application Form. Applications must be submitted in hard copy.

The Application Form must be completed in Arial font size 11 with single line spacing. If completed by hand writing it must be printed and in black pen.

Applicants are asked to contain their responses to no more than 3 pages per criteria.

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.

## **Kids in Focus – Family Drug Support Application Guidelines**

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### **4.2 Late Applications**

FaHCSIA may reject any application lodged 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.

### **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.

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### **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 System. The Complaints Management System ensures that any problems that you have with FaHCSIA's services, decisions or policies, and those of FaHCSIA funded service providers, are taken seriously and dealt with promptly.

For this selection process complaints should be sent to:

Kids in Focus  
FSP Operational Branch  
PO Box 7576  
Canberra Business 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 1800 634 035. 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 Kids in Focus.

### **Application**

Means the application for funding submitted by an applicant. 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:

- a) in the public domain, or
- b) already known to the Department other than through an obligation of confidence.

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### **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 utilizes 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.

### **Department (the)**

Means the Australian Government Department of Families, Housing, Community Services and Indigenous Affairs.

### **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.

## **Kids in Focus – Family Drug Support Application Guidelines**

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### **Selection Criteria**

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

### **Selection Process**

Means 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.

### **Value in Social Services Delivery**

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 for the program will:

- meet the objectives of the Department – such as strong and resilient communities,
- meet the aims of the program,
- meet community requirements, and
- be delivered in an efficient and effective way.