



Australian Government

**Department of Families, Housing,
Community Services and Indigenous Affairs**

APPLICATION FORM FOR FUNDING UNDER Family Support Program

Kids in Focus – Family Drug Support

Selection Process: FaHCSIA/09/RFT671

Information for Applicants

Registration

Applicants are required to register their intention to apply by emailing KidsInFocusFamilyDrugSupport@fahcsia.gov.au or phoning toll free 1800 733 923 between 9am - 5pm AEST Monday to Friday.

Applications

Application Packs are available on the FaHCSIA website at www.fahcsia.gov.au. Paper based applications which include one original and three copies 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

Closing date

Applications must be submitted by 2:00pm AEST on Tuesday 2 February 2010 Applications received after this date will not be included in the assessment process.

Contacts

Assistance

Should you have any questions about this application form, please consult the Application Guidelines. If you cannot find the information you require please email 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 a 1800 FaHCSIA number NRS users should phone 1800 555 677 or visit the NRS Website at <http://www.relayservice.com.au/>

Application Guidelines

If you are completing this application form you should only proceed if you have read the Application Guidelines. Assessment of applications will be based on the information provided in the Application Guidelines.

Fraud

The Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) is committed to the Commonwealth Fraud Control Policy and Guidelines. Applicants should familiarise themselves with the Department's Fraud Control Policy Statement at <http://www.fahcsia.gov.au/about/doingbusiness/Pages/default.aspx#4> which also underpins fraud and risk minimisation responsibilities when dealing with the Department. One key responsibility is to report all suspected fraud to the relevant contact officer and Fraud Control Manager within FaHCSIA.

**Personal
Information**

Any personal information you provide is protected under the Privacy Act 1988. The Department will not use any personal information for any other purposes unless required by law or you provide your consent to do so. The Department will not disclose any personal information to any other organisation or to any individual unless required by law or you provide your consent to do so.

**Information
Use**

Please note that in some circumstances, FaHCSIA may use successful applicants' information, other than personal information that has been provided in the applicants' application, to assist FaHCSIA National and State Offices to:

- (a) inform staff negotiating and establishing funding agreements of risks and issues which need to be addressed in the agreement for that program; or
- (b) inform future assessments for applications in the same program; or
- (c) inform assessments for applications for other programs.

Please indicate whether you agree to the Department using the information (not personal information) you have provided in your application for the purposes listed at (a), (b) and (c) above.

I agree

I do not agree

Part 1 Eligibility

1a. Organisation type and financial status

Is your organisation or lead agency non-government? *Non Government* *Government*

Is your organisation or lead agency not for profit? *Not for Profit* *For Profit*¹

1b. Organisation entity type

Please mark all applicable boxes with a cross ☒

- Incorporated Association*
- Incorporated Cooperative*
- Aboriginal Corporation*
- Organisation established through specific Commonwealth or State/Territory legislation*
- Company (Incorporated under Corporations Act 2001)*
- Partnerships*
- Trustee on behalf of a Trust*

If you have not crossed any box from the list above, your organisation is not able to apply for funding for this program. You should refer to the Application Guidelines.

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¹ Any funds that are not spent under the funding agreements resulting from this selection process will need to be returned to FaHCSIA after they have been acquitted. The unspent funds cannot be retained by organisations as a profit.

Part 2 Organisations Eligible to be Funded

2 What is the legal name of your organisation?

This is the name that appears on all official documents and legal papers. It may be different to your trading name.

**All further responses within this Application Form must relate to this entity.
This is the legal entity that FaHCSIA will enter into Funding Agreements with.**

3 What is the trading name of your organisation?

This is the name your organisation trades or provides services under.

4 Does your organisation plan to sub-contract any or all of the service provision, if this application is successful?

Yes No

If yes, successful applicants may be asked to provide details of those sub-contracting arrangements and the organisations involved.

5 What is your organisation's physical address?

Enter the contact person's address if your organisation does not have its own registered address, etc.

Physical Address (Not a PO Box)

Building / Floor

Street No. and name

Suburb / Town

State

Postcode

6 What is the postal address of your organisation?

Same as above

Postal Address

Building / Floor

Street No. and name or PO Box

Suburb / Town

State

Postcode

7 What is the outlet name, where the service will be delivered? (If different, to Q2 or Q3.)

8 What is the outlet's physical address?

Physical Address (Not a PO Box)

Building / Floor

Street No. and name

Suburb / Town

State Postcode

9 If more than one outlet is going to be used to deliver the service please list

Enter the contact person's address if your organisation does not have its own registered address, etc.

Physical Address (Not a PO Box)

Building / Floor

Street No. and name

Suburb / Town

State Postcode

Physical Address (Not a PO Box)

Building / Floor

Street No. and name

Suburb / Town

State Postcode

10 Who are the authorised Contact Persons for this application?

	Preferred Contact	Alternative Contact
Title		
First name		
Surname		
Position in Organisation		
Telephone number		
Mobile number		
Fax number		
Business Email address		

Part 2a

Consortium Details

Consortium Definitions

- **Lead Agency** – This is the legal entity, specified in Part 2, which if successful will be offered a funding agreement by FaHCSIA.
- **Consortium** – This is the combined group of entities that is applying for funding through this application form. (See the Application Guidelines Glossary for further information) Note that the consortium does not sign any contract with the Department.

11 Consortium Details

(Lead agency details must be completed in Part 2.)

Please list the legal names of all members of the **Consortium** and provide a brief description of each member's role in the delivery of the services.

Organisation Legal Name	ABN Number	Role in Consortium
1		Lead Agency and contract signatory
2		
3		
4		
5		
6		
7		
8		

Attach a signed statement by the proposed **consortium** members showing:

- * their agreement to enter into a **consortium** arrangement for the purposes of this funding,
- * the nature of the legal relationship that will occur between parties if the application is successful, and
- * how the arrangements between the members will be managed and overseen by the Lead Agency.

The Department will not accept changes to consortium arrangements that, in the opinion of the Department, represent a material change to its application.

Further evidence of the consortium arrangements may be sought from successful applicants prior to the signing of the funding agreement.

Part 3

Financial Details

FaHCSIA is unable to fund your organisation if you do not provide bank account details.

12 Does your organisation have an Australian Business Number (ABN)? Yes No

If Yes, what is the ABN of your organisation?

If your organisation has an ABN Branch number, please provide it here.

13 Is your organisation registered for GST? Yes No

(Questions on GST requirements should be addressed to the Australian Taxation Office.)

14 If you would like Recipient Created Tax Invoices (RCTI's) to be sent to an alternative email address to that of the "Preferred Contact" listed in Q10, please provide the new email address here.

If this is left blank RCTI's will be sent to the "Preferred Contact" email address at Q10.

15 Please provide details of your organisation's bank account for payment should your application be successful.

BSB Number

Account Number

Account Name

Record the account details of the organisation listed at Q3 only. FaHCSIA will not make cheque payments or payments to a third party.

Part 4

Financial Viability and Governance

16 Please attach the following information:

- Your Organisation's most recent audited financial statements (with previous year for comparison)

Are these statements fully compliant with Australian accounting standards Yes No

If "No" what is your rationale for preparation of Financial Statements which are not fully compliant with Australian Accounting Standards.

[Adjust area size to suit the required word limit]

- a current financial statement (income and expenditure, balance sheet, and statement of equity - this statement does not need to be audited),
- an income and expense budget, for the financial year for which funding is sought. (Excluding the funding being applied for in this Application.)

<p>17 Please indicate if your organisation has the following:</p> <p>Please tick where applicable(√)</p> <p>a) an organisation chart.....<input type="checkbox"/></p> <p>b) duty statements for all positions.....<input type="checkbox"/></p> <p>c) financial policy and procedures (systems manual).....<input type="checkbox"/></p> <p>d) delegations, (authorised financial delegates.....<input type="checkbox"/> or decision makers)</p> <p>e) business plan.....<input type="checkbox"/></p> <p>f) risk management plan.....<input type="checkbox"/></p> <p>g) minutes of board meetings.....<input type="checkbox"/></p> <p>As a part of our financial viability verification process you may be asked to provide copies of these documents.</p> <p>Can you provide copies of these documents within 7 days of a request by us? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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18 Please tick (✓) if any of the following apply to your organisation.

- Any form of litigation or enquiry during the past three years, current or pending.
NOTE: If you have settled a claim on confidential terms, please indicate this in your response.....
- Any significant financial matter which may impact on the organisation,
 E.g. insolvency or voluntary administration.....
- Future commitments or contingent liabilities that might materially affect the organisation.....

If you have ticked any of the above (Q18) please provide a short explanation here.
 (Further information may be requested.)

Recent Funding Applications

19 Has your organisation recently applied for any other FaHCSIA funding?

FaHCSIA program name	Amount of funding	Period of funding	Date of application

20 Has your organisation applied for funding from any other source to deliver the same services covered by this application?

Program or funding source name	Contact Officer	Date of application

Part 5 Responses to Selection Criteria

For each selection criterion, ensure that the wording is compliant with page 13 of the Application Guidelines.

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

Please limit your application to 3 pages per criteria.

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.

- Describe your proposed service and how will it be delivered and operated?
- Provide information of your organisations current programs and services and how they could complement Kids in Focus to provide services to the target groups including outcomes and achievements.

These dot points are provided to assist you to develop your responses and are suggestions only.

[Adjust area size to suit the required word limit]

1b Describe how your proposed services and service delivery model will provide:

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

- Provide supporting evidence that relates to your intended approach to the desired outcomes of this program
- Provide information which demonstrates your organisation's experience, understanding and outcomes achieved in providing support to the target groups.

These dot points are provided to assist you to develop your responses and are suggestions only.

[Adjust area size to suit the required word limit]

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

- Provide information on how you will establish and operate a telephone advice service to other FSP services to assist them in identifying and supporting children at risk including:
 - Experience or qualification of staff member(s) providing advice
 - How you will promote the telephone advice service across your State/Territory
 - Resources available to your organisation to support other FSP providers
- Provide information which demonstrates your organisation's ability to establish and maintain networking opportunities to exchange information and learnings gained through the telephone advice service as a way of building the sectors capacity to identify and support children at risk.

These dot points are provided to assist you to develop your responses and are suggestions only.

[Adjust area size to suit the required word limit]

1d. Provide the budget (based on the allocated budget for the State or Territory) illustrating the breakdown of what the funding will be spent on to deliver your proposed services under Kids in Focus including establishment of a telephone advice service. Please complete the table below:

EXPENDITURE		2009/2010 (GST Excl)	2010/2011 (GST Excl)	2011/2012 (GST Excl)	2012/2013 (GST Excl)
1	Establishment cost				
2	Establishment of the telephone advice service.				
3	Total cost required for delivering telephone advice service to FSP providers in your jurisdiction				
4	Total staff costs				
5	Total accommodation costs (i.e. rent, utilities)				
6	Total materials and equipment costs (required for direct delivery of services to the client group)				
7	Total administration costs (eg. accounting, auditing)				
8	Total travel and vehicle costs (e.g. vehicle leases,				
9	Other costs: <i>Please provide details</i>				
10	Grand Total				

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?

- Describe the need for Kids in Focus – Family Drug Support in your proposed location, including geographical coverage and how the need has been identified (eg refer to local or national statistics, policy documents, community consultation or needs analysis and any other research information and supporting evidence which demonstrates the need for these services in your specified location).
- Include any community and family needs specific to this site that Kids in Focus would address.

These dot points are provided to assist you to develop your responses and are suggestions only.

[Adjust area size to suit the required word limit]

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

- Provide information which demonstrates your organisations current involvement in the proposed location and why your organisation is best placed to address the needs of at risk children and vulnerable families in that location.
- How will you use existing services and programs to complement new services under this strategy?
- What is your organisation's experience and expertise in delivering this type of program?
- What is your understanding of capacity building and how will you achieve this?
- Your organisation's governance and structure and how this will contribute to deliver Kids in Focus outcomes

These dot points are provided to assist you to develop your responses and are suggestions only.

[Adjust area size to suit the required word limit]

Experience with Drug and Alcohol Programs

3. Demonstrated experience in developing and delivering, effective drug and alcohol 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.

- Provide information on the experience your organisation has in working with individuals and families dealing with substance misuse.
- Provide information on the experience your organisation has in working with other organisations including local and State or Territory government agencies to support children and families dealing with substance misuse issues.
- Provide details of how your organisation meets or contributes to outcomes for children and families affected by substance misuse issues.
- How your organisation monitors the progress and effectiveness of your programs?

These dot points are provided to assist you to develop your responses and are suggestions only.

[Adjust area size to suit the required word limit]

Ability to Work Collaboratively

4. Describe your organisations 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 integrated, intensive parenting support services to families with alcohol and drug issues.

- How will you collaborate (both formally and informally) with new and existing stakeholders to deliver services with a whole of family approach?
- Use specific examples to demonstrate your approach to building effective networks and links with related community based and government services including information about the outcomes achieved.
- Provide supporting evidence and details of organisations you work and link with (including local and State or Territory government agencies, FSP providers, Child Protection and Alcohol and Drug services).
- Describe how you will build linkages across services to facilitate a family focused approach to service delivery and how these networks will assist in achieving sustainable outcomes for families coping with substance misuse issues.
- How will you network, collaborate and support other FSP providers through the telephone advice service?

These dot points are provided to assist you to develop your responses and are suggestions only.

[Adjust area size to suit the required word limit]

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.

- Provide information about the expertise or qualifications of staff working with specific target groups or specific service delivery skills, eg counselling.
- Consider and list qualifications of staff and how these will benefit service delivery under this strategy.
- Indicate what mechanisms and strategies your organisation has in place to develop and support staff in delivering services.

These dot points are provided to assist you to develop your responses and are suggestions only.

[Adjust area size to suit the required word limit]

Part 6

Declaration

Please complete the declaration

NOTE:
Applications being submitted by post **MUST** be signed.

I declare that:

- the information, including financial information, contained in this form is true and accurate,
- I have read the **Application Guidelines**,
- I have read, understood and accept the terms and conditions of funding and my organisation will be able to fully comply with those conditions.
- I understand that incomplete applications may **not** be considered,
- I agree to receiving Recipient Created Tax Invoices (RCTI's) for this funding should this application be successful,
- **consortium** members (if applicable) will be those specified in the Application: from the time the Application is received by the Department, and through assessment and any Funding Agreement negotiations,
- if a consortium is used and there is any change to its composition, I will notify the Department prior to signing any funding agreement,
- consortium members (if applicable) have given permission for their organisation's information to be made available to the Department,
- If and where any personal details of a third party are included, the third party has been made aware of, and given their permission for, those details to appear in this application.

If any financial information requested at Q16 has not been submitted please list any missing documents here.

Signature

Date

Name (please PRINT)

Position in your Organisation

Funding Agreement

Successful applicants must agree to and sign a funding agreement with the Australian Government Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA).

Terms and conditions under the FaHCSIA standard Funding Agreement can be found at:
http://www.fahcsia.gov.au/grantsfunding/currentfunding/Documents/funding_terms_conditions/Terms_Cond_FundingAgreement.pdf



If this form was completed by an organisation with less than 20 employees, please provide an estimate of the time taken to complete this form.

Include:

- The time actually spent reading the instructions, working on the questions and obtaining the information.
- The time spent by all employees in collecting and providing this information.

Hours

Minutes

Part 7 Application Checklist

To ensure that your application is complete, use the following checklist.

Part 1	Eligibility: Have you responded to all relevant areas?	<input type="checkbox"/>
Part 2	Organisation Details: Completed	<input type="checkbox"/>
Part 2a	Consortium Details: (If applicable) <ul style="list-style-type: none">• Consortium members and roles listed?• Memorandum of Understanding attached, signed by members?	<input type="checkbox"/> <input type="checkbox"/>
Part 3	Financial Details: All questions completed?	<input type="checkbox"/>
Part 4	Financial Viability: Have you provided the documents requested at Q16, and completed all questions? <ul style="list-style-type: none">• Short explanation to question 18 has been attached if required	<input type="checkbox"/> <input type="checkbox"/>
Part 5	Responses to Selection Criteria: Have you addressed selection criteria 1 to 5, in this Application, in line with the Application Guidelines?	<input type="checkbox"/>
Part 6	Declaration: Have you read and completed the declaration carefully?	<input type="checkbox"/>
Part 7	Application Checklist (this part): Have you completed the application checklist?	<input type="checkbox"/>
General	The following numbers of applications have been completed. Original plus 3 copies	<input type="checkbox"/>

Note: Applications that are incomplete may not be considered.
