

**Supported Accommodation Innovation Fund
(SAIF)
Application Guidelines**

Purpose of the Application Guidelines

The following guidelines are aimed at organisations who are interested in applying for capital grant funding through the Supported Accommodation Innovation Fund (SAIF). More information about SAIF is available on the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) website www.fahcsia.gov.au along with the full suite of application materials.

Please note: Applicants are ***strongly advised*** to read the following guidelines prior to submitting an application and to refer to them when completing the questions in the MS Excel and MS Word parts of the Application Form.

General information for Applicants

- *The Application Form*

There are two (2) parts to the Application Form. Questions which require very short responses or numeric responses are included in the Excel part of the form. Questions that require longer text based responses are included in the Word part of the form. The reason for providing two parts is that Excel allows data for multiple supported accommodation or respite places to be input into the one document, rather than requiring applicants to complete multiple Word based forms.

Applicants are advised that they will require basic Excel skills (as a minimum) to complete this application form. If you experience any difficulties please contact the SAIF Helpdesk at saif@fahcsia.gov.au.

- *Supporting documentation and references*

Please do not attach supporting documentation (e.g. OH&S policy) to your application unless it has specifically been requested in the Application Form or Program Guidelines Part C.

- FaHCSIA will only assess attachments that have been requested.

Instead of attaching the document, you are advised to summarise how a particular policy or document supports your response. For example:

“We have developed a Program Management Framework. This framework provides an agreed structure, control processes and templates to guide our program management.”

You are encouraged to provide evidence to support your claims, particularly where you plan to undertake a new or innovative method. Be sure to explain how the particular evidence supports your method. You do not need to provide an exhaustive review of the literature – focusing on one or more key studies or

findings which support your main ideas may be sufficient. References can be provided as footnotes or on a separate reference list attached to your application.

- *Responding to selection criteria and word limits*

The nine (9) technical selection criteria are included in the Application Form (either in the Excel or Word parts). Applicants should simply answer all questions in the Application Form and **do not need to submit a separate statement against the selection criteria.**

Word limits *do not* apply, however applicants are advised to answer each question clearly and succinctly. Concise applications will be well regarded. Dot points and graphical documents may assist in conveying your message succinctly and effectively.

Text responses will be assessed on the quality and the relevance of the information provided and how well applicants have *demonstrated* that they meet the criteria.

How to use these Application Guidelines

As a first step, applicants should review the documentation for SAIF available on the FaHCSIA website, including the Program Guidelines suite. Part C of the Program Guidelines provides essential information about submitting an application and should be read in conjunction with these Application Guidelines.

The following guidelines will assist you to work through each of the questions on the Application Form starting with the Excel based questions and moving on to the Word based questions. At the end of this document you will find a checklist which will help you to complete your final application.

What to do if you have questions or need assistance

Questions and issues can be raised via the SAIF online forum at <http://saif.govspace.gov.au>. Applicants are advised to regularly review the online forum for updates and responses to questions raised.

If you experience technical issues you should email the SAIF Helpdesk at saif@fahcsia.gov.au.

Completing Questions in the Excel Application Form

When you open the Excel form you will see two worksheet tabs at the bottom of the page:

- Section 1 – SAIF Project; and
- Section 2 – SAIF Places.

The worksheets refer to the level at which the data will be collected i.e. the overall project level or the individual supported accommodation place.

Guidance tables

The tables below provide guidance notes to assist you to complete each question in the Application Form. Column one of the tables relates directly to the Application Form, either the Excel part of the Word part. If the question has been taken from the selection criteria then the reference will be included in the second column of the table below.

Information use

Please read the information at the top of the form about how FaHCSIA may use the information you provide in your application. Select a response in the appropriate box using the drop-down list provided.

Excel Application Form - Section 1 – SAIF Project worksheet

Form Reference	Selection Criteria Reference	Question	Guidance notes for applicants
<p>Organisation details – The following questions relate to your (the capital works provider) organisation details. The responses to these questions are non assessable. However, they are mandatory and will allow FaHCSIA to register your application and create records in our system and draft Funding Agreements if your application is successful.</p>			
1	NA	What is your organisation's name?	
2	NA	What is your organisation's legal name?	The legal name of a business is the name of the person or entity that owns a business. The legal name of an organisation is the name that appears in the articles of incorporation or other legal documents. For limited liability companies (LLCs) and corporations, the business legal name is the one that was registered with the state or territory government.
3	NA	What is your organisation's trading name?	A trading name is generally considered the name a business uses for advertising and sales purposes that is different from the legal name in its articles of incorporation or other legal documents.
4	NA	Does your organisation operate for profit or not for profit?	Please select a value from the drop down list provided.
5	NA	What is your organisation type?	Please select a value from the drop down list provided. Please note that if you answer 'none of the above' to this question you are ineligible to apply.
6	NA	What is your organisation's physical street address?	Street address should include street number, street name and street type e.g. 14 Waymouth Street. You can also include building level if applicable e.g. Level 6 14 Waymouth Street.
7	NA	What town or suburb is your organisation located in?	
8	NA	What state or territory is your organisation located in?	Please select a value from the drop down list provided.
9	NA	What is the postcode for your physical address?	
10	NA	Is your postal address the same as your physical address?	If you answer Yes please go to question 15.
11	NA	Provide your postal address line 1.	Please provide the Post Office Box number or street address.
12	NA	Provide town / suburb of your postal address.	
13	NA	Postal address state or territory.	
14	NA	Postal address postcode.	
15	NA	What is your organisation's ABN?	An Australian Business Number (ABN) is an 11 digit reference that identifies a business.
16	NA	What is your ABN branch number?	Include if applicable.
17	NA	Is your organisation registered for GST?	Please select a value from the drop down list provided.

Bank account details – for the capital works provider			
18	NA	Please provide the name of your nominated bank account.	This is the name of the bank account FaHCSIA will deposit monies into if your application is successful.
19	NA	Please provide the BSB number of your bank account.	This is the BSB number of the bank account FaHCSIA will deposit monies if your application is successful.
20	NA	Please provide the account number of your bank account.	This is the Account number of the bank account FaHCSIA will deposit monies if your application is successful.
21	NA	Does your organisation currently have another Funding Agreement with FaHCSIA?	If yes, please provide the Funding Agreement ID.
Applicant contact details – for the capital works provider			
22	NA	First name of your organisations contact person for this application?	
23	NA	Surname of your organisations contact person for this application?	
24	NA	What position does the contact hold in your organisation?	Please select a value from the drop down list provided.
25	NA	What is the contact person's telephone number?	
26	NA	What is the contact persons email address?	
27	NA	If you wish financial emails (e.g. payment receipts generated from FaHCSIA systems) to be sent to some other than the contact person please provide an alternate email address for financial information?	
28	NA	What is your organisations web address?	
Consortia details - Please provide the names and roles of the consortium members involved in delivering the project. If there are more than four consortium members please provide the details for the four most significant partners i.e. organisations providing support service, organisation responsible for building construction and/or maintenance.			
29	NA	Is the application supported by a consortium of members?	Please select a value from the drop down list provided. If the answer is No, please go to question 39.
30	NA	What is the Consortium Member (2) legal name?	The legal name of a business is the name of the person or entity that owns a business. The legal name of an organisation is the name that appears in the articles of incorporation or other legal documents. For limited liability companies (LLCs) and corporations, the business legal name is the one that was registered with the state or territory government.
31	NA	What is the Consortium Member (2) ABN?	An Australian Business Number (ABN) is an 11 digit reference that identifies a business.
32	NA	What is Consortia Member (2) role in the consortium?	Please provide a short description of the Consortium member role in providing services.

33	NA	What is the Consortium Member (3) legal name?	See definition at 30.
34	NA	What is the Consortium Member (3) ABN?	See definition at 31.
35	NA	What is Consortium Member (3) role in the consortium?	Please provide a short description of the Consortium member role in providing services.
36	NA	What is the Consortium Member (4) legal name?	See definition at 30.
37	NA	What is the Consortium Member (4) ABN?	See definition at 31.
38	NA	What is Consortium Member (4) role in the consortium?	Please provide a short description of the Consortium member role in providing services.
Project details and mandatory conditions – The following questions provide some brief details of your project and ensure that your application / project meet the mandatory conditions of submitting an application. Please see Section 4.1 SAIF Program Guidelines (Part C) for details on mandatory conditions.			
39	NA	What is the title of the project?	
40	NA	Please provide a short description of the project.	Description should include details of the building, support model and prospective residents. Short description should be no more than 50 words .
41	NA	What type of accommodation will the project develop?	Please select a value from the drop down list provided.
42	NA	Provide the number of new supported accommodation places your project will provide?	How many supported accommodation places in total will the project support? If the project is a redevelopment record the total number of places the completed project will support. For example if the redevelopment involves demolition of an existing building which provides supported accommodation for 3 people which will be replaced with a building which will provide supported accommodation for 5 people you would record 5 as the number of places the project will provide.
43	NA	What is the construction activity type?	Please select a value from the drop down list provided. If answer Construction or Renovation go to question 45. <u>Please use the following descriptions as a guide to the different types of projects:</u> Construction - of new building(s) which will be used for supported accommodation. Redevelopment - project includes redevelopment of existing building(s) which are used for supported accommodation including demolition for the purpose of constructing new building(s). Renovation - of existing building(s) not previously used for supported accommodation.
44	NA	If your project involves the redevelopment of existing supported accommodation, what is the number of places lost as a result of the redevelopment?	For example if the redevelopment involves demolition of an existing building which provides supported accommodation for 3 people which will be replaced with a building which will provide supported accommodation for 5 people you would record 3 as the number of places lost.
45	NA	Do all of your proposed residents have severe or profound disability?	Please select a value from the drop down list provided. Please note that if your proposal will not directly benefit people with severe or profound disability, you are ineligible to apply.

46	NA	Has the relevant state or territory government endorsed the project?	Please select a value from the drop down list provided. This question refers to endorsement of the overall project. If yes, an executed version of Part 1 of the standard endorsement form must be provided. Please note that if you answer No to this question you are ineligible to apply.
47	NA	Do you have a confirmed source of funding for support service costs for the residents of the accommodation you propose to build?	Please select a value from the list. If yes an executed version of Part 2 of the standard endorsement form must be provided. Please note that if you answer No to this question you are ineligible to apply.
48	NA	What is the source of the ongoing support funding?	Please select a value from the drop down list provided. If the source of funding is state or territory please go to question 50.
49	NA	If the source of support funding is other, has evidence of the funding source (including amount and term) been attached to your application (PDF document)?	Please select a value from the drop down list provided. If Yes - evidence from the funding source must be provided. Please include the amount and term of the funding. Please note that if you answer No to this question you are ineligible to apply.
50	NA	Is the project dependant on non guaranteed capital contribution/s to proceed?	Please select a value from the drop down list provided. Please note that if you answer YES to this question you are ineligible to apply.
Priority groups and mixed development			
51	NA	Will your project specifically target people from Indigenous communities?	Please select a value from the drop down list provided.
52	NA	Will your project specifically target people from culturally and linguistically diverse (CALD) communities?	Please select a value from the drop down list provided.
53	NA	Will the project form part of a larger mixed development?	Please select a value from the drop down list provided. A mixed development would include a development where the accommodation is located within a larger development which includes social housing and or private housing as an example.
Construction Budget - You should provide a breakdown of your project costs against the specific cost elements, if they are known. Where the individual cost elements are unknown you should provide as a minimum land cost, construction cost, total cost and funding sought from FaHCSIA.			
54	1b	Will land be acquired for the project?	Please select a value from the drop down list provided.
55	1b	What is the estimated land cost?	Provide the estimated land cost rounded to the nearest dollar.
56	1b	What is the estimated construction cost?	
57	1b	What is the estimated landscaping cost?	All landscaping costs associated with promoting accessibility and usability of exterior space, or as required for development approval.
58	1b	What is the estimated set-up cost?	Basic set-up costs for the building (i.e. carpets, window finishings and furniture that is not structurally fixed to the house such as tables, chairs, lounge suite, etc).
59	1b	What is the estimated cost of functional fit out?	Cost involved with functional fit-out and appropriate assistive technologies where they are unavailable through existing state and territory schemes.
60	1b	What are the estimated project management costs?	
61	1b	What are the estimated professional costs?	Professional costs including drafting / architect, solicitor fees, quantity surveyor, consultants etc.

62	1b	What is the total project cost?	Total cost of the project should equal the sum of all of the cost elements.
63	1b	What is the total funding you are seeking from FaHCSIA?	You cannot seek more funding from FaHCSIA than the total cost of the project.
64	1b	If the total project cost is more than the funding sought from FaHCSIA, please provide a description of the capital contributions.	Where your organisation and/or project consortium are making a contribution towards the cost of the project, please provide a brief description of that contribution. E.g. The consortia will provide 20% equity of the project cost. Or, the consortia will provide 50% contribution towards the value of the land and provide all project management free of charge.
65	1b	What estimation method was used to prepare the budget?	Please select a value from the drop down list provided.
Construction Schedule - You should provide dates (in dd/mm/yyyy format) for all construction milestones. Please note that these are only estimated dates, however projects must be finalised by 30 June 2014 to be eligible for funding.			
66	1c	What is the project estimated land acquisition date?	To indicate adequate progress is occurring projects should achieve land acquisition by 1 July 2012.
67	1c	Does the project already have planning approval?	If your response to question 67 is Yes, record the actual date planning approval was submitted at question 68 and the actual date planning approval was received at question 69.
68	1c	What is the estimated date the project will be submitted to local authorities for planning approval?	To indicate adequate progress is occurring projects should be submitted to local authorities planning approval by 1 September 2012. Please review advice at 67.
69	1c	What is the estimated date planning approval will be received?	To indicate adequate progress is occurring projects should receive planning approval from local authorities by 1 December 2012. Please review advice at 67.
70	1c	What is the estimated date the construction contract will be signed?	To indicate adequate progress is occurring projects should have a construction contract in place by 1 April 2013.
71	1c	What is the estimated date construction activity will start on site?	To indicate adequate progress is occurring construction activity should commence on site by 1 May 2013.
72	1c	What is the estimated date the concrete slab will be poured?	
73	1c	What is the estimated date lock up stage will be reached?	
74	1c	What is the estimated date construction will be completed?	
75	1c	What is the estimated date certificate of occupancy will be issued for the building?	
76	1c	What is the estimated date fit-out will be completed?	
77	1c	What is the estimated date that residents will occupy the new accommodation?	The accommodation must be ready for residents to move into before 30 June 2014 otherwise you are ineligible to apply.

END OF SECTION ONE – PLEASE MOVE TO THE WORKSHEET CALLED SECTION 2 – SAIF PLACES

Excel Application Form - Section 2 – SAIF Places worksheet

The questions in this worksheet refer to each accommodation place or unit of accommodation – i.e. one project will have one or more supported accommodation or respite places/units. You must provide a response for each question for each place of accommodation offered under your project. For example if your project will deliver six (6) units of accommodation you will need to provide responses for each of those places. **NB.** The questions run across the top of the Excel worksheet.

Form Reference	Selection Criteria Reference	Question	Guidance notes for applicants
Accommodation location - Please provide the street location including unit number, street address, town/suburb, state and postcode for each accommodation place. If the precise street address is unknown you should provide suburb / town, state and postcode as a minimum.			
78	3b	What is the unit number of the accommodation?	
79	3b	What is the street address of the accommodation?	
80	3b	What is the suburb/town where the project will be located?	
81	3b	State	Please select a value from the drop down list provided.
82	3b	Postcode	
Accommodation type			
83	NA	What type of dwelling is the accommodation within?	Please select a value from the drop down list provided.
Accommodation design and inclusion - Using the drop down list in the application form answer the questions regarding the accommodation design and level of inclusion. Question 95 provides you with an opportunity to detail any additional design and inclusions that are not captured by the other questions.			
84	4	Provide the size (floor space in m ²) of the accommodation.	If the dwelling will be shared, then divide the total floor space by the maximum number of residents that could be accommodated in the dwelling. This will give an approximate amount of floor space per resident/accommodation place. If the dwelling is self-contained then simply insert the total floor space in m ² . Include all floor space under the roof-line.
85	4	What are the living arrangements for each accommodation place?	Please select a value from the drop down list provided. If you answered self contained please go to question 90.
86	4	Will the accommodation have its own bedroom and bathroom?	Please select a value from the drop down list provided.
87	4	Will the accommodation have its own kitchen?	Please select a value from the drop down list provided.
88	4	Will the accommodation have its own private access?	Please select a value from the drop down list provided.
89	4	Will the accommodation have its own private living space?	Please select a value from the drop down list provided.

90	4	Will the unit of supported accommodation have any communal and or shared facilities?	Please select a value from the drop down list provided.
91	4	Will the accommodation have accessible and functional outdoor space?	Please select a value from the drop down list provided.
92	4	Will the accommodation be fitted with heating appliances?	Please select a value from the drop down list provided.
93	4	Will the accommodation be fitted with cooling appliances?	Please select a value from the drop down list provided.
94	4	Will the accommodation offer overnight or short term visitor accommodation?	Please select a value from the drop down list provided.
95	4	Please describe other buildings design features which contribute to the overall quality. E.g. security, smart technologies etc	Briefly describe, dot points are fine, any additional features.
Accommodation environment and sustainability features - Using the drop down list in the application form answer the questions regarding the accommodation environmental and sustainability features. Appendix 2 – Specialist requirements of SAIF Program Guidelines (Part C) provide a detailed explanation of the environmental and sustainability features elements.			
96	2a	Will the accommodation achieve a platinum rating against the Livable Housing Design Guidelines?	Please select a value from the drop down list provided.
97	2b	What Energy Efficiency rating will the accommodation achieve?	Please select a value from the drop down list provided.
98	2b	Will the accommodation be fitted with insulation?	Please select a value from the drop down list provided.
99	2b	Will the accommodation be fitted with energy efficient lighting?	Please select a value from the drop down list provided.
100	2b	What type of Hot Water System will be installed to supply the accommodation?	Please select a value from the drop down list provided.
101	2b	Will the accommodation have grey water system installed?	Please select a value from the drop down list provided.
Proposed resident details - Using the drop down list in the application form answer the questions regarding the details for the proposed residents (i.e. for each resident that is known). If details of proposed residents are unknown please leave the responses blank.			
102	NA	Provide the proposed resident's primary disability?	Please select a value from the drop down list provided.
103	NA	Provide the proposed resident's secondary disability?	Please select a value from the drop down list provided.
104	NA	Is the proposed resident currently on a waiting list(s)?	Please select a value from the drop down list provided.
105	NA	What type of waiting list is the proposed resident currently on?	Please select a value from the drop down list provided.

106	NA	Does the proposed resident have an ageing carer?	Please select a value from the drop down list provided.
107	NA	Is the proposed resident a young person at risk of being placed in, or who is already resident in, an aged care facility?	Please select a value from the drop down list provided.
<i>Proximity to public transport</i>			
108	3b	Provide the distance to nearest accessible public transport.	Please select a value from the drop down list provided.
END OF SECTION TWO – PLEASE MOVE TO THE WORD APPLICATION FORM			

Word Application Form

Form Reference	Selection Criteria Reference	Question	Guidance notes for applicants
<p><i>Innovation and overall project quality</i> - The following information will be sought and used in conjunction with all other assessable information to assess the project's innovation. Guidance notes are aimed at helping you to put together an overall story however how you choose to approach each particular question is up to you.</p>			
109	9	Please provide an executive summary of your project.	This is an opportunity to provide a brief overarching summary of the key elements of your project.
110	9	If the construction activity type is renovation, provide a detailed description of the scope of works for your renovation. Include details such as works completed in the kitchen and bathrooms and where additional rooms or spaces will be added. Provide a brief description of the work to be completed by each key trade e.g. electrical - complete upgrade of power box and wiring to building including completely new fixtures throughout.	
111	9a	Define the aims of your SAIF proposal.	<ul style="list-style-type: none"> • Your model's aims are the basis of its innovation. Innovation could be summarised as a three step process, beginning with the identification of a problem or unsatisfactory situation, followed by a change, which results in a positive improvement to the original problem or situation. This positive improvement is the aim of innovation. • The aims of your model should reflect your organisation's values, and the broader values of the disability sector. • In this part of the criterion, define what the aims of your model are. They may be expressed as improved outcomes for residents, their carers, your organisation, the community, the relevant state or territory government, the Commonwealth government, or any other relevant stakeholder. • Your aims may also address non-stakeholder issues, such as features of the building, client service models, partnership arrangements, financial structures or sector-wide improvements. • You will probably have a number of aims. • Your aims will act as reference points for future measurement and evaluation of the model (this is discussed elsewhere in this criterion). They should be realistic, measurable and achievable.

112	9b	Explain how the idea for your proposal's model was developed.	<ul style="list-style-type: none"> • In this part of the criterion, explain the process that led to your proposed model. This would probably involve a substantial range of organisational experiences, including both successes and failures. • Show the development of the idea chronologically if that is appropriate. Your proposal may have began as an idea that arose out of another project, which was then developed through further research and planning, leading to sourcing of funds for construction. • Alternatively, your model may have arisen from your organisation's broader experience in delivering supported accommodation services to people with disability, or other services to clients with similar levels of need. • In either case, please demonstrate the origins and development of each of the innovative ideas in your model. • Experiences described may be either positive or negative. Your model may build on a good idea which led to positive outcomes, or may correct a bad idea that caused negative outcomes. Note what your organisation learned from each of these experiences. • The experiences you describe may be those of your own organisation. Alternatively, they may be from other sources, such as your partner organisations, individuals that have approached your organisation, overseas projects, state or territory government projects or sector professional discussions or academic literature. • Importantly, you need to demonstrate how each of the ideas you describe are reflected in your model. You need to show the actions you intend to take to build on/correct past experiences.
113	9c	Explain how your proposal's model is different to established models.	<ul style="list-style-type: none"> • Compare your proposed model to established models and demonstrate how your new model is distinctive. You need to show what is new or different about your model in order to demonstrate that it is innovative. • You should discuss your organisation's previously used models and how your proposed model differs from what your organisation has done in the past. • You should also discuss the models used elsewhere in the sector. This may be to show a difference between your model and other models of supported accommodation for people with disability, or to show how you intend to transpose a successful model from another housing sector to the disability housing context. • You should make mention of the anti-institutional features of your model, as you described elsewhere in your application.

114	9d	Detail the evidence you used in developing your proposal's model.	<ul style="list-style-type: none"> • Describe all the sources of information you used in the development of your model. This evidence base may include the academic literature, consultations with stakeholders, statistical research or observations of existing supported accommodation services. • You need to explain clearly how this information was gathered, as well as justifying the value of each source and explaining why you chose to use each source. • Show how you used each information source and the relative importance of each to your model's development. • Also describe the time context of your evidence base (such as when you conducted surveys, over how long a period you have been collecting data, how frequently you consult with stakeholders, etc.)
115	9e	Explain how your proposal's model is expected to lead to improved outcomes.	<ul style="list-style-type: none"> • This part of the criterion is seeking an explanation of why you think your model will lead to better outcomes, and will help you to reach your aims. • You need to provide a rationale for how your model will achieve the aims you have set out. As such, you should refer to your aims. • You should describe your rationale in terms of outcomes for the groups or areas you mentioned in your aims. • You should draw on the evidence bases you have described in other parts of the criterion where appropriate. • You also need to show your strategies for ensuring your model can continue to be delivered (i.e. sustainment of the service delivery) and progress can continue being made toward the achievement of your aims. You should frame this in terms of the adaptability and resilience of your model in face of future positive and negative changes which may effect the continued delivery of the project you propose.

116	9f	Explain how your organisation will evaluate and share information about the implementation and outcomes of your proposal.	<ul style="list-style-type: none"> • This part of the criterion addresses the ‘experimental’ nature of SAIF. It seeks information on how you plan to share information about the successes and shortcomings of your model, so that sector practices may be improved or changed on a wide basis. • It has two major aspects: the collection and analysis of information, and the communication of this information for potential sector-wide benefit. • Detail how you will measure progress toward the stated aims and expected outcomes of your model and evaluate the implementation of the project. • Describe any research linkages you have or may be able to create (such as with universities or policy research bodies). • Show how your model should contribute to the body of knowledge surrounding supported accommodation for people with disability. • Show how your model should contribute to systemic change in the delivery of supported accommodation for people with disability. • Detail how you will continue to develop the model in future projects. • Describe your strategies for communicating the findings of your analysis and evaluation work. You should plan to use a comprehensive suite of ideas to ensure your findings are communicated for maximum benefit to the sector.
117	9	Will the Supported Accommodation be part of a mixed development?	If Yes please provide a description of the development and how the supported accommodation will be incorporated.
Support service - The following information will be sought to allow assessment of the quality of support services.			
118	5a	Explain how the delivery of housing services and support services will be separated in practice.	<p><u>For example, housing and support services could be :</u></p> <ul style="list-style-type: none"> • Delivered by two separate legal entities (e.g. a registered housing association and a disability support provider). • Delivered by separate divisions of a single legal entity who have in place separate governance arrangements and complaints mechanisms. • Completely individualised (e.g. portable individualised funding package available); or • Delivered via a different and potentially innovative model which clearly demonstrates a separation of responsibility and provides individual choice with respect to living and support arrangements.

119	5b	Demonstrate how you will co-ordinate and manage the housing and support components to ensure continuity of service for residents.	<p>You should identify the mechanisms and processes that will be put in place to identify and manage issues, and to ensure that residents will continue to receive appropriate housing and support services.</p> <p><u>For example:</u></p> <ul style="list-style-type: none"> • An MoU exists between the two providers which outlines individual responsibilities and what happens if a dispute arises etc. • Dispute resolution procedures/risk management procedures/complaints management processes are in place. • Strategies are in place to ensure that residents do not get left without an appropriate service.
120	5c	Justify your approach to the delivery of housing and support services, including how you will ensure that individuals have choice with respect to housing and support services and that any one organisation will not have an unreasonable influence on an individual's life.	
121	6a	Describe the supports that will be available to residents and how support services will be delivered.	<p><u>You should consider the following in your response:</u></p> <ul style="list-style-type: none"> • What are the goals/values underpinning your support service delivery model? • What supports will be available? When and how often? • Will residents have access to appropriate professional assistance if required? (e.g. allied health professionals etc) • Who will provide the support? (e.g. trained support worker, volunteers, agency staff, informal supports etc) • How flexible is the support model? • Will individuals have an opportunity to choose their support provider? • How will the support model meet the needs of the target group? • Is the level and type of support available appropriate to the needs of the target group?
122	NA	Describe how you will select residents for the accommodation.	

123	6b	Demonstrate how your proposal will meet the need for supported accommodation services for the target group within your community.	<ul style="list-style-type: none"> • In your response you should demonstrate that unmet need exists within the community for supported accommodation for people with severe and profound disability. • You should briefly explain the methods you used to measure unmet need and support your claims with evidence. If possible use a range of reliable and reputable sources to demonstrate local unmet need for accommodation. • Briefly outline how the supported accommodation service you are proposing will help to address this unmet need. <p><u>If applicable, and where possible, you should also include how your proposal will address unmet need with respect to the following priority groups under SAIF:</u></p> <ul style="list-style-type: none"> • individuals with ageing carers; • individuals who may be on waiting lists for supported accommodation; • young people living in nursing homes or those who are at risk of placement in residential aged care; and • individuals from Indigenous and CALD communities. <p><u>Data sources and methods could include, but shouldn't be limited to:</u></p> <ul style="list-style-type: none"> • The number of people with severe or profound disability in the community who are on state/territory and/or service provider waiting lists; • Consultation with stakeholders – e.g. with local disability support services/people with disability/families/advocates/peaks/community groups etc • Existing research – e.g. published research reports /your own research • Local/regional data provided by the Australian Bureau of Statistics or the Australian Institute of Health and Welfare (e.g. Census or Survey of Disability, Ageing and Carers). Data available from local governments and or state and territory government intelligence.
124	6c	Demonstrate that effective governance and sound management arrangements are in place with respect to support service provision.	<p>This question refers to the organisation or entity that will be providing the support service component of the proposal. You should attempt to answer the following questions in your response:</p> <ul style="list-style-type: none"> • Is an effective governing body in place? • Are appropriate arrangements, controls and processes for decision making in place? • Does the support provider comply with all relevant legislative, regulatory and contractual requirements? • Is a code of conduct in place that ensures the support provider maintains high standards of probity? • Does the support provider undertake risk management planning?

125	6d	Describe the experience and/or capabilities of the support service provider in delivering quality support services for people with disability living in supported accommodation.	<p>This question refers to the organisation or entity that will be providing the support service component of the proposal. The response will be assessed on the level of experience and / or capability that the organisation has with respect to providing quality support services for people with disability.</p> <p>If an applicant does not have directly relevant experience they will be assessed on capability alone.</p> <p>Include in your answer the number of years that your organisation has been delivering quality support services for people with severe or profound disability, or a similar target group (e.g. people with mild disability).</p> <p>Provide one or more examples to illustrate your experience and/or capability. Your response should include any information that you think is relevant and that will support your claims.</p>
126	6e	Demonstrate how you will involve the local community and/or the expected residents and their families and carers in the development of the building project and support service delivery model.	<p>Include a strategy or approach for how you will engage stakeholders prior to and during implementation of the proposal. In your response you should identify the stakeholders you plan to speak to, as well as how and when you plan to approach them.</p> <p>Include any existing relationships you have with stakeholders, as well as any plans you have to engage with experts on the development and delivery of your proposal.</p> <p>Explain how you have, or how you plan to, incorporate general stakeholder feedback into the development of your proposal.</p> <p>You are encouraged to <i>actively involve</i> stakeholders in the housing and support components of the proposal. Involving stakeholders includes, for example, involving people with disability, their families and carers and representative organisations directly in the design of the building and/or in the development of the support service delivery model.</p> <p>Outline how you intend to consider the particular communication needs of various stakeholders.</p>

127	7a	Demonstrate how the United Nations Convention on the Rights of Persons with Disabilities has influenced the development of your proposal.	<p>Clearly and succinctly outline how the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) has influenced the development of your proposal. Consider the degree to which the principles have influenced your proposal (e.g. minor, major or a profound influence).</p> <p>As a minimum you should attempt to address how the following principles have influenced your proposal:</p> <ul style="list-style-type: none"> • Respect for inherent dignity of persons with disabilities; • Respect for individual autonomy including the freedom to make one’s own choices and independence of persons; • Full and effective participation and inclusion in society; • Respect for difference and acceptance of persons with disabilities as part of human diversity and humanity; and • Article 19 – Living independently and being included in the community. <p>As well as providing specific examples, you should also reflect on how the principles of the UNCRPD have influenced the overall development of your proposal, including what you aim to achieve in the delivery of your supported accommodation model, and the values that will drive your model.</p> <p><u>A simple example:</u> <i>Outcome</i> – residents have choice about where and with whom they live. <i>Action</i> – in shared arrangements, a policy is in place which ensures all residents have choice with respect to the people they live with. New residents will have the option to trial living in the house before making a decision to stay indefinitely. <i>Action</i> – residents are given the opportunity and are trained to be on committees/panels/boards for selection of staff and management of the supported accommodation.</p>
128	8a	Explain how the everyday costs and ongoing repairs and maintenance will be funded.	<p>Your response should include reference to any processes, controls and your organisation or partner organisation’s experience in developing budgets to support building maintenance. Your response should address as a minimum:</p> <ul style="list-style-type: none"> • how rent values will be set (if applicable); • how rent will be collected (if applicable); • how you will meet everyday costs including ongoing repairs and maintenance if you will not be collecting rent; and • an estimate of the annual expenses.

129	8b	Describe what established processes and controls you have to ensure un-programmed maintenance issues are identified and corrected in a timely manner and programmed repairs and maintenance are carried out as scheduled.	<p>Your response should include reference to any key processes, controls and your organisation or partner organisation's experience in managing building maintenance.</p> <p>Your response should address as a minimum:</p> <ul style="list-style-type: none"> • how residents notify of building issues that require attention; • standards that you apply (including timeframes), or intend to apply for building issues to be assessed and resolved; and • the timing of scheduled maintenance visits to assess the building condition. • Un-programmed maintenance could include fixing broken windows or replacing cracked tiles or servicing appliances etc. • Programmed maintenance includes replacement of floor and window coverings, replace fixtures such as HWS, air conditioning, renovations of bathrooms and kitchens.
Building - The information sought about the building is broken down into four key areas. They are ability (including experience, budget and schedule), sustainability, proximity to services and overall design/inclusion quality of the building.			
130	1a	Describe your experience and or capability in construction and/or delivery of supported accommodation to people with disability or residents with similar levels of need.	<ul style="list-style-type: none"> • Your response should include the number of similar construction projects you have previously managed in the past 5 years. • If you do not have previous experience your response should address how you will identify and procure the skills required to manage the project.
131	1d	Demonstrate how you will control key project management elements of Budget, Schedule, Quality and Risk.	
132	3a	Provide a list of services that include health, disability specific, entertainment and or community services that are available to residents.	<p>The list of organisation / facilities could include but shouldn't be limited to:</p> <ul style="list-style-type: none"> • Government services e.g. Centrelink and Medicare • Emergency services e.g. Police and or Fire Service • Health care facilities including GP, pharmacy, allied health professionals • Educational institutions e.g. TAFE • Sporting, recreational or entertainment • Other e.g. Supermarket, hairdresser etc
Financial viability and governance – This section captures information about your organisation's financial viability and governance arrangements and is standard information requested of funding applicants. The standard declaration follows this section.			
133- 137	NA	Financial viability and governance	Please ensure you complete all questions in the section and attach the requested documentation.
Declaration	NA	Declaration	To be signed by your organisation's Chief Executive Officer or equivalent.
END OF WORD APPLICATION GUIDANCE NOTES			

Supported Accommodation Innovation Fund Application Checklist

Activity	Confirmed
Is your organisation eligible to submit an application? See section 2.3 Program Guidelines Part B for eligible organisation types.	
Has your project been endorsed by the relevant state or territory government and a copy of the executed version of the standard endorsement been provided? See Appendix 1 of the Program Guidelines Part C for standard endorsement form.	
If you will source ongoing support funding to meet support costs for residents from a state or territory government, have you provided the executed standard endorsement? See Appendix 1 of the Program Guidelines Part C for the standards endorsement form.	
If the source of ongoing support service funding is something other than the relevant state or territory government, have you provided evidence of that funding source?	
Does your project directly target people with severe or profound disability?	
Is your project reliant on non guaranteed capital contributions? If so your project is ineligible to apply for funding.	
Will proposal construction be finalised by 30 June 2014?	
Have you met all other mandatory conditions at section 4.1 of the Program Guidelines Part C?	
Section 1 – SAIF Project information answered in Microsoft Excel application form?	
Section 2 – SAIF Place information answered in Microsoft Excel application form?	
Section – 3 SAIF Project information answered in Microsoft Word application form?	
Financial viability - Have you provided all the documents requested at Q133 and answered the questions in this section of the Microsoft Word application form?	
Declaration – have you read and completed the declaration carefully (at the end of the Microsoft Word application form)?	