



Australian Government

Department of Social Services

Families and Communities Programme

**Family and Relationship Services, Children and
Parenting Support services and Emergency Relief
Activities**

Norfolk Island

Funding Round Summary

February 2016

Family and Relationship Services, Children and Parenting Support services and Emergency Relief Activities

From 1 July 2016, the Australian Government will integrate Norfolk Island with the mainland tax and social security systems, including funding and delivering services provided under the Families and Communities Programme (the Programme).

The Programme aims to support families, improve children's wellbeing and increase participation of vulnerable people in community life to strengthen family and community functioning, and reduce the costs of family breakdown.

There are a number of services delivered under the Programme, three of which are included in this funding round:

Family and Relationship Services aim to strengthen family relationships, prevent breakdown and ensure the wellbeing and safety of children through the provision of broad-based counselling and education to families of different forms and sizes. These services are primarily early intervention and prevention and are targeted to critical family transition points including formation, extension, and separation.

Children and Parenting Support Services deliver early intervention and prevention supports and resources that are aimed at improving children's development and wellbeing and supporting the capacity of those in a parenting role. Services have a primary focus on children aged 0-12 years, but may include children up to age 18 years. Services could include community playgroups, supported playgroups, parenting courses, home visiting and peer support groups.

Emergency Relief provides immediate financial and/or material support to people in financial crisis. Access to Emergency Relief is considered universal and is a safety net for people experiencing financial distress or hardship and who have limited means or resources to help them alleviate their financial crisis.

Selection type

This selection is a restricted process to select one provider to deliver Family and Relationship Services, Children and Parenting Support Services and Emergency Relief to Norfolk Island.

A restricted (or targeted) selection process is used where there are few providers available due to highly specialised services being required, there are geographical considerations, specific expertise is required, or there are time constraints. A restricted round is still competitive, but only opened to a small number of potential grant recipients based on the specialised requirements of the granting activity or project under consideration. Potential grant recipients are invited to apply and are assessed against designated selection criteria.

Available funding for this Activity

Up to \$950,658 is available from 2015-16 to 2018-19 to deliver Family and Relationship Services, Children and Parenting Support Services and Emergency Relief to Norfolk Island.

	2015-16	2016-17	2017-18	2018-19	Total
Family and Relationship Services	\$51,076	\$140,581	\$140,581	\$140,581	\$472,819
Children and Parenting Support	\$51,076	\$140,581	\$140,581	\$140,581	\$472,819
Emergency Relief*	-	\$5,020	-	-	\$5,020
Total	\$102,152	\$286,182	\$281,162	\$281,162	\$950,658

*The funding period for these services is aligned with the Emergency Relief services currently being delivered across Australia.

Service Coverage Area

Please Note: When completing the coverage area in the Application Form, you will need to select the State as 'OTHER'.

Closing Date and Time

Applications must be submitted by **2:00pm AEDT, Wednesday, 23 March 2016**.

Late Applications - Information on DSS Grant Policies including the late application policy is available on the [DSS website](#).

Questions

Questions and Answers for this funding round are included in the Application Pack sent to all invitees.

If you are unable to find an answer to your question, relating to this selection process or the Activity, submit your question to grants@dss.gov.au.

Responses to questions will be emailed to all invitees, except where the answers are already available in the Application Pack.

DSS will only respond to requests for information that seek clarification of issues to allow applicants a better understanding of the requirements of the Application Form and Programme Guidelines. DSS will not provide advice on how to respond to specific Selection Criteria or on eligibility requirements.

DSS is unable to provide information on the status of individual applications during the assessment process. All applicants will be notified of the outcome of their application once the assessment process is complete.

If you require assistance or support in using and/or submitting the Application Form, please call 1800 020 283 or TTY 1800 555 677 or email grants@dss.gov.au.

Grant objectives

The service provider must meet the objectives of all three service elements, as detailed in the:

- [Families and Children Guidelines Overview](#) for the following two activities:
 - Family and Relationship Services and
 - Children and Parenting Support

- [Financial Wellbeing and Capability Guidelines Overview](#) for Financial Crisis and Material Aid: Emergency Relief

Statement of Requirement

A single current service provider is required to deliver to Norfolk Island:

- Family and Relationship Services and Children and Parenting Support Services from 2015-16 to 2018-19; and
- Emergency Relief for 2016-17.

Services must be delivered in accordance with the Programme Guidelines as listed above under “Grant Objectives”.

The Department recognises that, due to geographical constraints, it may not be possible for services to be delivered in the same form as on the mainland. The successful applicant will not be required to establish service outlets on Norfolk Island. Services may instead be delivered through outreach from mainland Australia, for example through a fly-in, fly-out arrangement supplemented by online service delivery. However, some face to face service delivery **must** be provided. Delivery models may include subcontracting provisions or consortium arrangements.

Selection Criteria

When completing your Application you **must** provide all information where you are directed to do so. Failure to meet these requirements will result in your application/s not being considered.

The equally weighted selection criteria are:

- 1. Demonstrate your understanding of the need for the funded Activity in the specified community and/or the specified target group.**

Your response **must** demonstrate an understanding of all of the following:

- the relevant demographics
 - issues affecting families and children relevant to the Family and Relationship Services and Children and Parenting Support Services activities
 - issues affecting the need for Emergency Relief, and
 - relevant existing services and service gaps.
- 2. Describe how the implementation of your proposal will achieve the Activity objectives for all stakeholders, including value for money within the Grant funding.**

Your response **must** demonstrate how:

- you will expand your existing Family and Relationship Services, Children and Parenting Support Services and Emergency Relief to people living on Norfolk Island
- the demographic groups you have identified will be supported
- the issues you have identified will be addressed
- services will be delivered, including the staffing structures
- demand for services will be managed, and
- your service will engage with stakeholders and link with other relevant services.

Attachments

For this round, no attachments are requested. Documents attached to applications will not be assessed.

Multicultural Access and Equity Policy

Australia's Multicultural Access and Equity Policy: Respecting diversity. Improving responsiveness means that Australian Government agencies make sure that cultural and linguistic diversity is not a barrier for people who need to access government and community services. This means, for example, that appropriate language services should be provided. Grant applicants should consider whether professional translating or interpreting services may be needed to deliver services, projects, activities or events to non-English speakers. If your Application Form states that a budget is required, costs for translating and interpreting services should be included in your budget.

Assessment

The Assessment Team may be comprised of Australian Government officers from each state/territory and national offices. Teams will undertake training so that applications are assessed consistently. The Assessment Team will be bound by the APS Code of Conduct and the departmental Secretary's Instructions.

Probity and fairness

The selection of funding recipients must be fair, open and demonstrate the highest level of integrity.

The following principles will be applied throughout the selection process:

- a. fairness and impartiality;
- b. consistency, accountability and transparency of process;
- c. security and confidentiality of information;
- d. identification and resolution of conflicts of interest; and
- e. compliance with legislative obligations and government policy.

These principles are intended to achieve an equitable, justifiable and sound process.

DSS may engage an independent **Probity Advisor** to help DSS meet its obligations to make selection processes defensible and able to stand up to external and internal scrutiny.

The Probity Advisor also advises DSS on, and monitors, the procedures used in the selection process to make sure they comply with the published relevant Programme Guidelines. The Probity Advisor plays no part in the assessment of applications.

Programme Guidelines

The Programme Guidelines provide the starting point for parties considering whether to apply for funding and are the basis for the business relationship between DSS and the funding recipient. Applicants are strongly advised to read the Programme Guidelines in conjunction with the Funding Round Summary and the Questions and Answers relevant to this restricted process before completing an Application Form.

How to apply

Please read and complete the declaration part of the Application Form carefully. Make sure all responses are true and accurate. Click the **Submit Application** button and follow the instructions. All questions will be verified. Any incorrect responses or unanswered questions will be displayed for you to change. The Application Form will not submit until all responses have been verified.

When you have successfully submitted your application, you will get an automated confirmation receipt and email. Submission may take several minutes, the confirmation you should receive is an automated response from DSS. **Please be patient and do not close the Application Form before you get the confirmation. Do not try to submit your application more than once.** If you do not receive confirmation or you have difficulties submitting the Application Form, please call the DSS Grants Hotline on 1800 020 283.

Grant Agreement information

The Grant Agreement is a performance-based, legally enforceable agreement between the Commonwealth (represented by DSS) and the successful applicant that sets out the Terms and Conditions governing the funding to be provided.

The type of Grant Agreement entered into will depend on the Activity, the assessed Activity risk level, the length of the Activity and the amount of the grant.

The executed Grant Agreement represents each grant provided within it and the relevant Activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.