

PART FOUR (A)
REQUEST FOR GRANT PROPOSAL FORM

Date: 15 September 2022

Rachel Scarborough
Children, Youth and Families
Department of Communities Tasmania
115 – 119 Cameron Street,
Launceston TAS 7250

Respondent:

1. I/We hereby propose to provide the services required under this Request for Grant Proposal (as indicated):
Under 16 Lighthouse Project – Therapeutic Residential Model of Care
2. I/We agree that this Proposal is lodged in accordance with the terms and conditions of this RFGP.
3. I/We hereby offer to deliver the proposed services described in this Proposal for an amount not exceeding \$3 300 000 (GST exclusive), over a three-year period.
4. By signing this Proposal Form, the Respondent declares that:
 - (a) it has the capacity to deliver the services;
 - (b) the information and particulars provided as part of the Proposal are accurate and correct; and
 - (c) the terms and conditions of the RFGP are agreed.

Signed by the Respondent or for and on behalf of the Respondent by a person who by his/her signature duly warrants his/her authority to sign

Name of Signatory (please print):

Title or Role of Signatory:

Signed in the presence of:

Name of witness (block letters)

Address of witness

Occupation of witness

Name of Respondent:

Address of Respondent:
(Include fax no. and telephone no.)

ABN of Respondent:

PART FOUR (B)
RESPONDENT DETAILS

ALL QUESTIONS ARE MANDATORY

1. **What is the legal name of the Respondent applying for this funding?**

2. **What is the legal name of the lead Respondent?**

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

3. **Does the lead agency have a formal partnership agreement with partners/consortia?
If so, please provide relevant documentation.**

4. **What is the trading name of the Respondent?**

This is the name your Organisation trades under.

5. **What is the registered physical address of the Respondent?**

6. **What is the postal address of the Respondent?**

7. **Is the Respondent:**

Not for Profit Yes No

For Profit Yes No

8. Entity Type (please select the applicable box)

- Incorporated Association
- Incorporated Cooperative
- Organisation established through specific Commonwealth or state/territory legislation (e.g. Churches, PBLs)
- Company (Incorporated under Corporations Act 2001)
- Partnership
- Trustee on behalf of a Trust
- Local Government

9. Who are the authorised Contact Persons for this Proposal?

	Preferred Contact	Optional: Alternative Contact
Title		
First name		
Family name		
Position in organisation		
Telephone number		
Mobile number		
Fax number		
Business email address		

10. Provide details of two referees that you authorise the Department to contact regarding your Proposal

	Referee 1	Referee 2
Title		
First name		
Family name		
<i>If applicable</i> – Name of Organisation		
<i>If applicable</i> – Position in Organisation		
Telephone number		
<i>If available</i> - Mobile number		
<i>If available</i> - Email address		
Relationship to Respondent		

PART FOUR (D)
FINANCIAL VIABILITY AND GOVERNANCE

ALL QUESTIONS ARE MANDATORY

20. Please attach the Respondent's most recent audited Financial Statements for the past three financial years and Annual Reports if available.

Note: Respondents who have lodged these with the DCT Community Sector Relations Unit as a result of other funding provided by the Department, need not attach these reports.

21. Please indicate if the Respondent has the following:

As part of the financial viability verification process you may be asked to provide copies of these documents

Organisation chart No Yes

Duty Statements for all positions No Yes

Financial policy and procedures (systems manual) No Yes

Delegations (authorised financial delegates or decision makers) No Yes

Business plan No Yes

Risk management plan No Yes

Minutes of board meetings No Yes

Can the Respondent provide copies of these documents within 7 days of a request by the DCT?

No

Yes

22. Do any of the following apply to the Respondent?

Any form of current or pending litigation No Yes

If the Respondent ticks **Yes** to any of these please provide a short explanation below.

Any significant financial matter which may impact on the organisation (e.g. insolvency or voluntary administration) No Yes

Further information may be requested.

Future commitments or contingent liabilities that might materially affect the organisation No Yes

Comments:

23. Insurances

The Respondent must clearly identify insurance details and provide Insurance Certificates in this section (the figures included are the minimum that the Department requires).

Insurance	Insurer	Policy No.	Sum Insured	Expiry Date
Public Liability Insurance			\$20 million per claim	
Workers' compensation Insurance				
Professional Indemnity/Negligence Insurance			\$10 million per claim	
Other Insurances (please list):				

PART FOUR (E)
BUDGET DETAILS

ALL QUESTIONS ARE MANDATORY

24. Please provide a breakdown of the planned budget (GST exclusive) using the attached pro-forma.

Proposals without a budget may not be considered. (Show whole dollars only)

Where the RFGP allows you to put in a Proposal for specific elements including services or regions / areas, please complete a budget for each of these elements in the accompanying spreadsheet.

PART FOUR (F)

QUALITATIVE EVALUATION CRITERIA / SELECTION CRITERIA

ALL QUESTIONS ARE MANDATORY

25. Please provide a written response to each of the following questions.

Qualitative Criteria	Weight
<p>1. Understanding</p> <ul style="list-style-type: none"> • Describe your organisation’s understanding of the need for the RFGP for Under 16 Lighthouse Project – TRMC. Including a demonstrated understanding of the target group and the Tasmanian community(s) and region, in which the proposed services are to be delivered. • Demonstrate your organisation’s understanding of the complexities, wellbeing and care needs that children and young people may experience when faced with or at risk of homelessness. • Demonstrate your organisation’s understanding of appropriate assessment and intervention relevant to the needs of the child or young person. <p>Maximum 1,000 words</p>	<p>Criterion 1 10%</p>
<p>2. Service model</p> <ul style="list-style-type: none"> • Describe your organisation’s proposed service model approach to delivering the Service Specifications. Include your organisation’s proposed approach and capacity to provide collaborative and therapeutic support. • Describe your organisation’s capacity and capability to deliver the Specifications including its capacity and capability to deliver the therapeutic, intensive, child-cantered and trauma-informed family restoration, mediation and counselling. • Describe how this proposed service model will contribute to and measure the achievement of the outcomes specified in Part Two, Section 2.4, by providing a Program Logic. • Demonstrate how your organisation will achieve value for money through describing the anticipated benefits and outcomes provided in delivering the Specifications, taking into consideration the amount of funding that your organisation is provided. • Describe any other services/programs your organisation provides or can provide that could link to the Under 16 Lighthouse Project – TRMC. <p>Describe how your proposed service model would apply to the case scenarios below.</p> <p>Case Scenario 1.</p> <ul style="list-style-type: none"> ○ JJ (13) has been referred to the service through the ARL after presenting unaccompanied to an SHS. ○ JJ is currently involved with TYSS for support with family violence, neglect and abuse, mental health issues, suicidal behaviours and substance abuse issues. 	<p>Criterion 2 25%</p>

- Previously, JJ hasn't needed accommodation services, however, his home life circumstances have changed and he has left the family home.
- JJ has been attending school semi-regularly, up until recently leaving the family home.
- JJ's relationship with his mother has been unsteady at times, however, JJ has identified that his stepfather is violent towards his mother and occasionally, his siblings and himself. It appears his relationship with his mother has recently broken down.
- JJ would frequently show up to his TYSS meetings hungry and unclean.
- JJ has trouble connecting with adults and other young people his age, having few close friends and connections. The friends JJ does have are a couple of years older and appear to have anti-social influences and support his substance abuse.

What strategies and approaches would you use given the brief information available?

What kind of family restoration goals would you expect to see for JJ in his Care Plan?

Who would you expect to see involved in JJ's Care Team approach (both informal and formal)?

How would you engage with a range of stakeholders already engaged with JJ to ensure a collaborative and integrated service response to JJ's wellbeing needs?

What/how would you address the difficulty JJ has in connecting with adults and other children, to form healthy, pro-social relationships?

Case Scenario 2.

- LG (14) has been referred to the service through the ARL and TYSS as she has been cycling in and out of different SHS.
- LG has previously suffered physical and sexual abuse from her mother's ex-partner. During her childhood, LG's mother moved house multiple times and LG moved in with her father at 13, when her mother decided to move interstate.
- LG had to leave the family home when her father (primary care giver) went to prison. She was moved to her Aunt's house, who she had not previously met.
- LG has displayed a range of difficult behaviours (including self-sabotage and severe self-harming and offending and criminal behaviour), severe trust issues and mental health issues, including depression and anxiety due to complex past trauma, abuse and neglect.
- LG has previously been disruptive at school by damaging school property and has trouble engaging with school work, frequently leaving and skipping classes.
- LG was recently asked to leave an SHS because of her difficult behaviour, destroying food provisions that were for everyone at the shelter and self-harming. She is currently couch surfing.

What strategies and approaches would you utilise given the brief information available?

What types of services would you expect you might utilise to assist LG?

What might you do if LG is displaying difficult behaviours such as self-harm and damaging property?

What kinds of goals and progressions would you expect to see in a Care Plan for LG?

How would your approach to working with LG differ from that utilised for JJ?

<p>3. Demonstrated experience</p> <ul style="list-style-type: none"> • Describe your organisation’s ability to and/or its previous experience in establishing and providing similar services for children and young people experiencing or at risk of homelessness. Where possible, provide examples and evidence of successful implementation, service delivery and outcome achievements. • Describe your organisation’s capacity and experience in identifying and responding to the changing needs of children and young people who have experienced trauma and/or homelessness. • Describe your organisations ability to and/or previous experience in working with families through mediation, counselling, parenting skills and managing difficult behaviours to resolve conflicts and improve family relationships. <p>Maximum 1,000 words</p>	<p>Criterion 3 10%</p>
<p>4. Demonstrated experience in establishing and maintaining collaborative relationships with key stakeholders to deliver services to clients.</p> <ul style="list-style-type: none"> • Outline how your organisation engages with the community and other stakeholders when it plans and delivers services. Including a Communications Plan detailing the engagement and communication with neighbours and the immediate community. • Describe your organisation’s experience in working in partnership with government services, other providers and stakeholders in delivering similar services. Including the organisations approach to liaising with Children, Youth and Families. • Describe your organisation’s ability and approach to working collaboratively and/or previous experience in co-managing case work for children and young people with complex needs with other services <p>Maximum 1,000 words</p>	<p>Criterion 4 10%</p>
<p>5. Demonstrated ability and/or previous experience to recruit and maintain appropriately qualified, skilled and experienced staff and to provide for their continued professional development.</p> <ul style="list-style-type: none"> • Provide a brief overview of the qualifications, skills and experience of your organisation’s staff mix, or proposed staff mix for the proposed service model. Including the staffing structure, communications plan among staff and reporting procedures. Include details of the proposed number of staff including their Award, levels and full-time equivalent that would be utilised in delivering services in accordance with the Specifications. • Provide detail of professional development, support and counselling and supervision provisions. • Summarise the qualifications, skills and experience of your organisation’s staff, with specific reference to the program or staff you will use to deliver these services. Including the ability and incentives to retain staff who meet employment checks. <p>Maximum 1,000 words</p>	<p>Criterion 5 10%</p>

<p>6. Demonstration of sound organisational governance and financial structures including professional practice accountability processes where this is appropriate and / or required. (5%)</p> <ul style="list-style-type: none"> • Describe your organisation’s ability to comply with governance structure, including processes for ensuring accountability, efficiency and effectiveness in service provision as set out in the RFGP. • Outline the governance arrangements you would specifically put in place for managing and delivering the Specifications including any identified risks and mitigation strategies. • Describe what strategies, reporting and other arrangements that your organisation would put into place and implement to ensure that it is contributing to the identified outcomes and achieving any specific targets associated with the Specifications. Including systems to manage funding. <p>Maximum 1,000 words</p>	<p>Criterion 6 10%</p>
<p>7. Compliance with the Tasmanian Government’s Buy Local Policy, including provision of an Economic and Social Impact Statement that identifies opportunities for employment and training creation in disadvantaged communities.</p>	<p>25%</p>
<p>TOTAL</p>	<p>100%</p>

Price and Value for Money

Once the Qualitative Criteria has been assessed Respondents will then be evaluated for demonstrated value for money. Respondents will be assessed as to their ability to provide services that achieve the required outcomes at the best possible price. The lowest price may not be assessed as providing the best value for money.